

# RESIDENTIAL ADDITION SUBMITTAL CHECKLIST

## Overview

Getting a permit requires review of many different documents, which are detailed in this checklist.

If you are unsure about any potentially applicable submittal items, please email [PermitTech@Sammamish.us](mailto:PermitTech@Sammamish.us) or submit for [Project Guidance](#).

## Code Reference

SDC 21.09.010.F

## Online Resources

[www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)

[Guides & Tip Sheets](#)

[Project Guidance](#)

[Sammamish Property Tool](#)

[Applications & Forms](#)

## Questions?

[PermitTech@sammamish.us](mailto:PermitTech@sammamish.us)

## ABOUT THE RESIDENTIAL ADDITION CHECKLIST

The checklist includes two sections. The first section includes submittal items that are required for all new single-family residence permit applications.

The second section includes submittal items that may be applicable to select residential addition permit applications.

Please include all the necessary documents to have a complete submittal package, to get you through the review process as quickly as possible.

Please note that demolitions, pools, retaining walls, and detached structures require submittal of a separate demolition or building permit.

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://MyBuildingPermit.com).
- 2 Select "Apply For Permit". Then select "Sammamish" as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>
Building	Single-Family Residential	Structure Addition
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

# SUBMITTAL CHECKLIST: RESIDENTIAL ADDITION

## REQUIRED SUBMITTAL ITEMS

☐ Affidavit of Applicant Status & Acceptance of Financial Responsibility

☐ Plans

☐ Plan Set

☐ Site Plan

☐ Plan Set Coversheet

☐ Site Protection Plan

☐ Residential Fixture Count Form

☐ Project Narrative

*A written description of the scope of work. This narrative should include all structures to be demolished, trees to be removed, size of the new residence, number of bedrooms, number of bathrooms, location of mechanical equipment (such as heat pumps or a/c units), and any other relevant information.*

☐ Critical Areas Affidavit

*The Critical Area Affidavit is designed for applicants to disclose if there are any critical areas located on the proposed project site.*

*If you are unsure if critical areas are located on your site, please contract with a qualified professional to review on-site and surrounding conditions and determine the presence of critical areas and/or buffers.*

*If such areas are present, a Critical Areas Study must be submitted as part of the development application. Failure to accurately disclose critical areas information may require additional review, project revisions and/or fees.*

☐ Drainage Review Determination (per Department of Public Works)

*Mark the applicable project site pathway on the drainage review flowchart on [page 45 of the Sammamish Addendum to the 2021 King County Surface Water Design Manual](#).*

☐ Historic Resources Affidavit

*Properties listed on the Historic Resources Inventory are mapped within the HistoricResources2020 layer on [Sammamish Property Tool](#).*

☐ Legal Description

☐ Energy & Ventilation Compliance Form (WSEC)

☐ Structural Calculations

## SUBMITTAL CHECKLIST: RESIDENTIAL ADDITION

### POTENTIAL APPLICABLE ITEMS

*The following items may be required, as determined by the City of Sammamish. Project Guidance can help ascertain if any are relevant.*

*If any of the following were listed as necessary as part of a Project Guidance, Pre-Development Consultation, or Pre-Application Conference, it must be included with the initial submittal.*

*Upon review of an application, any of the following may be requested as part of a correction letter by the City.*

- ☐ Certificate of Sewer Availability (from Sammamish Plateau Water & Sewer District or Northeast Sammamish Water & Sewer District)  
or  
Preliminary approval by the King County Department of Public Health  
*Required when proposed project exceeds 50% of the assessed value of the property, or the project includes additional plumbing fixtures. Generally, calculated by bedroom count.*

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- ☐ Certificate of Future Sewer Connection  
*For properties located within the City that are proposed to be served by an on-site sewage (septic) system and/or private well, a future sewer connection agreement must be filed with Sammamish Plateau Water & Sewer District or Northeast Sammamish Sewer & Water District.*

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- ☐ Certificate of Water Availability (from Sammamish Plateau Water & Sewer District or Northeast Sammamish Water & Sewer District)  
*Required when proposed project exceeds 50% of the assessed value of the property, or the project includes additional plumbing fixtures, or fire sprinklers.*

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- ☐ Prior Land Use Approvals  
*A list of related land use approvals (such as Reasonable Use Exceptions, Variances, or Use Permits) that have been obtained or are pending before the City or any other governmental entity.  
For properties requiring access over the East Lake Sammamish Trail, a copy of the approved Special Use Permit from King County must be included.*

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- ☐ [Water Meter Sizing Form](#)  
*Required when there is an increase in the number of plumbing fixtures.*

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- ☐ Draft [Declaration of Covenant for Maintenance and Inspection of Flow Control BMPs](#) (DCE)
  - *A Declaration of Covenant and for Maintenance and Inspection of Flow Control BMPs ([Form 8M](#)) may be required if a stormwater facility is proposed by the project.*
  - *For larger or more complex systems, a Declaration of Covenant for Maintenance and Inspection of Stormwater Facilities and BMPs ([Form 8J](#)) may be required.**The document must be approved by the City prior to recordation.*

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- ☐ Draft [Low Impact Development \(LID\) Facility Information Form](#)  
*LID Facility Information Forms are required for all stormwater facilities located on private property.*

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- ☐ Critical Area Report and Worksheet
  - *A Critical Area Report may be required when impacts to an environmentally critical area, or its buffer, may occur. A Critical Area Report must adequately evaluate the proposal and probable impacts.*

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- *These reports (arborist, geotechnical, critical area, etc.) are sent to 3<sup>rd</sup> party consultants for peer review, at the cost of the applicant.*

***Critical Area Reports must be accompanied with applicable corresponding worksheet ([Critical Aquifer Recharge Area](#), [Streams](#), [Wetlands](#), or [Habitat Conservation/Migration Corridor](#))***

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☐ Geotechnical Report and Worksheet

- *A Geotechnical Report may be required: when work occurs within a landslide hazard area, steep slopes, erosion hazard area, erosion hazard near sensitive water bodies area, and critical aquifer recharge areas; or when the engineering includes using a soil bearing above 1500 psf.*
- *A geotechnical report must adequately evaluate the proposal and probable impacts. These reports are sent to 3<sup>rd</sup> party consultants for peer review, at the cost of the applicant.*

***Geotechnical Reports must be accompanied with applicable corresponding worksheet ([Erosion Hazard Area](#), [Landslide Hazard Area](#))***

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☐ Arborist Report

*An Arborist Report may be required when impacts trees may occur. An arborist report must adequately evaluate the proposal and probable impacts. These reports are sent to 3<sup>rd</sup> party consultants for peer review, at the cost of the applicant.*

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☐ Storm Drainage Analysis (Technical Information Report)

*See thresholds for storm drainage review per SDC 21.03.050.D and the Drainage Review Determination/Flowchart. When one or more drainage review thresholds are met, then drainage review requirements must be addressed by the project.*

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