

RESIDENTIAL DAMAGE REPAIR SUBMITTAL CHECKLIST

Overview

Getting permits to repair a home requires a variety of documents. Please include all the necessary documents to have a complete submittal package, to get you through the review process as quickly as possible.

If you are unsure about any potentially applicable submittal items, please email PermitTech@Sammamish.us.

Code Reference

SMC 21.09.010.F

Online Resources

www.MyBuildingPermit.com

Guides & Tip Sheets

Project Guidance

Sammamish Property Tool

Applications & Forms

Questions?

PermitTech@sammamish.us

ABOUT THE RESIDENTIAL DAMAGE REPAIR CHECKLIST

The checklist includes two sections. The first section includes submittal items required for all new permit applications. A separate PDF of each document is required at the time of submittal.

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

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

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

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on 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	Repair
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

SUBMITTAL CHECKLIST: RESIDENTIAL DAMAGE REPAIR



REQUIRED SUBMITTAL ITEMS

- ☐ Affidavit of Applicant Status & Acceptance of Financial Responsibility
- ☐ Plan Set
- ☐ Project Narrative
A comprehensive description of the proposed work.
- ☐ Residential Fixture Count Form
Required for all permits. If no mechanical or plumbing work is being done please enter zero under fixture count total.
- ☐ Historic Resources Affidavit
Properties listed on the Historic Resources Inventory are mapped within the HistoricResources2020 layer on the Sammamish Property Tool.
- ☐ Legal Description
A PDF with the legal description of your property.

POTENTIALLY APPLICABLE ITEMS

The following item may be required, as determined by the City of Sammamish.

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

- ☐ Structural Plans/Calculations
Required for all repairs EXCEPT for like-for-like truss replacement with shop drawings presented on plans or at building inspection.