

# RESIDENTIAL ADDITION SUBMITTAL CHECKLIST

## Overview

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)

## SUBMITTAL REQUIREMENTS

Getting permits to increase the square footage or living area of an existing house involves many different documents. Please include all the necessary documents to have a complete submittal package, to get you through the review process as quickly as possible.

A PDF of each document is required at time of submittal.

### REQUIRED ITEMS

**Signed Building Permit Application**

**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.*

**Plans**

Plan Set

Site Plan

Plan Set Coversheet

**Affidavit of Applicant Status & Acceptance of Financial Responsibility**

**Residential Fixture Count Form**

**Drainage Review Determination** (per Department of Public Works)

*The Sammamish Addendum to the 2021 King County Surface Water Design Manual includes a drainage review flowchart on page 45. Please submit for Project Guidance.*

**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.*

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**Energy & Ventilation Compliance Form**

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**Historic Resources Affidavit**

*Properties listed on the Historic Resources Inventory are mapped within the HistoricResources2020 layer on Sammamish Property Tool.*

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**Structural Calculations**

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**Legal Description**

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## 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.*

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**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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**Stormwater Declaration of Covenant**

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**Critical Area Report**

*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. 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.***

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**Geotechnical Report**

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 3rd party consultants for peer review, at the cost of the applicant.

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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. When one or more drainage review thresholds are met, then drainage review requirements must be addressed by the project.*

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