

# SUBMITTAL CHECKLIST: NEW SINGLE-FAMILY RESIDENCE

## Overview

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

## Code Reference

Application Requirements &  
Permit Fees  
SMC 21.09.010.F

## Online Resources

[www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)  
Guides & Tip Sheets  
Project Guidance  
Sammamish Property Tool  
Applications & Forms

## Questions?

Submit Project Guidance  
Email the Permit Center

City of Sammamish  
801 228<sup>th</sup> Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

## ABOUT THE NEW SINGLE-FAMILY RESIDENCE CHECKLIST

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>	<u>Scope of Work</u>
Building	Single-Family Residential	New Construction	Residence
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

# SUBMITTAL CHECKLIST: NEW SINGLE-FAMILY RESIDENCE

## REQUIRED SUBMITTAL ITEMS

The below items are required for all Single-Family Residence Building Permit Applications. A PDF of each document is required at the time of submittal.

Please label files as numbered and listed: (for example: *Signed Application Form*)

- ☐ Acceptance of Financial Responsibility - Affidavit of Applicant Status
- ☐ Sewer Availability Certificate
  - Provided by Sammamish Plateau Water or the Northeast Sammamish Water & Sewer District
  - Preliminary Septic Approval by Public Health – Seattle & King County may be provided in lieu of a Sewer Availability Certificate if on septic.
- ☐ Proof of Separate, Independent Lot (recently platted lots only)
  - Please provide a copy of the recorded plat or short plan that shows that the property is recognized as a separate, independent lot.
- ☐ Legal Description
  - Must be for parcel(s) related to the building permit application
  - Must be a title-verified description by a Washington State licensed surveyor
- ☐ Critical Area Affidavit
  - This affidavit requires applicants to disclose if there are critical areas located on the proposed project site. If you are unsure, please contract with a qualified professional to review on-site and surrounding conditions and determine the presence of critical areas and/or buffers.
  - If critical areas and/or buffers 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.
- ☐ Traffic Concurrency Certificate
- ☐ 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](#).
- ☐ Plans
  - ☐ Plan Set
  - ☐ Site Plan
  - ☐ Plan Set Coversheet
- ☐ Energy & Ventilation Compliance Form (WSEC)
- ☐ Water Meter Sizing Form
- ☐ Structural Calculations

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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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- ☐ SEPA (State Environmental Policy Act) Checklist
    - For projects that are not [exempt](#), the City uses the information provided in the SEPA Checklist to help determine whether the environmental impacts of a proposal are significant.
    - Checklist information is also used to determine if there are mitigation measures that will address the probable significant impacts or if an environmental impact statement will be needed to further analyze the proposal.
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- ☐ Critical Area Study
    - A Critical Area Report may be required when impacts to an environmentally critical area, or its buffer, may occur and 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.
    - 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
    - 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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- ☐ 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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- ☐ List of related land use approvals
    - This may include Reasonable Use Exceptions, Variances, or Use Permits that have been obtained or are pending before the City or any other governmental entity.
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- ☐ Certificate of Future Sewer Connection
    - *For properties 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 or the Northeast Water & Sewer District.*
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