

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

[Guides & Tip Sheets](#)

[Project Guidance](#)

[Sammamish Property Tool](#)

[Applications & Forms](#)

Questions?

[Submit Project Guidance](#)

[Email the Permit Center](#)

City of Sammamish
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Sammamish, WA 98075
www.sammamish.us

ABOUT THE NEW SINGLE-FAMILY RESIDENCE 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 single-family residence 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.
- 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.

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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](#).
- Plan Set
 - Please include a site plan as part of the plan set (see example [site plan](#))

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POTENTIALLY APPLICABLE SUBMITTAL ITEMS

If applicable to your application, a PDF of each document is required at the time of submittal. Please label files as numbered and listed in the example provided under Required Submittal Items.

Please email permittech@sammamish.us or submit for [Project Guidance](#) if you are unsure which of the below items are applicable to your application.

- 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.
- 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 City-contracted consultants for peer review at the cost of the applicant.
- 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.
- 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.