

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 16.20.215

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
801 228th Ave SE
Sammamish, WA 98075
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.

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

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
- ☐ 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.
- ☐ Legal Description for parcel(s) related to the building permit application
Look up address on [King County iMap](#).
- ☐ Plan Set
- ☐ Plan Set Coversheet
- ☐ Project Narrative (detailed description of proposed work)
- ☐ 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.
- ☐ Residential Drainage Review Checklist (per Department of Public Works)
Mark the applicable project site pathway on the drainage review flowchart on [page 47 of the Sammamish Addendum to the 2021 King County Surface Water Design Manual](#).
- ☐ 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.)
- ☐ Site Plan
- ☐ Structural Calculations
- ☐ Site Protection Plan
- ☐ Storm Drainage Analysis (Technical Information Report)
- ☐ Traffic Concurrency Certificate (Unless exempt in accordance with [SMC 21.08.020.C](#))
- ☐ Water Availability Certificate (from Sammamish Plateau Water & Sewer District or Northeast Sammamish Water & Sewer District)
- ☐ WSEC Single Family and Duplex Component Performance Worksheet
- ☐ Water Meter Sizing Form (for properties served by Sammamish Plateau Water & Sewer District)

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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.

☐ Arborist Report

An Arborist Report may be required when impacts to trees may occur and must adequately evaluate the proposed tree retention and preservation.

☐ 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.

☐ Critical Area Study and Worksheet

- *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 (wetland, geotechnical, critical area, etc.) are sent to 3rd 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)***

☐ Declaration of Covenant for Maintenance and Inspection of Flow Control BMPs (Draft document)

- *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.

☐ 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 3rd 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)***

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