



Community Development
 801 229th Avenue SE
 Sammamish, WA 98075
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 www.sammamish.us

Residential Building Permit Submittal Requirements

This is a guideline to help you understand the requirements for obtaining a residential building permit. The specific rules and regulations that will apply to your application will depend on your parcel. This is provided as a guide for your submittal.

NOTE:

A pre-application meeting is highly suggested prior to building permit submittal for the following project types:

1. Single Family Residences that exceed 5,000 square feet.
2. Single Family Residences on property with sensitive areas.
 (shoreline, steep slopes, wetlands, etc)

Ways to Apply

Electronically Online	Paper
Apply and upload your plans to www.mybuildingpermit.com . Plans are reviewed and approved online as PDF documents. You print your approved plan set upon permit issuance.	Request an intake appointment at www.sammamish.us .

I. Application Checklist Residential Submittal Checklist

This checklist has been designed to provide a brief overview of the City's submittal requirements.

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Pre-submittal Requirements	
	1. Certificate of Traffic Concurrency, <i>if applicable</i>
	2. Approved King County septic system permit, <i>if applicable</i>
	3. Water & Sewer Certificate of Water Availability, <i>if applicable</i>
Forms Required	
	1. Building permit application, if submitted in paper
	2. Affidavit of contractor registration, <i>if applicable</i>
	3. Affidavit of applicant status, <i>if applicable</i>
	4. Development Assistance Considerations form, <i>if applicable</i>
	5. East side Fire and Rescue Site Plan Review form, <i>if applicable</i>
Supporting Documents Required	
	1. Geotechnical Design Report
	2. Structural Calculations
	3. Washington State Energy Code (WSEC) worksheet *including IRC VIAQ
	4. Critical Areas Studies
Plans and Drawings	
	1. Plan sets <i>*Sammamish template coversheet required for New Structure</i>
	2. Site/temporary erosion control plans <i>*Sammamish template required for New Structure</i>
Electronic files	
	1. CD of all submitted documents, if submitted in paper

*Applications/forms are available online at www.sammamish.us/permits/BuildingPermits.aspx or at the Permit Center.