

RESIDENTIAL REMODEL SUBMITTAL CHECKLIST

Overview

If you are unsure about any potentially applicable submittal items, please email PermitTech@Sammamish.us or submit for Project Guidance.

Code Reference

SDC 21.09.010.F

Online Resources

www.MyBuildingPermit.com

Guides & Tip Sheets

Project Guidance

Sammamish Property Tool

Applications & Forms

Questions?

PermitTech@sammamish.us

SUBMITTAL REQUIREMENTS

Getting permits to update and remodel a home requires a variety of 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 separate PDF of each document is required at time of submittal.

REQUIRED ITEMS

Signed Building Permit Application (City Application)

Project Narrative

A written description of the scope of work. This narrative should include any walls to be demolished, number of new bedrooms, number of new plumbing fixtures in bathrooms and kitchen, location of mechanical equipment (such as heat pumps or a/c units), and any other relevant information.

Plan Set

Residential Fixture Count Form

Historic Resources Affidavit

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

Affidavit of Applicant Status & Acceptance of Financial Responsibility

Legal Description

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.

Structural Calculations

If work includes changes to load-bearing walls or similar structural modifications.

Traffic Concurrency Certificate

Required when proposed project includes an attached Accessory Dwelling Unit.

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.

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.

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.
