

# NEW SINGLE-FAMILY RESIDENCE SUBMITTAL CHECKLIST

## Overview

If you are unsure about any potentially applicable submittal items, please email [PermitTech@Sammamish.us](mailto:PermitTech@Sammamish.us) or submit for [Project Guidance](#).

## Code Reference

[SDC 21.09.010.F](#)

## Online Resources

[www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)

[Guides & Tip Sheets](#)

[Project Guidance](#)

[Sammamish Property Tool](#)

[Applications & Forms](#)

## Questions?

[PermitTech@sammamish.us](mailto:PermitTech@sammamish.us)

## SUBMITTAL REQUIREMENTS

Getting permits to build a new house involves many different 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 \(City Application\)](#)**

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- Project Narrative**  
*A written description of the scope of work. This includes all structures to be demolished, trees to be removed, size of the new residence, number of bedrooms, number of bathrooms, location of mechanical equipment (such as heat pumps or a/c units), and any other relevant information.*

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- Plans**
  - Plan Set
  - [Site Plan](#)
  - [Plan Set Coversheet](#)

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- [Affidavit of Applicant Status & Acceptance of Financial Responsibility](#)**

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- Sewer Availability Certificate** (from Sammamish Plateau Water & Sewer District or Northeast Sammamish Water & Sewer District), or  
**Preliminary Septic Approval (King County Department of Public Health)**

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- Water Availability Certificate** (from Sammamish Plateau Water & Sewer District or Northeast Sammamish Water & Sewer District)

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- Proof of Legal Lot**  
*Documentation that the property is recognized as a separate, independent lot, which includes recordation of recently platted lots.*

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- [Traffic Concurrency Certificate](#)**

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- Residential Drainage Review Checklist/Determination** (Public Works)  
*The [Sammamish Addendum to the 2021 King County Surface Water Design Manual](#) includes a drainage review flowchart on page 45 or submit for [Project Guidance](#).*

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[WSEC Single-Family and Duplex Component Worksheet \(Energy & Ventilation\)](#)

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[Historic Resources Affidavit](#)

*Properties listed on the Historic Resources Inventory are mapped within the HistoricResources2020 layer on [Sammamish Property Tool](#).*

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[Critical Areas Affidavit](#)

*The Critical Area Affidavit is designed for applicants to disclose if there are any critical areas located on the proposed project site.*

*If you are unsure if critical areas are located on your site, please contract with a qualified professional to review on-site and surrounding conditions and determine the presence of critical areas and/or buffers.*

*If such areas 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.*

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[Stormwater Facility Information](#)

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[Declaration of Covenant & Easement \(Stormwater\)](#)

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[Structural Calculations](#)

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[Legal Description](#)

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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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[Land Use Approvals](#)

*A list of related land use approvals (such as Reasonable Use Exceptions, Variances, or Use Permits) that have been obtained or are pending before the City or any other governmental entity.*

*For properties requiring access over the East Lake Sammamish Trail, a copy of the approved Special Use Permit from King County must be included.*

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[SEPA Checklist](#)

*For projects that are not [exempt](#), The City of Sammamish uses the information provided in the SEPA (State Environmental Policy Act) Checklist to help determine whether the environmental impacts of a proposal are significant.*

*The information is also helpful 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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**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.*

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**Critical Area Report/Study**

*A Critical Area Report may be required when impacts to an environmentally critical area, or its buffer, may occur. A Critical Area Report 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.***

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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 aquafer 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.***

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**Arborist Report**

*An Arborist Report may be required when impacts trees may occur. An arborist 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.***

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**Storm Drainage Analysis (Technical Information Report)**

*See thresholds for storm drainage review per SDC 21.03.050.D. When one or more drainage review thresholds are met, then drainage review requirements must be addressed by the project.*

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