

SUBMITTAL CHECKLIST: DECKS

Overview

Getting permits to build or expand a deck requires a variety of documents. Please include all the necessary documents to have a complete submittal package, which are detailed in this checklist.

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

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

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

ABOUT THE RESIDENTIAL DECKS 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 from the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Building	Single-Family Residential	<u>(whichever is applicable)</u>	Deck or Porch
		- New Construction	
		- Repair	
		- Replacement	
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

SUBMITTAL CHECKLIST: DECKS

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: *Plan Set*)

- Acceptance of Financial Responsibility - Affidavit of Applicant Status

- Plans**

- Plan Set

- Site Plan

Plans are required for new or enlarged decks. Deck repair that does not expand or change the deck footprint does not need a site plan.

- 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.

- Drainage Review Determination** (per Department of Public Works)

The Sammamish Addendum to the 2021 King County Surface Water Design Manual includes a drainage review flowchart on page 45. Please submit for Project Guidance.

- Legal Description**

SUBMITTAL CHECKLIST: DECKS

POTENTIALLY APPLICABLE SUBMITTAL ITEMS

If applicable to your project, a PDF of each document is required at the time of submittal. Please label files as 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.

Structural Calculations

Structural calculations are required when work does not include prescriptive residential wood deck design.

Critical Area Report

*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 3rd party consultants for peer review, **at the cost of the applicant.***

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 3rd party consultants for peer review, **at the cost of the applicant.***

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 3rd party consultants for peer review, **at the cost of the applicant.***