

BUILDING PERMIT APPLICATION

A Building Permit is required prior to constructing, enlarging, altering, repairing, or changing the use of a building or structure.

Complete this form to submit online at www.MyBuildingPermit.com.

Submittal checklists are available on the [Applications and Forms webpage](#).

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Project Name _____

PERMIT INFORMATION

This permit involves:

Single-Family, Duplex, or Townhouse (residential only)

Multi-Family (residential only)

Mixed-Use (vertical combination of residential plus either commercial or industrial)

Non-Residential (anything other than the above uses)

This permit is for:

Construction of a new building

Addition to an existing building

Alteration to an existing building located:

Interior only

Exterior only

Interior and Exterior

Construction or modification of a non-building structure (e.g., swimming pool or retaining wall)

Change of use (tenant improvement)

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SCOPE OF WORK AND PROJECT VALUATION

Description of work:

Estimate for all work based on Fair Market Value (labor and materials):

Occupancy	New Floor Area	Existing Floor Area	Construction Type	Floor Level	Occupancy Load (Commercial)

Registered Plan Number: _____

Existing Amount of Impervious Surface: _____

Additional Amount of Impervious Surface: _____

Related Permit Numbers (if applicable): _____

OWNER CONTACT INFORMATION

Name: _____

Address: _____ Company: _____
(if applicable)

Phone: _____ E-Mail: _____

AUTHORIZED AGENT (APPLICANT) CONTACT INFORMATION

Name: _____

Address: _____ Company: _____
(if applicable)

Phone: _____ E-Mail: _____

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CONTRACTOR INFORMATION

Contractor Name: _____

Contractor Email: _____

Contractor L&I #: _____ Contractor Phone: _____

Address: _____

Owner is Contractor

I have read, signed, and am now submitting the [Owner-As-Builder Affidavit](#).

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MECHANICAL, PLUMBING AND ELECTRICAL

For a new single family or duplex construction, mechanical, plumbing, and electrical work is automatically included with the building permit. There is no need to apply separately for those permits.

For all other project types (including mixed-use, single family alterations, commercial TIs, etc.)

- When electrical work is occurring, a separate Electrical Permit must be obtained.
- Do you intend to include mechanical work with this building permit?
 No, there is no mechanical work occurring.
 Yes, and the Fixture Count sheet will be completed.
- Do you intend to include plumbing work with this permit?
 No, there is no plumbing work.
 Yes, and the Fixture Count sheet will be completed.

ELECTRICAL CONTRACTOR INFORMATION (IF NEW SINGLE-FAMILY RESIDENCE)

Electrical
 Contractor Name: _____

Electrical
 Contractor Email: _____

Electrical Contractor L&I #: _____ Electrical Contractor Phone: _____

Address: _____

PLUMBING CONTRACTOR INFORMATION (IF APPLICABLE)

Plumbing
 Contractor Name: _____

Plumbing
 Contractor Email: _____

Plumbing Contractor L&I #: _____ Plumbing Contractor Phone: _____

Address: _____

Owner is Contractor

I have read, signed, and will submit the [Owner as Builder Affidavit](#).

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ACKNOWLEDGMENT

- By signing this application, I authorize employees/agents of the City of Sammamish to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make any examination of the property necessary to process this application.
- I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the information will be provided prior to permit issuance. Application or construction documents will be reviewed within a reasonable time period based on the current workload. Construction documents which do not conform to the requirements of Chapters 16.05, 16.10 and 16.20 SMC will be rejected in writing, stating the reason(s) therefore.
- Applications for which no permit is issued within one year following the date of application shall expire by limitation. Applications may also be canceled for inactivity. If an applicant fails to respond to the department's written request for revisions, corrections, actions or additional information within 90 days of the date of request. The Building Official may extend the life of an application for any of the conditions listed under SMC 16.20.225 (3) exist.
- The Permit Center may authorize refunding of not more than 80 percent of the building permit fee paid when no work has been done under a permit issued and not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review is done. No refund shall be made for application or plan review fees where a plan review has been performed and the application is rejected in accordance with SMC 16.20.220. Impact fees paid at time of issuance are not subject to refund/or deferred payment within permit cancellation. Impact fees are not vested to submitted date on the application. The Permit Center shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of application.
- All provision of laws and ordinances governing this type of work shall be complied with. The granting of a permit does not presume to give authority to violate the provisions of any local, state or federal law regulation construction of the performance.

I hereby certify that I have read and examined this application and know the same to be true and correct.

Signature of Owner or Authorized Agent: _____ **Date:** _____