



BUILDING PERMIT APPLICATION

CHAPTER 16.20 SMC

Complete this form to submit at City Hall or submit online at mybuildingpermit.com.

A Building Permit is required prior to constructing, enlarging, altering, repairing, or changing the use of a building or structure. Use the Building Permit Checklist to ensure that additional required submittal documents are provided for a complete permit application.

Property Information

Property Address: Parcel Number(s):
 Tenant (if Commercial): Project Name:
 Property Owner: Owner Phone:
 Owner Address: Permit Number:

Permit Information

This permit involves:

- Single Family, Duplex, or Townhouse (residential only)
- Multi-Family (residential only)
- Mixed-Use (residential plus commercial or industrial)
- Non-Residential (anything other than the above items)

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. a swimming pool or retaining wall)
- Change of use

Provide a description of the work to be done:

Estimated Total Project Fair Market Value (Labor & Materials):

Occupancy Classification	New Floor Area	Existing Floor Area	Construction Type	Floor Level	Occupant Load (Commercial Only)	Notes

Registered Plan Number:

Existing Impervious Surfaces:

Added Impervious Surfaces:

Related permit numbers (if any):

Primary Contact Information

Contact Name: Phone:
Company Name: E-mail:
Contact Address:

Contractor Information

Contractor Name: Contractor Phone:
Contractor's L&I License #: Contractor E-mail:
Address:
Electrical Contractor Name: Electrical Contractor Phone:
Electrical Contractor's L&I License #: Electrical Contractor E-mail:
Address:

Owner is Contractor

I have read, signed, and am now submitting the Property Owner/Renter/Lessee Affidavit per RCW 19.28.261.

Owner/Agent Printed Name:

Owner/Agent Signature:

Date:

Mechanical, Plumbing, 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 building permit?
 - No, there is no plumbing work.
 - Yes, and the Fixture Count sheet will be completed.

FIXTURE COUNT SHEET

Please include quantities of any NEW or MOVED fixtures

Mechanical

Plumbing

Air Conditioner/Unit Cooler	Backflow Preventor 2" or less
Barbecue	Backflow Preventor 3" or less
Boiler/Compressor<100,000 BTU	Bidet
Boiler/Compressor>100,000 BTU	Bathroom Sink
Boiler/Compressor<500,000<1,000,000 BTU	Bathtub
Clothes Dryer	Clothes Washer
Duct Extensions (per zone)	Drinking Fountain
Earthquake Valve	Dishwasher
Forced Air Furnace<100,000 BTU	Hot Water Heater
Forced Air Furnace>100,000 BTU	Floor Drain
Bath or Laundry Exhaust Fan	Grease Trap
Fireplace or Wood Stove	Hose Bib (each)
Gas Cook Top/Stove	Ice Maker
Gas Log/Lighter/Insert	Laundry Tub
Gas Piping # of Outlets	Pressure Reducing Valve
Generator	Interior Roof Drain
Hydronic Heat Piping Commercial (per zone)	Shower
Hydronic Heat Piping Residential (flat fee)	Sink
Heat Pump	Urinal
Hazardous Piping # of Outlets	Toilet (Water Closet)
Pool or Spa Heater	Other Outlets
Unit, Floor or Wall Heater	
Kitchen and/or Whole House Fan	

Total Mechanical Fixtures: _____

Total Plumbing Fixtures: _____

_____ **Total # of Bathrooms**

Acknowledgements

- 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