

PERMIT PREPARATION PROCEDURES

STEP

1

PROJECT GUIDANCE (not required for interior-only remodel work)

What is Project Guidance?

Project Guidance is a free service that gives applicants general information and relevant sections of the Sammamish Municipal Code specific to their project & property as well as for the project.

Prior to applying for a permit, submit a request for [Project Guidance](#). The City will provide a response via email to Project Guidance within 5 business days.

STEP

2

PREDEVELOPMENT SERVICES (optional)

While its recommended that applicants hire a qualified consultant, applicants can utilize Predevelopment Services for assistance in resolving project-specific or code-related issues encountered in project design. Submit for [Predevelopment Services](#) at www.mybuildingpermit.com.

STEP

3

PLAN PREPARATION

Applicants should perform property research, complete a rough design of the project and gather supporting documentation. The City strongly suggests an applicant obtain the services of a qualified consultant to assist in plan preparation.

STEP

4

PREAPPLICATION CONFERENCE (if required)

Check your Project Guidance Notes to see if a Preapplication Conference is required. If it is, submit for a [Preapplication Meeting](#) at www.mybuildingpermit.com.

STEP

5

TRAFFIC CONCURRENCY APPLICATION (if required)

Check your Preapplication Meeting notes to see if a Traffic Concurrency Certificate is required. If it is, submit for [Traffic Concurrency Review](#) at www.mybuildingpermit.com.