Over the Counter (OTC) Permit Application Process

Types of permits available for the OTC process generally are limited in scope and have minimal site impacts. All OTC permits are by appointment only.

An OTC intake appointment can be requested on the City’s web site [www.sammamish.us](http://www.sammamish.us). The time for an OTC appointment will not exceed 30 minutes.

Among the permits not suited to the OTC process are those for shoreline properties, sensitive areas, properties with septic systems and those properties that require geotechnical analysis due to steep slopes; unstable soils.

**Types of Permits Eligible for OTC process:**

- **Addition** permit for residential structures of light wood construction, single story on the ground level that are less than 500 square feet.
- **Clear and Grade** permits limited to less than 200 cubic yards of material moved.
- **Demolition** permits for residential structures.
- **Deck** permits, wood frame, non-covered, associated with single family residences in compliance with residential prescriptive deck design.
- **New Single Family Residence** permits that are from an approved Registered Plan and are located in a recorded plat or short plat.
- **Remodel** permits for residential structures for minor non-structural alterations.
- **Shed** associated with single family residences.
- **Sign** permits.

The following permits do not require review can be applied for online at [www.mybuildingpermit.com](http://www.mybuildingpermit.com) or can be submitted without appointment at the permit center:

- **Mechanical** permits for single family residential structures.
- **Plumbing** permits for single family residential structures.
- **Reroof** permits, wood shake, composition or metal only-see re-roof permit checklist.
- **Fire Services** permits
  - Sprinkler Systems
    - Remodel-Relocating, adding or capping 25 or fewer heads
  - Alarm Systems
    - Automated Electronic Signal (AES)
    - Emergency Radio System
    - 10 or fewer devices
OTC permits are received by Permit Technicians in the Permit Center located at the City of Sammamish City Hall, 801 228th Ave SE.

- **Submittal appointment includes:**
  - Verification that application meets OTC criteria.
  - Complete review by Plans Examiner and Planner.
  - Building permit issuance.
- **Application forms are available online.**
- **Fees may be paid by check, visa or master card.**

**Application Forms**
Application forms are available on the Sammamish website at [https://www.sammamish.us/permits-regulations/permit-center/building-permit-resources/](https://www.sammamish.us/permits-regulations/permit-center/building-permit-resources/)

**Questions?**
If you have any questions about OTC permits, contact the Permit Center at 425-295-0531.