

# PERMITTING PROCESS

## STEP 1: PERMIT APPLICATION SUBMITTAL

Permits applications are submitted online at [www.mybuildingpermit.com](http://www.mybuildingpermit.com) (MBP)

- Select "Apply for Permit".
- If you're new to MBP, select "Register Now". If not, sign in.
- Select "Sammamish" for your Jurisdiction, then start application.
- Select the appropriate permit type (Building, Electrical, Fire, etc.).
- Follow prompts and fill out required information during application.

## STEP 2: APPLICATION SCREENING

Within four working days you'll receive:

An invoice for review fees.  
*(if your application is complete and has been accepted for review)*

OR

An email with reasons why your application was deemed incomplete and was not accepted.

*(you'll see directions on how to add to the existing application and resubmit it)*

REPEAT STEP 2

## STEP 3: PAYMENT AND PLAN REVIEW

Once review fees have been paid, your plans will be put in the queue to be reviewed by the department(s) that are relevant to your project (building, planning, public works, water/sewer, fire). Plans are reviewed in the order in which they are received.

Review time(s) vary depending on project scope and the current volume of permits. You can check the status of the review on MBP by selecting "Check Status" on the homepage.

## STEP 4: PLAN REVIEW COMPLETION

Once the reviews are complete, you'll receive:

An invoice for issuance fees.  
*(if your application has been approved)*

OR

A correction request will be uploaded to MBP if not approved.  
Corrected documents must be resubmitted within 90 days.

GO TO STEP 6

GO TO STEP 5

## STEP 5: CORRECTED PLAN SUBMITTAL (IF NECESSARY)

Once corrected documents are resubmitted to the City for review, they will be screened for completeness within 4 working days. At that time one of the following will occur:

If deemed complete your plans will be **accepted** and put in the queue to be reviewed.

OR

If deemed incomplete the applicant will receive an email with reasons why your application was **not accepted**

REPEAT STEP 5

## STEP 6: PAYMENT AND PERMIT ISSUANCE

Once issuance fees have been paid, the permit and approved plans will be uploaded to MBP (Issued).