

RIGHT-OF-WAY PERMIT EXTENSION REQUEST FORM

ABOUT RIGHT-OF-WAY PERMIT EXTENSION REQUESTS

A right-of-way permit extension allows the right-of-way permit to remain active after the initial expiration date. This form allows an applicant with an existing ROW permit to request an extension when one of the following criteria has been met:

- The applicant has an issued permit, construction work has been actively underway without delays, and completion is expected to extend past 180 days from the issued date.
- The applicant has an issued permit and has initiated a Job Start through MyBuildingPermit.com before the 180 working days have elapsed from the issued date.
- The applicant has an issued permit, and construction has been delayed due to confirmed coordination issues with subcontractors, supplies, labor, or other construction-related elements.

An existing right-of-way use permit may be renewed one (1) time.

EXPIRATION OF PERMIT RENEWALS	
Final Inspection Pending After Renewal Date	6 months
Final Asphalt Paving Lift	1 year

The Development Review Manager may grant a thirty (30) day extension for right-of-way permits when all work has been approved, and the only remaining item is the final inspection.

Submittal Instructions
Complete & save this form before uploading it to the “File Upload” section of the associated permit at MyBuildingPermit.com.

Code Reference
Right-of-Way Use Permits
[SMC 21.08.060](#)

Resources
[King County iMap](#)
[Sammamish Property Tool](#)

Questions?
[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

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APPLICANT/REPRESENTATIVE INFORMATION

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

PROJECT & REQUEST INFORMATION

Project Name: _____ Development & Lot Number: _____
(if applicable)

Has work started? Yes No

If yes, what was the last improved inspection? _____

Are you ready for the next inspection? Yes No

Expiration Date of Original Permit: _____ Scheduled Date of Completion: _____

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application.

Applicant/Representative Signature: _____ Date: _____