



STRUCTURES BUILT PRIOR TO PERMIT

Purpose

It is the policy of Thurston County Development Services that there be no advantage gained in terms of payment of fees or compliance with code provisions by those who do not obtain all required permits prior to the construction of any building, structure or portion(s) thereof or the installation of any equipment, fixture or appurtenance(s) thereto regulated by the codes administered by this department.

How Do I apply?

For all structures, a complete Residential or Non-Residential project application package is required, to be completed as if submitting a new project application.

In addition to the complete application package, if concrete foundations are already poured, provide the following:

- A report from a licensed professional (Non-Jurisdictional ICC certified inspector, Geotechnical Engineer, Structural Engineer, or Architect) which includes pictures and a statement including Verification of reinforcing (i.e. magnometer / xray) and that footing dimensions and reinforcing match approved plans.

Fees

Building permit fees are based upon the building floor area and method of construction. A penalty fee equal to the building permit fee is required in addition to regular fees. Residential site plan review, building plan review, and penalty fee are required at application, the balance of permit fees can be paid at issuance; see the "Residential Building Permit Fee Guide" for an explanation of building permit fees.

Application Process

A Permit Technician processes your application and coordinates the Department review of your construction plans, building setbacks, stormwater drainage, access, and environmental critical areas. Applicants are called by the project Case Manager to pick up permits after all department approvals are received and the file is prepared to issue.

Inspection Process

Once the permit is issued, all standard inspections apply:

- The applicant calls for a Footing/Posthole/Setback inspection. (for Pole frame structures, expose at least 2 of the posts to the bottom of the post prior to scheduling.)
- The Building Inspector completes inspections based on what is visible and final structure if possible, or leaves a correction notice requiring documentation prepared from an Architect, Engineer, or Non-Jurisdictional ICC certified inspector, verifying compliance with the Thurston County Building Code for covered components.

NOTE: Violation cases will be cleared when the structure receives final inspection approval.

I Still Have Questions...

The information in this bulletin is a general guideline of the procedures and rules. For additional information, speak with a staff member at the Permit Assistance Center. Contact information is listed below. You may also review all Thurston County Codes online on the County website referenced at the bottom of this page.

Thurston County Permit Assistance Center

2000 Lakeridge Drive SW, Bldg 1, Second Floor; Olympia, WA 98502
Phone: (360) 786-5490; TDD line: (360) 754-2933; Fax: (360) 754-2939

www.co.thurston.wa.us/permitting