



Thurston County Permit Assistance Center  
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[www.co.thurston.wa.us/permitting](http://www.co.thurston.wa.us/permitting)

*Creating Solutions for Our Future*

## MASTER APPLICATION

STAFF USE ONLY	DATE STAMP
<p><b>LABEL</b></p> <p>PLEASE NOTE:            ALL APPLICATIONS AND SITE PLANS            MUST BE COMPLETED IN BLACK OR            BLUE INK <u>ONLY</u></p>	<p>Intake by: _____</p>

**The Master Application is required for all projects and shall accompany a project-specific supplemental application(s). The Master Application may not be submitted alone. Check the appropriate box for each supplemental application being submitted with this Master Application.**

**Type of Project** (check all that apply):

<p><b><u>BUILDING</u></b></p> <p><input type="checkbox"/> Residential (form SA001)</p> <p><input type="checkbox"/> Non-Residential (form SA002)</p> <p><input type="checkbox"/> Non-Residential Hood &amp; Duct (form SA003)</p> <p><input type="checkbox"/> Non-Residential Sign (form SA004)</p> <p><input type="checkbox"/> Manufactured Home Placement (form SA005)</p> <p><input type="checkbox"/> Minor Permit (form SA006)            (Mechanical/Plumbing/Fire/Re-roof /Re-siding/Demo)</p> <p><input type="checkbox"/> Adult Family Home Inspection (form SA007)</p> <p><input type="checkbox"/> Fire Code Permit (form SA008 – SA012)</p> <p><b><u>ROADS</u></b></p> <p><input type="checkbox"/> Encroachment Permit (form SA013)</p> <p><input type="checkbox"/> Construction Permit (form SA014)</p> <p><input type="checkbox"/> Variance (form SA015)</p> <p><input type="checkbox"/> Scoping Review Request (form SA015a)</p> <p><input type="checkbox"/> Access Permit (form SA015b)</p> <p><b><u>ENVIRONMENTAL HEALTH</u></b></p> <p><input type="checkbox"/> On-Site Sewage System (form SA016)</p> <p><input type="checkbox"/> On-Site Sewage System Abandonment (form SA017)</p> <p><input type="checkbox"/> On-Site Sewage Evaluation (form SA018)</p> <p><input type="checkbox"/> Water System Design (Group B or 2 Party) (form SA019)</p> <p><input type="checkbox"/> Well Site (form SA020)</p>	<p><b><u>PLANNING</u></b></p> <p><input type="checkbox"/> Administrative Variance (form SA021)</p> <p><input type="checkbox"/> Binding Site Plan (form SA022)</p> <p><input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation (form SA023)</p> <p><input type="checkbox"/> Critical Area Review (form SA024)</p> <p><input type="checkbox"/> Design Review (form SA025)</p> <p><input type="checkbox"/> Division of Land (form SA026)</p> <p><input type="checkbox"/> Division of Land Final Map (form SA026a)</p> <p><input type="checkbox"/> Environmental Checklist (SEPA) (form SA027)</p> <p><input type="checkbox"/> Forest Practice Activities (form SA028)</p> <p><input type="checkbox"/> Innocent Purchaser (form SA029)</p> <p><input type="checkbox"/> Joint Aquatic Resources Permit Application (JARPA) (form SA030)</p> <p><input type="checkbox"/> Legal Lot Determination (form SA031)</p> <p><input type="checkbox"/> Other Administrative Actions (form SA032)</p> <p><input type="checkbox"/> Presubmission Conference (form SA033)</p> <p><input type="checkbox"/> Reasonable Use Exception (form SA034)</p> <p><input type="checkbox"/> Release of Moratorium (form SA035)</p> <p><input type="checkbox"/> Rezone, Comp Plan Amendment, Open Space (form SA036)</p> <p><input type="checkbox"/> Shoreline Administrative Variance (form SA037)</p> <p><input type="checkbox"/> Site Plan Review (form SA038)</p> <p><input type="checkbox"/> Special Use Permit (form SA039)</p> <p><input type="checkbox"/> Variance – Hearing Examiner (form SA040)</p>
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<b>Property Tax Parcel Number(s):</b> _____ _____
<b>Zoning:</b> _____ <b>Acreage:</b> _____
<b>Subdivision Name</b> (if applicable): _____ <b>Lot #:</b> _____
<b>Property Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____
<b>Directions to the Property:</b> _____ _____ _____
<b>Property Access Issues</b> (locked gate, code required, dogs or other animals): <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>If yes, Describe:</b> _____
<b>OWNER IS RESPONSIBLE FOR SECURING ANIMALS BEFORE SITE VISIT.</b>

**Type or Print:** *Additional property owner sheet can be obtained online at [www.co.thurston.wa.us/permitting](http://www.co.thurston.wa.us/permitting) or copy obtained from the Permit Assistant Center.*

<b>Property Owner(s):</b> _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: ( ) _____ Fax #: ( ) _____
Cell #: ( ) _____ E-mail: _____
<b>Signature:*</b> _____ <b>Date:</b> _____

<b>Applicant</b> (if different than owner): _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: ( ) _____ Fax #: ( ) _____
Cell #: ( ) _____ E-mail: _____
<b>Signature:*</b> _____ <b>Date:</b> _____

<b>Point of Contact:</b> _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: ( ) _____ Fax #: ( ) _____
Cell #: ( ) _____ E-mail: _____
<b>Signature:*</b> _____ <b>Date:</b> _____

**BRIEF DESCRIPTION OF PROJECT PROPOSAL**

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**BILLING INVOICES**

The base application fee charged at the time of application covers base hours listed on the fee schedule. When the base hours by a Department are used, a monthly billing invoice will be generated for additional hours at the hourly rate listed on the fee schedule. Should review of the project exceed the base hours allotted, billing invoices shall be mailed to:

- Owner     Applicant     Point of Contact

\*Application is hereby made for a permit or permits to authorize the activities described herein. I certify that I am familiar with the information contained in the application and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the agencies to which this application is made or forwarded, the right to enter the above-described location to inspect the proposed, in-progress or completed work. I agree to start work **only** after all necessary permits/approvals have been received.