

MASTER APPLICATION

What is a Master Application?

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. For purposes of this bulletin, reference to applications refers to the Master and Supplemental Applications.

How to Obtain Applications

Applications may be obtained at the Permit Assistance Center, online, or mailed upon request.

How to Complete the Applications

1. All applications must be typed or neatly printed using black/blue ink. Applications may be completed online and then printed.
2. Check the appropriate box for each Supplemental application submitted with the Master application.
3. Provide directions to the property from the nearest major road.
4. Original signatures are required. The property owner's signature is only required for planning applications.
5. The "Point of Contact" will be the person receiving all County correspondence and invoices regarding this application.

Do I need an Appointment?

Appointments are required for non-residential building permit applications. Contact the Commercial Plans Examiner at (360) 786-5466 to schedule an appointment.

Appointments are not required for all other application types. Applications are processed on a first come first serve basis. There are two options for submitting an application:

1. Submit the application package in person.
2. Mail the application package to the address referenced at the bottom of this page.

It is recommended that the application be submitted in person to ensure a complete application package and to obtain the tracking number for the project. Applications received by mail that are incomplete will not be processed therefore delaying review of the project.

How do I Apply?

Submit a completed application package to the Permit Assistance Center with the applicable fee. Complete package requirements are outlined on each Supplemental application.

What Form of Payment is Accepted?

Application fees may be paid by check, credit card (Visa or Mastercard), or cash.

Review Process and Timing

If the application is complete, a project tracking number is assigned and routed to the applicable reviewing department(s). Timelines vary depending on the type of application. Refer to the information bulletin attached to each specific Supplemental application for additional information.

Hours of Operation

The Permit Assistance Center is open Monday through Friday from 8 a.m. until 12:30 p.m. Arrive no later than 11:30 a.m. if submitting an application.

If technical assistance is needed, representatives from Planning and Environmental Health are available Tuesday through Thursday.

Expiration of Applications

Each application type has an expiration time associated with it. The expiration time varies depending on the type of application. It is recommended that expiration timelines for a specific project type be inquired about at the time of application.

I Still Have Questions...

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