Purpose
The following applies to residential structures only. For multifamily or nonresidential structures, an appointment with the Non-residential Building Plan Reviewer is required.

How Do I Apply?
The following items are required:
1. Master Application form
2. Residential Building Permit Supplemental Application (Form SA001)
3. Site plan with Stormwater Drainage Plan (see checklist on reverse)
   Interior remodels do not require a Site plan.
4. Satisfactory septic pumping’s report from within the last 3 years.
5. Building construction drawings (two sets)
   - Plans must include foundation plan, floor plan, and elevation drawings.
6. Non-conventional construction requires a structural engineering report. (two copies)
7. Truss Design Drawings & Specifications
8. Washington State Energy Code Form
9. Application fees

Application Process
A Permit Technician processes the application and coordinates the reviews by all the county departments. When all the reviews are complete, the applicant is notified.

- **Building:** A Plans Examiner will review the construction plans for completeness and compliance with the 2006 International Building Code.
- **Planning:** Planning review will include property line, road right-of-way, or road easement setbacks. Special setbacks or size limitations may apply if the building is located within an Urban Growth Area. If there are Critical Areas onsite a site visit is done by a Planning Technician to confirm the building meets all required setbacks. Waterfront, wetlands, streams, flood zones, steep slopes, Oregon white oak trees, and high ground water hazard areas have additional regulations and setbacks. Do not clear, grub, or cut trees in these areas until you check with Development Services.
- **Environmental Health:** For properties on septic, the property records are checked for an approved As-Built or Record Drawing for the septic system and for proof of maintenance.
- **Development Review:** The stormwater drainage plan, driveway access and grading is reviewed. Some sites will require an inspection prior to permit issuance.

Fees
All applications except Interior remodels are charged an Residential Site Review fee. Additions less than 100 square feet are charged a lower rate. If the addition is within 200’ of a Shoreline there is an additional Shoreline Review fee.

For additions, the permit and plan review fees are based upon the new building floor area and method of construction. For interior remodels the permit and plan review fees are based upon the cost of the project. See the “Residential Building Permit Fee Guide” for an explanation of building permit fees.

When Does My Application Expire?
The application will expire if the applicant fails to submit additional information requested by Thurston County within 180 days of the request.

When Does My Permit Expire?
Once approved, the permit will expire 180 days from the approval date if not issued. Once the permit is issued, the permit expires if one year passes without an approved building inspection.

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 or visit our website. Contact information is listed below.