MINOR PERMITS

Purpose
Minor permits include installing plumbing fixtures, adding heating equipment, adding or replacing gas appliances, gas piping, replacing roofing, replacing windows, or replacing siding. For multifamily or nonresidential structures, an appointment with the Non-residential Building Plan Reviewer is required. Thurston County does not issue permits for alterations to Manufactured Homes. Contact L & I at 360-902-5800.

How Do I Apply?
The following must be submitted:
1. Master Application form
2. Minor Permit Supplemental Application (Form SA006)

Mechanical Permits
• For new gas appliances with new gas lines or shutoffs you must also indicate the number under Gas Piping Connections.

Plumbing Permits
• Indicate the number of fixtures in the appropriate boxes.
• Note: A Backflow prevention device is required for underground sprinkler systems.
• Adding plumbing to an accessory building requires a Site plan meeting Thurston County’s Site Plan Submittal Requirements and additional review by Environmental Health Dept.

Fire Permit
• Required only for Propane tanks over 500 gallons.

Re-Roof Permit
• Base fee covers inspection of replacement of sheathing and insulation to meet current energy code.
• Addition of sky light(s) requires an additional fee and inspection.
• Repair/replacement of trusses requires a regular Building Permit application and may require construction plans and truss information.

Re-Siding and or Replacing Windows
• Windows in sleeping areas must meet egress requirements: Minimum sill height is 44”. Minimum opening width shall be 20”. Minimum opening height shall be 24”.Minimum net clear opening: First floor 5 sq ft min, Second floor 5.7 sq ft min.
• Structural changes to the framing or headers may require construction plan submittal.

Demo Permit
The following items are required:
• ORCAA asbestos permit. Contact Olympic Region Clean Air Agency 360-586-1044
• Simple site plan showing which building is to be demolished.
• Demolition of buildings over 8,000 require SEPA application and review.
• Demolition of structures within a critical area buffer also require review and approval by the Thurston County Planning Department prior to permit issuance.

Application Process
A Permit Technician processes the application, collects the fees and issues the permit over the counter if the application is complete.

Fees
• For Mechanical and Plumbing there is a base fee. Fire permit fees are based on the number of fixtures plus a base fee.
• For Re-roof permits there is a base fee. There is an additional inspection fee for addition of skylights.
• For residing and replacing windows, the permit fee is based on cost estimate from contractor, or materials cost times two.
• Demo permits are charged a base fee

See the “Residential Building Permit Fee Guide” for an explanation of building permit fees.

When Does My Permit Expire?
An issued permit expires if one year passes without an approved building inspection.

Thurston County Permit Assistance Center
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Phone: (360) 786-5490; TDD line: (360) 754-2933; Fax: (360) 754-2939
www.co.thurston.wa.us/permitting