



# MINOR PERMIT APPLICATION (Supplemental Application)

Staff Use Only

LABEL

Date Stamp/Staff Initials

## 1. Scope of Work (select one)

- Residential Main Residence       Residential Guest House       Residential Accessory Dwelling Unit
- Residential Accessory Structure
  - Square footage of structure\_\_\_\_\_.
  - Structure type \_\_\_\_\_(e.g. barn, shop, garage, etc)
  - Heated structures require compliance with the energy code.
- Non-Residential
  - Requires submittal of energy code compliance documents for mechanical permits.
  - Hood and Duct Supplemental Application required if installing a Hood and Duct. List this in the mechanical options under Other.

## 2. Project Type (Check all that apply)

<input type="checkbox"/> Mechanical - Mechanical options on page three  For mechanical units to be installed outside the building a. What is distance to nearest property line? _____ft. b. Height of unit _____ c. Submit site plan. Site plan requirements on page two.  <i>Any mechanical unit installed outside a building shall meet the provisions of TCC 10.36 and WAC 173-60-40 for noise.</i>	<input type="checkbox"/> New Skylights Cost of Project _____  <input type="checkbox"/> Replace Skylights with Frame Modification Cost of Project \$_____
<input type="checkbox"/> Plumbing - Plumbing options on page three	<input type="checkbox"/> New Windows/Doors Requiring Structural Change Cost of Project \$_____
<input type="checkbox"/> Demolition of Structure(s) Refer to page three for process information	<input type="checkbox"/> Replacement of Structural Sheeting Cost of Project \$_____
	<input type="checkbox"/> Non-residential Outdoor Cooler. Site plan required. Refer to site plan submittal requirements on page four

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### 3. Mechanical/Plumbing Fixtures (Check all that apply)

MECHANICAL	
	# Fixtures
Air Conditioner	
Boilers, Compressors, Absorption BTU	
Electric Furnace (new)	
Gas Furnace	
Gas Fireplace/Insert	
Gas Range	
Gas Piping Connection	
Gas Wall Heater	
Heat Pump	
Heat Pump Ductless	
Ventilation and Exhaust Fans	
Woodstove/Insert	
Other	
Other	
Other	

PLUMBING	
	# Fixtures
Bathtub	
Clothes Washer	
Dishwasher Backflow	
Floor Drain	
Hot Water Heater ELECTRIC (new)	
Hot Water Heater GAS	
Shower	
Sink	
Toilet	
Urinal	
Water Pipe Alteration/Repair	
Clothes Washer	
Water Pipe Alteration/Repair	
Other	
Other	

### 4. Contractor Information – All requested information must be provided

Contractor	Email
Name _____ Company _____	
Contact Phone # (     ) _____ Office Phone(     ) _____	
Address: _____ City _____ State _____ Zip Code _____	
WA License # _____ Expires _____	



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## 5. Process Information

### Mechanical/Plumbing Permits

- Permit is often issued over the counter.
- Flood review required if property is mapped in or within 300 feet of a high ground water hazard area or floodplain. No fee is associated with this review.

### Demolition of Structures

- Demolition Permit and fee required for each structure to be removed. An application is required for each structure.
- Submit site plan meeting site plan submittal requirements outlined below.
- Planning review required for properties mapped in or within 300 feet of mapped critical areas. A fee is associated with this review.
- Flood review required if the property is mapped in or within 300 feet of a mapped high groundwater hazard area or floodplain. A fee is associated with this review.
- Submit copy of Olympic Region Clean Air Agency (ORCAA) Notification. This will be required prior to issuance of the permit.
- Contact Puget Sound Energy to ensure all power and gas is safely disconnected.

### Skylights, Windows/Doors, Replacement of Structural Sheeting

- Permit required for new installation or replacement if structural modifications are proposed.
- Replacing like for like on a residential structure does not require a permit.

### 2020 Review Fees

- Visit [www.thurstoncountybdc.com](http://www.thurstoncountybdc.com) to view the Residential Building Permit Fee Guide.
- Planning review fee is \$398. Flood review fee is \$55. Fees subject to change.

### Site Plan Submittal Requirements

Site plans do not need to be drawn to scale however they must be legible. Site plan shall be on 11 X 17 or smaller sheet, prepared in black ink, and include the items listed below. Colored site plans or aerial photographs will not be accepted.

- All property boundaries and dimensions
- North arrow, site address, tax parcel number
- Size of property
- Footprint of all existing structures. Identify structure type (house, barn, garage, etc.)
- Driveway location
- Location of proposed or existing propane tank, setback distance from structure vehicular way, and nearest property line, if applicable.
- For mechanical units installed outside, depict the location of the unit and distance from the nearest property line.

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