



MINOR PERMIT APPLICATION Page 1 of 4

Staff Use Only	
Label	Date Stamp/Staff Initials

Applicant	APPLICATION SUBMITTAL CHECKLIST	Staff
	<ul style="list-style-type: none"> The following is to be completed and submitted with this application Use the checklist and place not applicable or N/A next to items that do not apply Incomplete applications will not be accepted 	
<input type="checkbox"/>	Master Application	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan – If applicable (see process information on pages 3 and 4)	<input type="checkbox"/>
<input type="checkbox"/>	Washington State Energy Code documents – Required only for accessory structures that will be heated and for non-residential structures www.waenergycodes.com	<input type="checkbox"/>
<input type="checkbox"/>	Non-Residential Hood and Duct Supplemental Application , if applicable	<input type="checkbox"/>
EXPIRATION		
<ul style="list-style-type: none"> This application expires one year after submission unless a permit is issued After the permit is issued, an approved inspection must be completed within twelve months or the permit will expire 		

1. Project Description _____

2. Scope of Work (Select one) – Site plan required if more than two structures on the property.

- Main Residence
 Existing Guest House
 Existing Accessory Dwelling Unit
- Accessory Structure (garage, shop, barn, etc.)
 - What is the square footage of the structure? _____
 - Structure type _____ (e.g. barn, shop, garage, etc)
 - Will the structure be heated? _____ If yes, heated structures require compliance with the energy code and Washington State Energy Code documents must accompany this application.
 - Is plumbing being added to the structure? Yes No
 Refer to process information on page three for mechanical and plumbing permits
- Non-Residential
 - Submit energy code compliance documents for mechanical permits.
 - Hood & Duct installation - Submit a Hood and Duct Supplemental Application with this application. List this in the mechanical options on page three under Other.



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3. Project Type (Check all that apply)

<input type="checkbox"/> Mechanical – Complete the following 1. Is the mechanical unit being installed inside or outside the structure? _____. If outside, complete #2 below. 2. What is distance to nearest property line and height of the unit? Distance _____ feet Height of unit _____ <i>All 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"/> New Windows/Doors Requiring Structural Change Cost of Project \$ _____ <input type="checkbox"/> Replacement of Structural Sheeting Cost of Project \$ _____ <input type="checkbox"/> Wood or Pellet Stove
<input type="checkbox"/> Plumbing – If plumbing is for an accessory structure STOP. This is not the correct application. A Residential Building Permit Application must be submitted. Refer to process information on page three.	<input type="checkbox"/> Non-residential Outdoor Cooler. Site plan required. Refer to site plan requirements on page four.
<input type="checkbox"/> Demolition of Structure(s) Refer to page three for process information	

4. Mechanical/Plumbing Fixtures (Check all that apply)

MECHANICAL		
	Number of Fixtures	New or Replacement
Air Conditioner		
Boilers, Compressors,		
Electric Furnace (new)		
Gas Furnace		
Gas Fireplace/Insert		
Gas Range		
Gas Piping Connection		
Gas Wall Heater		
Heat Pump		
Heat Pump Ductless		
Ventilation and Exhaust		
Woodstove/Insert		
Other		
Other		

PLUMBING		
	Number of Fixtures	New or Replacement
Bathtub		
Clothes Washer		
Dishwasher Backflow		
Electric Hot Water Heater (new)		
Floor Drain		
Gas Hot Water Heater		
Shower		
Sink		
Toilet		
Urinal		
Water Pipe Alteration/Repair		
Clothes Washer		
Water Pipe Alteration/Repair		
Other		



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5. Contractor Information – All requested information must be provided

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

6. Process Information

Master Application

- A Master Application must accompany this application. This form available online at www.thurstoncountybdc.com.

Mechanical/Plumbing Permits

- The permit is often issued over the counter when visiting the Building Development Center.
- **Residential Single Family Structure** - The Minor Permit Application may be submitted in a PDF format to permit@co.thurston.wa.us. If the application is deemed complete, you will receive an email notification providing a link to make an online payment. Expect up to a four-day turnaround time after payment is received.
- **Accessory Structures (Plumbing)** – When proposing plumbing fixtures in an accessory structure STOP. This is not the correct application. A Residential Building Permit application will need to be submitted to the Building Development Center in person or by mail. The application will not be accepted electronically. Review by the Environmental Health Division and Building Services is required. Review fees will apply. This is not an over the counter permit.
- **Accessory Structures (Mechanical)** – If proposing to heat an accessory structure, Washington State Energy Code documents must be submitted with the application.
- **Non-Residential Structures** – Mail the Minor Permit Application to the Building Development Center or submit the application in person. The application will not be accepted electronically. Washington State Energy Code documents must accompany the application when requesting mechanical fixtures.
- **Flood review** is required for properties mapped in or within 300 feet of a high ground water hazard area or floodplain. No fee is associated with this review. Processing time may be extended.
- **Exempt** - A permit is not required for replacement of electric forced air heating units or electric water heaters.
- **Inspections** - Effective January 1, 2023, inspections are only conducted electronically. The permit applicant is responsible for submitting the inspection electronically. Additional inspection information will be provided when the permit is issued.



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Demolition of Structures

- This is not an over the counter permit.
- Demolition Permit application and fee are required for each structure to be removed.
- Submit a site plan. Site plan must meet site plan drawing requirements outlined on page four.
- Planning review and flood review is required for properties mapped in or within 300 feet of mapped critical areas. A review fee is associated with these reviews.
- A notification document or email from the Olympic Region Clean Air Agency (ORCAA) must be provided at the time of application or 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

- A permit will be required for new installation **or** replacement when structural modifications are proposed.
- A permit is not required when replacing like for like on a residential structure.

Review Fees

- Visit www.thurstoncountybdc.com to view the Residential Building Permit Fee Guide
- Planning review fee is \$432. This covers two hours of review time.
- Flood review fee is \$55
- Fees are subject to change. Fees in affect at the time of application will apply.

Site Plan Drawing Requirements

- Site plans shall be prepared on 11 X 17 or smaller sheet
- Site plans do not need to be drawn to scale but they must be legible
- Provide a legend when using symbols on the site plan
- Aerial photographs or colored site plans are not accepted

Applicant	Information to be shown on the site plan	Staff
<input type="checkbox"/>	All property boundaries and dimensions	<input type="checkbox"/>
<input type="checkbox"/>	North arrow, site address, tax parcel number	<input type="checkbox"/>
<input type="checkbox"/>	Size of property	<input type="checkbox"/>
<input type="checkbox"/>	Footprint of all existing structures and structure types ((house, barn, garage, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Identify the structure the permit is being applied for	<input type="checkbox"/>
<input type="checkbox"/>	Driveway location	<input type="checkbox"/>