



CHANGE OF OCCUPANCY

Purpose

Every building when built is given a classification. When the use of the building changes, the use must be reviewed for compliance with building, fire, health and zoning codes. An example would be changing an office to a restaurant or a home to an office.

Codes and References

Plans are reviewed for compliance with the Thurston County codes current at the time of application (check for year). The list is not an exhaustive list of codes or a complete list of construction requirements.

- International Building Code (IBC)
- American Society of Engineers standard 07 (ASCE 07)
- ANSI A117.1 Accessibility and Usable Buildings and Facilities
- Washington State Energy Code (WSEC)
- International Mechanical Code (IMC)
- International Fire Code (IFC) - See the Thurston County Fire Flow Handout.
- Uniform Plumbing Code (UPC)
- Washington State Ventilation (WSEC) & Indoor Air Quality Code (VIAQ)

The occupancy will be reviewed for compatibility with the zoning.

- Thurston County Zoning Codes:
 - County – Chapter 20
 - Lacey Urban Growth Area - Chapter 21.75
 - Tumwater Urban Growth Area – Chapter 22.44
 - Olympia Urban Growth Area - Chapter 23.42

Please review these chapters for the unique requirements and restrictions. The Thurston County Ordinances are available on line at www.co.thurston.wa.us.

General Permitting Information

Construction drawings shall be of sufficient clarity to indicate the location, the nature and the extent of the work proposed, showing in detail that it will conform to the provisions of the building code and all relevant laws, and ordinances. Not all information can be provided on

the plans. Information not shown on the plans is required to comply with the code.

All corrections shall be incorporated into the plans before permit issuance.

Call (360) 786-5490 for an appointment with the non-residential plans examiner.

How Do I Apply?

The following items are required:

1. Master Application Form (MA001)
2. Non Residential Supplemental Application (SA002)
3. Site Plan
4. Building Plan
5. Application fees

Review Process and Timing

Applications will be routed to Planning, Environmental Health, Development Review and the Fire Marshal for their review unless the occupancy is similar in nature. The determination for routing will be made by the plans examiner. Please review the master application for additional applications that may apply to your project.

The permit will be issued when all departments approve the application. The plans examiner will call the applicant when the file is ready to be issued.

Time Limitations

Applications

If a permit is not issued 180 days from the date of application, the application will be considered abandoned. The permit will be considered active if information required for approval is received within 180 days of the request for information.

Applications may be extended by requesting an extension in writing to the building official that demonstrates justifiable cause.

Justifiable cause is a substantial reason put forth in good faith that is not unreasonable, arbitrary or irrational and that is sufficient to create an excuse for an act under the

Thurston County Permit Assistance Center

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law. Monetary reasons are not considered justifiable cause.

Extension may be granted for periods not exceeding 90 days each.

In case of disagreement, the building official or designated representative shall make final determination whether or not an applicant has demonstrated justifiable cause.

Applicants must reapply and submit the required information if the permit has expired. The County does not retain submitted information from expired permits.

After Approval

Permits not issued within one year of approval will expire. A new application package must be submitted if the permit expires.

After Issuance

Once a permit has been issued, the permit self renews for one year from the date of the last approved inspection.

The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than one year each. The extension shall be requested in writing and justifiable cause demonstrated

Fees

Permit fees are charged based of monetary value of the work to be done. See the fee estimation sheet. Fees are collected when the project permit is issued. The applicant is responsible for paying the plan review fee if the project is cancelled.

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. 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.

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