



NON-RESIDENTIAL SIGN PERMIT

Purpose

Signs attached to the structure and free standing sign require a building permit. One sign permit applications may include all signs for the the project.

Existing conforming and nonconforming signs may be refaced without a permit provided the work does not require any alteration to the support system.

Sign Regulations

Sign regulations within the rural County and the Urban Growth Areas (UGA) of Olympia, Lacey, Grand Mound, and Tumwater vary.

- Rural County – Chapter 20.40
- Olympia UGA – Chapter 23.42
- Lacey UGA – Chapter 21.75
- Tumwater UGA – Chapter 22.44
- Grand Mound Development Guidelines

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

Plans are also reviewed for compliance with the building code current at the time of application (check for year). Refer to the appropriate Thurston County code provision for specific standards and exemptions.

- International Building Code (IBC)
- American Society of Engineers standard 07 (ASCE 07)

How Do I Apply?

Submit a complete non-residential application package (Form Nos. MA001 and SA004) to the Permit Assistance Center with the applicable fee.

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.

Review Process and Timing

Applications are routed to various County departments for review. Review time could take up to four weeks and may take longer if additional information is being requested. The issuance of a building permit will occur after all reviewing departments have recommended approval.

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 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.

Thurston County Permit Assistance Center

2000 Lakeridge Drive SW, Bldg 1, Second Floor; Olympia, WA 98502
Phone: (360) 786-5490; TDD line: (360) 754-2933; Fax: (360) 754-2939

www.co.thurston.wa.us/permitting

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

Sign permit fees are charged based on monetary value of the work to be done. Refer to the fee estimation sheet available at the Permit Assistance Center. Building permit and plan review fees are collected at the time of permit issuance. 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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