



Thurston County Resource Stewardship
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 Email: permit@co.thurston.wa.us
www.co.thurston.wa.us/permitting

Supplemental Application NON-RESIDENTIAL PERMIT

STAFF USE ONLY	DATE STAMP
<h1 style="font-size: 48px; margin: 0;">LABEL</h1> <p style="margin: 10px 0;">PLEASE NOTE: ALL APPLICATIONS AND SITE PLANS MUST BE COMPLETED IN BLACK OR BLUE INK <u>ONLY</u></p>	<p style="margin: 0;">Intake by: _____</p>

This application cannot be submitted alone. Failure to provide the information may delay of the review process or cause rejection of the application. In addition to this form, a complete package includes:

Applicant Use	SUBMITTAL CHECKLIST	Staff Use Only
<input type="checkbox"/>	Master Application.	<input type="checkbox"/>
<input type="checkbox"/>	Minor Application (for plumbing, mechanical)	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan Requirement Checklist (see attached).	<input type="checkbox"/>
<input type="checkbox"/>	Building Plan Requirement Checklist (see attached).	<input type="checkbox"/>
<input type="checkbox"/>	Applicable processing fees. <i>Refer to current fee schedules. Depending on the adopted fee structure, additional fees may occur if base hours/fees at intake are exhausted.</i>	<input type="checkbox"/>

TYPE OF PROJECT

<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Change of Occupancy/Use
<input type="checkbox"/> Mechanical/Plumbing	<input type="checkbox"/> Remodel	<input type="checkbox"/> Other: _____

Name of Project: _____		
Architect: _____	Company Name _____	
Mailing Address: _____	City: _____	State: ___ Zip: _____
Phone #: _____	Cell Phone #: _____	Fax #: _____
E-mail Address: _____		
Contractor: _____		
License#: _____	Expire Date _____	
Mailing Address: _____	City: _____	State: ___ Zip: _____
Phone #: _____	Cell Phone #: _____	Fax #: _____
E-mail Address: _____		
Lender/Bondholder: _____	Phone #: _____	

Engineer: _____		Company Name _____	
Mailing Address: _____		City: _____	State: ____ Zip: _____
Phone #: _____	Cell Phone #: _____	Fax # _____	
E-mail Address: _____			
Responsible Design Professional: _____			
Signature: _____			
Mailing Address: _____		City: _____	State: ____ Zip: _____
Phone #: _____	Cell Phone # _____	Fax #: _____	
E-mail Address: _____			

	New Square Footage	Remodeled Square Footage	Heated Square Footage	Occupancy Classifications <input type="checkbox"/> Separated <input type="checkbox"/> Non-Separated
Basement				
First Story				
Second Story				
Third Story				

Energy Code Review by:	<input type="checkbox"/> County	<input type="checkbox"/> WABO Special Plans Examiner
Sprinkler System Provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Alarm Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated Project Value: \$ _____		

Non-Residential Application Supplemental Requirement Checklists

Deferred submittals are charged an additional plan review fee (see fee schedule) – one-hour minimum. The plans examiner will determine if a deferral can be approved or information is not required to be submitted because of the nature of the project. The applicant shall check the box in the Applicant check box column to indicate that the information has been provided or write “N/A” next to the box.

Applicant Use	SUPPLEMENTAL REQUIREMENT CHECKLIST	Approved Deferral ND-no deferral allowed	Staff Use Only
<input type="checkbox"/>	A completed non-residential application for each separate structure.	ND	<input type="checkbox"/>
<input type="checkbox"/>	A completed mechanical and plumbing form, when applicable	ND	<input type="checkbox"/>
<input type="checkbox"/>	Four sets of 11" x 17" drawings.	ND	<input type="checkbox"/>
<input type="checkbox"/>	One sets of full size plans. Folded when possible.	ND	<input type="checkbox"/>
<input type="checkbox"/>	Two copies of structural calculations, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	One soils report (where the assumed soil bearing is more than 1500 PSI)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Two copies of Energy Code Lighting, Envelope, and Mechanical Forms – see www.nec.net (mechanical submittals must be approved prior to permit issuance.)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Proof of water availability.	<input type="checkbox"/>	<input type="checkbox"/>

Applicant Use	SITE PLAN REQUIREMENT CHECKLIST	Staff Use Only
Site plans at a scale of not less than one inch for each two hundred (200) feet which shall include or show:		
<input type="checkbox"/>	A north arrow.	<input type="checkbox"/>
<input type="checkbox"/>	Tax parcel number, general location/vicinity map - at a scale of not less than three inches to the mile indicating the boundary lines of adjacent parcels and the relationship of the proposed development to major roads and highways, schools, parks, shopping centers and similar facilities, and written directions to the site, and written directions to the site.	<input type="checkbox"/>
<input type="checkbox"/>	Topographic map showing two (2) foot contours for the entire subject parcel or parcels and a minimum of 50 feet into adjacent parcels, based on available County information. Contours may be placed on the site plan or on a separate map of the same scale. The topographic information may be generalized to the smallest, even-numbered, contour interval that is legible in areas of steep slopes where two-foot contours would otherwise be illegible.	<input type="checkbox"/>
<input type="checkbox"/>	Location of any existing critical areas or buffers affecting the site, both on-site and on adjacent properties, including, but not limited to, shorelines, wetlands, streams, flood zones, steep slopes and special habitats. Off-site information obtained from available County mapping is sufficient.	<input type="checkbox"/>
<input type="checkbox"/>	Boundaries, including parcel dimensions.	<input type="checkbox"/>
<input type="checkbox"/>	Location and height of all existing and proposed structures, including but not limited to buildings, fences, culverts, bridges, storage tanks, signs, and exterior lighting, etc.	<input type="checkbox"/>
<input type="checkbox"/>	Existing vegetation to remain and landscaping, including location and type.	<input type="checkbox"/>
<input type="checkbox"/>	Proposed and existing building setback requirements sufficient to ensure compliance with setback requirements. For mobile home parks, show location and size of all mobile home pads with dimensions for each yard and all proposed lighting.	<input type="checkbox"/>
<input type="checkbox"/>	Areas to be preserved as buffers or to be dedicated to a public, private or community use or for open space.	<input type="checkbox"/>
<input type="checkbox"/>	Location and size of all parking and outside storage areas.	<input type="checkbox"/>
<input type="checkbox"/>	Loading platform or docks.	<input type="checkbox"/>
<input type="checkbox"/>	All existing and proposed easements.	<input type="checkbox"/>
<input type="checkbox"/>	Existing adjacent/neighbor accesses to public roads.	<input type="checkbox"/>
<input type="checkbox"/>	The location of all existing and proposed public and on-site utility structures and lines, including existing and proposed on-site sewage systems, sewer lines, water lines, and location of drinking water supplies within 200 feet of the project boundaries (wells and springs). If off-site utilities are proposed, a letter must be provided from the utility purveyor indicating under what conditions they are willing to serve the proposal. Note: The applicant shall document their efforts to gather information about the water source and submit that documentation along with the project application if adjacent property owners deny the applicant information.	<input type="checkbox"/>
<input type="checkbox"/>	Provide a drainage and erosion control plan meeting the requirements of the current erosion control and drainage manual. Contact Development Review at (360) 357-2493 for more information.	<input type="checkbox"/>
<input type="checkbox"/>	The number of square feet covered by each existing and proposed building, total square feet in graveled, paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure, and the total number of square feet in the entire subject parcel or parcels.	<input type="checkbox"/>
<input type="checkbox"/>	All means, existing and proposed, of vehicular and pedestrian ingress and egress to and from the site. The size and location of sidewalks, driveways, streets, internal and fire access roads including existing road and proposed road names and existing county right-of-way. Including accessible parking and accessible routes of travel.	<input type="checkbox"/>
<input type="checkbox"/>	A grading plan shall show the existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and extent of the work.	<input type="checkbox"/>

Applicant Use	BUILDING PLAN REQUIREMENTS CHECKLIST This is not an exhaustive list of requirements; the plans examiner may request additional information. All drawings should be drawn to a legible scale. References to specifications or national design standards are not acceptable. Information shown on the plans shall include the following:	Approved Deferral ND-no deferral allowed	Staff Use Only
<input type="checkbox"/>	Floor Plan	ND	<input type="checkbox"/>
<input type="checkbox"/>	Foundation Plan	ND	<input type="checkbox"/>
<input type="checkbox"/>	Elevation Views	ND	<input type="checkbox"/>
<input type="checkbox"/>	Roof framing layout and sealed trusses specification. When plans are engineered the layout must be approved by the structural engineer by letter or approval stamp.	ND	<input type="checkbox"/>
<input type="checkbox"/>	Cross section of the building in two directions.	ND	<input type="checkbox"/>
<input type="checkbox"/>	Plumbing riser diagrams – not required for simple structures.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fire rated construction must be identified on the plans and indicated what type of wall is being used to comply with chapter 7.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Protection of penetrations into fire rated constructions must be shown on the plans and the assemblies listed.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Exterior wall envelope details for flashing of exterior openings, roof penetrations, and intersections.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Energy code values must be indicated on the cross section. Energy code forms from www.neec.net	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Where special inspections are required by Chapter 17, list them on the structural plans.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Contractor’s statement of responsibility when required by Chapter 17.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Accessible parking space and route of travel into the structure indicating the change in elevation must be provided. Provide a threshold detail. A route of travel to the public way.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Service counter information showing compliance with ANSI A117.1-2009.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	All dimensions for accessible restrooms.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Structural Design shall include. <ol style="list-style-type: none"> 1. Designer contact information 2. Date design complete 3. Scope of the design 4. Design criteria used 5. Design conditions 6. Calculations 7. Annotated construction drawings. 8. Structural details. 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A narration on how the structure meets fire flow for:	ND	<input type="checkbox"/>
<input type="checkbox"/>	Means of egress: <ol style="list-style-type: none"> 1. Number of exits. 2. Distance to nearest exit from the most remote point. 3. Occupant load of each room and at each exit. 4. Exit signs 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Interior finishes showing compliance with Chapter 8 including: <ol style="list-style-type: none"> 1. Bracing details for acoustical ceiling tile. 2. Floor, wall and ceiling finishes – flame spread and smoke development information. 	<input type="checkbox"/>	<input type="checkbox"/>