



ACCESSORY BUILDINGS

What is an Accessory Structure?

The International Residential Code defines these structures as incidental to the residential use. Garages, pole buildings, sheds, shops, etc. are only allowed on property containing a residential structure. For non-residential use or agricultural use there are other requirements that apply.

How do I Apply?

Application forms may be obtained at the Permit Assistance Center, online, or mailed upon request.

The following items are required:

1. Master Application (MA001)
2. Residential Building Permit Supplemental Application form (SA001).
3. Site plan meeting Thurston County Submittal standards. A checklist of items required to be shown on the site plan is attached to the Residential Application (SA001). Site plans must be drawn to an engineer's scale on 11" x 17" or smaller piece of paper.
4. Two sets of construction drawings. Plans must include foundation information, floor plan, sectional view and exterior elevations.
5. Building plans that do not meet conventional construction requirements must also have two copies of the structural engineering reports with acknowledgement by the engineer that the engineer has reviewed the truss specifications.
6. Two sets of stamped truss specifications.
7. A satisfactory septic pumping report completed within the last three years.
8. Applicable fees.

Fees

Site Review fees are based on which departments review the application. The permit and plan review fees are based upon the building floor area and method of construction. See the "Residential Building Permit Fee Guide" for more information.

Can I draw my own building plans?

Yes, as long as the building plans meet the requirements for conventional construction. Thurston County also offers the following construction information that you may use.

Garage: If the overall size does not exceed 900 square feet with no wall greater than 35 feet long with a maximum 10 foot stud length, may use TC Figure 50 Generic Garage Handout.

Pole Building: If pole spacing is 12' or less, and the side wall height is 12' or less, and the truss span does not exceed 36 feet, you may use TC Figure 60 Pole Barn Handout.

Exempt Structures: Structures that meet the criteria in TC Figure 80 for exempt structures do not require plans.

Do not clear, grub or cut trees on site until your permit has been issued.

How is my application processed?

A Permit Technician reviews the application and coordinates the review with several departments. When all department reviews are completed, the applicant is notified that the permit is approved. Department reviews include:

Building - The Building Plans Examiner will review the construction plans for completeness and compliance with the latest building code adopted by Thurston County. To verify the code year please visit our website.

Development Review - Storm water, property drainage, erosion control and driveway access are reviewed. Runoff from roofs must be contained and infiltrated onsite. You will need to indicate the location of drywells or splashblocks on the site plan.

Planning - The planning department reviews the project for compliance with county ordinances. If there are critical areas onsite, a site visit is completed to confirm that the project does not impact these areas or their protective buffers. Critical areas may include: prairie species, wetlands, shorelines, streams, high ground water, steep slopes, flood zones, and oak trees.

Environmental Health - When the property is served by onsite septic or well, the health department will verify that the location of the structure does not impact these facilities and that the County has current records and proof of maintenance.

When Does My Permit Expire?

Once approved, the permit will expire one year from approval date if not issued. Once the permit is issued, the permit expires if one year passes without an approved building inspection.

I Still Have Questions...

The Permit Assistance Center is open Monday through Friday from 8 a.m. until 12:30 p.m. Please arrive no later than 11:30 a.m. if submitting an application.

Thurston County codes, permit applications and handouts are available online at www.co.thurston.wa.us/permitting.

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Thurston County Permit Assistance Center

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