

Purpose

Minor permits include installing plumbing fixtures, adding heating equipment, adding or replacing gas appliances, gas piping, replacing windows requiring a modification of the frame, and demolition of structures. *Thurston County does not issue permits for alterations to Manufactured Homes. Contact L & I at 360-902-5800.*

How Do I Apply?

The following must be submitted:

1. Master Application
2. Minor Permit Supplemental Application

Mechanical Permits

- Indicate the number of fixtures in the appropriate boxes.

Note: A permit is not required if replacing an electric forced air heating unit, or electric heat pump.

Plumbing Permits

- Indicate the number of fixtures in the appropriate boxes.
- Adding plumbing to an accessory building requires a Site plan meeting Thurston County's Site Plan Submittal Requirements and additional review by Environmental Health Dept.

Note: A permit is not required if replacing an electric water heater.

Fire Permit

- Required only for residential propane tanks over 500 gallons.

Framing

- Addition or replacement of sky light(s) requires an additional fee and inspection.
- Repair/replacement of trusses requires a Building Permit application and may require construction plans and truss information.

Replacing Windows

- A permit is required if replacement requires modifications of the frame. Structural changes to the framing or headers may require construction plan submittal.

Demo Permit

The following is required:

- ORCAA asbestos permit. Contact Olympic Region Clean Air Agency 360-586-1044
- Site plan showing which building is to be demolished. (aerial photographs are not accepted)
- Demolition of buildings over 8,000 requires compliance with the State Environmental Policy Act (SEPA). This is a separate application and review process.
- Demolition of structures within a critical area buffer require review and approval by Development Services prior to permit issuance.
- Contact Puget Sound Energy for requirements to safely disconnect all power and gas lines.

Application Process

- When visiting the Building Development Center (BDC), a Permit Technician reviews the application for completeness, processes the application, collects the fees and issues the permit over the counter if review by Development Services is not required.
- Nonresidential installations need a review by the plans examiner prior to issuance of a minor permit to verify compliance with the Washington State Energy Code. For more information on the energy code and compliance forms visit WWW.NEEC.NET. Information showing compliance must be submitted with the application.

Fees

Refer to the "Residential Building Permit Fee Guide" or "Nonresidential Building Fee Schedule" for permit fees.

When Does My Permit Expire?

An issued permit expires if one year passes without an approved building inspection.

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