



SINGLE FAMILY HOMES AND DUPLEXES

Purpose

You may apply for a building permit for a Single Family Home or Duplex if your building site already has on-site sewage (septic) system approval or is served by sewer. If the property will have a new septic system, you must first apply for Conditional Site Approval by submitting septic designs. Refer to the “Before you Build Guide” for further information. You can apply for a building permit any time during the Conditional Site Approval process.

How Do I Apply?

The following items are required:

1. Master Application
2. Residential Building Permit Supplemental Application (Form SA001)
2. Site plan (three copies, maximum size 11"x17")
3. Building construction drawings (two sets)
4. Two sets of Engineering and calculations (If required)
5. Truss Design Drawings & Specifications (two sets)
6. Washington State Energy Code Compliance
7. Abbreviated stormwater drainage plan (This information may be included on the site plan)
8. Certificate of Water Availability (COWA)
9. Applicable Fees

Depending on you property conditions, additional information may be required:

- Proof of payment of school mitigation fees, check with your school district.
- If you plan to cut or fill any amount of material outside the building footprint, a grading permit may be required. Contact Development Services for more information.
- If any Critical Area Buffers are affected a revegetation plan may be required.
- If the property is on a shoreline or within the McAllister Geologically Sensitive Area zoning district, Impervious Surface Calculations are required. Include your calculations on the site plan or contact Development Services for a worksheet.

- If the property is located on the shoreline of Puget Sound, an engineered drainage and erosion control plan, a marine bluff geotechnical report, a grading plan, or a marine bluff revegetation plan may be required.

Application Process

A Permit Technician processes your application and coordinates the Department review your construction plans, building setbacks, stormwater drainage, access, and environmental critical areas. Applicants are called by the project Case Manager to pick up permits after all department approvals are received and the file is prepared to issue.

Fees

Building permit fees are based upon the building floor area and method of construction. Residential site plan review and building plan review fee are required at application, the balance of permit fees can be paid at issuance; see the “Residential Building Permit Fee Guide” for an explanation of building permit fees.

When Does My Application Expire?

The application will expire if the applicant fails to submit additional information requested by Thurston County within 180 days of the request.

When Does My Permit Expire?

Once approved, the permit will expire 180 days from the 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 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 or visit our website. Contact information is listed below.

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