



Community Planning & Economic Development

Building Development Center
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 TTY/TDD Line 711 or 1-800- 833-6388
 Email: permit@co.thurston.wa.us
www.thurstoncountybdc.com

MINOR PERMITS

A Master Application shall accompany this supplemental application

Staff Use Only	Date Stamp
<p>LABEL</p> <input type="checkbox"/> Zoning Jurisdiction _____	

SCOPE OF WORK

- Residential Main Residence Residential Guest House Residential Accessory Dwelling Unit
- Residential Accessory Structure
 - Square footage of structure _____.
 - Structure type _____ (e.g. barn, shop, garage, etc)
 - Heated structures require compliance with the energy code.
- Non-Residential
 - Requires submittal of energy code compliance documents for mechanical permits.
 - Hood and Duct Supplemental Application required if installing a Hood and Duct. List this in the mechanical options under Other.

Check those that apply:

<input type="checkbox"/>	Mechanical - Mechanical options on page three For mechanical units to be installed outside the building a. What is distance to nearest property line? _____ ft. b. Height of unit _____ c. Submit site plan. Site plan requirements on page two. <i>Any mechanical unit installed outside a building shall meet the provisions of TCC 10.36 and WAC 173-60-40 for noise.</i>
<input type="checkbox"/>	Plumbing – Plumbing options on page three
<input type="checkbox"/>	Residential Propane Tank over 500 Gallons No. of Tanks _____**
<input type="checkbox"/>	Non-Residential Propane Tank. Size of Tank _____***
<input type="checkbox"/>	Demolition Underground Fuel Tank****

<input type="checkbox"/>	New Skylights Cost of Project _____
<input type="checkbox"/>	Replace Skylights with Frame Modification Cost of Project \$ _____
<input type="checkbox"/>	New Windows/Doors Requiring Structural Change Cost of Project \$ _____
<input type="checkbox"/>	Replacement of Structural Sheeting Cost of Project \$ _____
<input type="checkbox"/>	Demolition of Structure(s) * Refer to page two for process information
<input type="checkbox"/>	Non-residential Outdoor Cooler. Site plan required. Refer to site plan submittal requirements on page two.

Mechanical/Plumbing Permits

- Permit is often issued over the counter.
- Site plan required for mechanical units placed outside the building. Refer to site plan requirements below.
- Flood review required if property is mapped in or within 300 feet of a high ground water hazard area or floodplain. No fee is associated with this review.

***Demolition of Structures**

- Demolition Permit and fee required for each structure to be removed. An application is required for each structure.
- Submit site plan. Site plan submittal requirements below.
- Planning review required for properties mapped in or within 300 feet of mapped critical areas. A fee is associated with this review.
- Flood review required if the property is mapped in or within 300 feet of a mapped high groundwater hazard area or floodplain. A fee is associated with this review.
- Submit copy of Olympic Region Clean Air Agency (ORCAA) Notification. This will be required prior to issuance of the permit.
- Contact Puget Sound Energy to ensure all power and gas is safely disconnected.

****Residential Propane Tanks Over 500 Gallons -** New residential tanks 500 gallons or less are exempt from a permit however a Mechanical Permit will be needed for the gas line connection. Required setbacks must be maintained. Refer to propane tank handout located at <https://www.co.thurston.wa.us/permitting/bldgcodes/drawings/fig-15-propane-setback.pdf>

- Submit site plan. Site plan submittal requirements below.
- Planning review required for properties mapped in or within 300 feet of mapped critical areas. A fee is associated with this review.
- Flood review required if the property is mapped in or within 300 feet of a mapped high groundwater hazard area or floodplain. A fee is associated with this review.

*****Non-Residential Propane Tanks**

- Submit site plan. Site plan submittal requirements outlined on page two of the Minor Permit Application.
- Planning review required for properties mapped in or within 300 feet of mapped critical areas. A fee is associated with this review.
- Flood review required if the property is mapped in or within 300 feet of a mapped high groundwater hazard area or floodplain. A fee is associated with this review.

******Demolition Underground Fuel Tank**

- Submit site plan. Site plan submittal requirements below.
- Planning review required for properties mapped in or within 300 feet of mapped critical areas. A fee is associated with this review.
- Flood review required if the property is mapped in or within 300 feet of a mapped high groundwater hazard area or floodplain. A fee is associated with this review.
- Refer to Guidelines for Decommissioning Residential Heating Oil Tanks at <https://www.co.thurston.wa.us/health/ehhw/oiltanks.html>
- Refer to Home Heating Oil Tanks at <https://www.co.thurston.wa.us/health/ehhw/oiltanks.html>

Site Plan Submittal Requirements

Site plans do not need to be drawn to scale however they must be legible. Site plan shall be on 11 X 17 or smaller sheet, prepared in black ink, and include the items listed below. Colored site plans or aerial photographs will not be accepted.

- a. All property boundaries and dimensions
- b. North arrow, site address, tax parcel number
- c. Size of property
- d. Footprint of all existing structures. Identify structure type (house, barn, garage, etc.)
- e. Driveway location
- f. Location of proposed or existing propane tank, setback distance from structure vehicular way, and nearest property line, if applicable.
- g. For mechanical units installed outside, depict the location of the unit and distance from the nearest property line.

Skylights, Windows/Doors, Replacement of Structural Sheeting

- Permit required for new installation or replacement if structural modifications are proposed.
- Replacing like for like on a residential structure does not require a permit.

2019 Review Fees

- Visit www.thurstoncountybdc.com to view the Residential Building Permit Fee Guide.
- Planning review fee is \$390. Flood review fee is \$55. Fees subject to change.

MECHANICAL	# Fixtures
Electric Furnace (new)	
Gas Furnace	
Gas Fireplace/Insert	
Gas Range	
Gas Piping Connections	
Gas Wall Heater	
Heat Pump/Ductless Heat Pump/Air Conditioner (new)	
Oil Furnace	
Ventilation/Exhaust Fans	
Woodstove/Insert	
Boilers, Compressors, Absorption BTU _____	
OTHER	

PLUMBING	# Fixtures
Bathtub	
Clothes Washer	
Dishwasher Backflow	
Electric Hot Water Heater (new)	
Gas Hot Water Heater	
Floor Drain	
Shower	
Sink	
Toilet	
Urinal	
Water Pipe Alteration/Repair	
OTHER	

CONTRACTOR INFORMATION

Contractor _____ Phone _____ License # _____ Expires _____

Address: _____ City _____ State _____ Zip Code _____