



RESIDENTIAL BUILDING PERMIT

Page 1 of 6

Staff Use Only

Label

Date Stamp/Staff Initials

- 1. Application Submittal Checklist/Information** – All required information must be submitted to be a complete application. Incomplete applications will not be accepted.

REQUIRED AT TIME OF APPLICATION	REVIEW & FEE INFORMATION
<div> <input type="checkbox"/> Property Information Sheet </div> <div> <input type="checkbox"/> Site Plan Meeting Site Plan Submittal Requirements – Refer to page 5 </div> <div> <input type="checkbox"/> Impervious Surface Worksheet. Refer to page 6* </div> <div> <input type="checkbox"/> Two Sets Construction Plans <ul style="list-style-type: none"> • 1 Full size set • 1 11 X 17 set </div> <div> <input type="checkbox"/> Two 11 X 17 or smaller Stamped Truss Shop Drawings & Layout, if required* </div> <div> <input type="checkbox"/> Two Stamped Engineering Plans, if required on 11 X 17 or smaller sheet. Include review of the pre-engineered truss layout** Plans must be legible. </div> <div> <input type="checkbox"/> Two Sets Washington State Energy Code Documents, if required** </div> <div> <input type="checkbox"/> Floor Plan if remodeling or changing a structure to another use </div> <div> <input type="checkbox"/> Certificate of Water Availability, if applicable </div> <div> <input type="checkbox"/> Well Mandate Form and fee, if applicable </div> <div> <input type="checkbox"/> Application Fee </div> <div> <input type="checkbox"/> Pre-Scanned Plans # _____ </div> <div> <p>*Required for new construction or when increasing the footprint of the structure</p> <p>** Not required if plans are pre-scanned.</p> </div>	<p>The Building Development Center consists of three county departments co-located for your convenience. Each department will review your proposal to ensure compliance with their regulations. Department review fees charged at the time of application allot for so many hours of review time.</p> <ol style="list-style-type: none"> Community Planning & Economic Development Department., Development Services – Planning <ul style="list-style-type: none"> • 2 hours of review time • Reviews zoning and development regulations, critical areas ordinance (wetlands, streams, creeks, ponds, steep slopes, floodplain, high groundwater, gopher soils, prairie soils, and other protected habitat and species), and shoreline master program. Environmental Health Department <ul style="list-style-type: none"> • 1 hour review time • Reviews septic and water systems Public Works Department, Development Review <ul style="list-style-type: none"> • 1 hour review time • Reviews access, stormwater drainage plan, clearing & grading <p>An hourly billing invoice will be generated if staff exceeds the allotted hours of review time. Fees must be paid prior to permit issuance.</p> <p>The building permit application is valid for one year from the date of application.</p> <p>Department review fees and building plan review fees are paid at the time of application. Remaining fees are paid at the time of building permit issuance.</p>



RESIDENTIAL BUILDING PERMIT

Page 2 of 6

2. Scope of Work (select one)

<input type="checkbox"/>	New Construction <input type="checkbox"/> Residential - Complete Section 3A <input type="checkbox"/> Accessory Structure - Complete Section 3B
<input type="checkbox"/>	Converting Existing Permitted Structure into Accessory Dwelling Unit (ADU) Cost of Project \$_____ What structure is being converted? _____ Square footage of ADU _____ Square footage of Primary Residence _____ Number of Bedrooms in ADU _____ Total Number of Bedrooms for Primary Residence and ADU _____
<input type="checkbox"/>	Addition What structure is addition being added to? _____ Square footage of addition _____ Number of Existing Bedrooms? _____ Adding Bedrooms? _____ Total Number of Bedrooms? _____
<input type="checkbox"/>	Remodel - Cost of Remodel Project \$_____
<input type="checkbox"/>	Interior Remodel – Site plan not required at time of application but may be requested if review by Environmental Health is needed. A review fee will apply. Cost of Project \$_____ Are you adding plumbing fixtures? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Interior Remodel Change of Use (e.g. converting garage into living space) Cost of Project \$_____
<input type="checkbox"/>	Exempt Agricultural Building – Complete Section 3B on page 2
<input type="checkbox"/>	Repair (describe)
<input type="checkbox"/>	Fence - height _____ Length _____
<input type="checkbox"/>	Swimming Pool - Cost of Project \$_____
<input type="checkbox"/>	Foundation Only – Cost of Project \$_____
<input type="checkbox"/>	Renew Expired Building Permit
<input type="checkbox"/>	Other (describe)



RESIDENTIAL BUILDING PERMIT

Page 3 of 6

3. Project Type

(A) Residential

Select one:

- ☐ Single Family Residence
☐ Guest House
☐ Accessory Dwelling Unit

Square Feet

(A) Basement _____

(B) Main Floor _____

(C) 2nd Floor _____

(D) 3rd Floor _____

Total Above _____

Attached Garage _____

Deck/Porches _____

Bedrooms _____

(B) Accessory Structure (select one)

Square Feet

- ☐ Garage-Wood Frame

(A) Main Floor _____

(B) 2nd Floor _____

(C) Total A+B _____

Heated Space? ☐ Yes ☐ No

Square footage of heated space _____

- ☐ Pole Building _____

(A) Main Floor _____

(B) 2nd Floor _____

(C) Total A+B _____

Heated Space? ☐ Yes ☐ No

Square footage of heated space _____

- ☐ Metal Building _____

- ☐ Carport/Pole Building
(open on any side) _____

- ☐ Deck/Porch _____

- ☐ Barn _____

Agricultural Use? ☐ Yes ☐ No

Housing Animals? ☐ Yes ☐ No

4. Mechanical/Plumbing Fixtures – Check all that apply

MECHANICAL	
	# Fixtures
Gas Hot Water Heater	
Gas Forced Air	
Electric Furnace	
Heat Pump/Air Conditioner	
Gas Piping Connections	
Gas Range	
Other	
Other	

PLUMBING	
	# Fixtures
Hot Water Tank <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
Toilet	
Sink	
Bathtub	
Shower	
Clothes Washer	
Water Pipe Alteration/Repair	
Other	



RESIDENTIAL BUILDING PERMIT

Page 4 of 6

5. Fire Permit – Place zero under number of fixtures if this does not apply

	# of Fixtures
Propane Tank Over 500 Gallons	
Residential Fire Sprinklers	

6. Contractor Information – All requested information must be provided

Contractor/Owner	Email
Name _____ Company _____	
Contact Phone # () _____ Office Phone() _____	
Address: _____ City _____ State _____ Zip Code _____	
WA Registration # _____ Expires _____	

Architect	Email
Name _____ Company _____	
Contact Phone # () _____ Office Phone() _____	
Address: _____ City _____ State _____ Zip Code _____	
Certification Number and Level _____	

Engineer	Email
Name _____ Company _____	
Contact Phone # () _____ Office Phone() _____	
Address: _____ City _____ State _____ Zip Code _____	

7. Site Plan Submittal Requirement Checklist – Use the checklist to ensure all required information is provided on the site plan. **Incomplete site plans will not be accepted.**

- Site plan shall be legible and drawn to a standard engineer scale (example: 1" = 30' or 1" = 100') on 11 X 17 or smaller sheet.
- Site plan shall be prepared in black ink. Colored site plans or aerial photographs are not accepted.
- All applicable items noted below shall be addressed on the site plan.
- Use two site plans for large parcels that do not fit on an 11 X 17 sheet. One overall site plan showing the entire property and one detail of the area to be developed. See attached example.

Applicant	INFORMATION TO SHOW ON THE SITE PLAN	Staff
<input type="checkbox"/>	All property boundaries and dimensions	<input type="checkbox"/>
<input type="checkbox"/>	North arrow, site address, tax parcel number and map scale used	<input type="checkbox"/>
<input type="checkbox"/>	Size of property	<input type="checkbox"/>
<input type="checkbox"/>	Footprint of all existing and proposed structures (please identify structure type: house, barn, shop, shed, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed driveway locations and easements	<input type="checkbox"/>
<input type="checkbox"/>	Location of all existing and proposed utilities such as septic tanks, drainfields, drainfield reserve areas, sewer lines, water lines, wells, and springs.	<input type="checkbox"/>
<input type="checkbox"/>	All known or delineated critical areas and buffers (example: wetlands, streams, steep slopes, flood plain, high groundwater)	<input type="checkbox"/>
<input type="checkbox"/>	Topographic information for entire property. Contour information may be provided on a separate sheet. Information may be obtained from Thurston County Geodata Mapping based on available County 2 foot contour maps. A note shall be made on the site plan if the parcel is flat.	<input type="checkbox"/>
<input type="checkbox"/>	Areas to be cleared, graded, filled, excavated or otherwise disturbed	<input type="checkbox"/>
<input type="checkbox"/>	Impervious surface calculations. Use the attached impervious surface worksheet to assist you with your calculations. Submit the worksheet at the time of application or show calculations on the site plan. Additional calculations may be requested for shoreline properties.	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity sketch showing property location in relation to major roads and highways	<input type="checkbox"/>

Storm Water Drainage Plan – The site plan shall demonstrate how storm water will be managed on-site. The following shall be depicted on the site plan. Additional information can be obtained by calling (360) 867-2050.

- ☐ Location and type of storm water drainage facility proposed for the project (Example: gutters with down spouts, splash blocks, drywell, infiltration trench, etc.)
- ☐ Location and type of erosion/sediment control (Example: silt fence, straw wattles, etc)
- ☐ If new or existing driveway is served off a public road, show the new paved or concrete apron per Thurston County Detail, Appendix 7-A and 7-B. See attached.

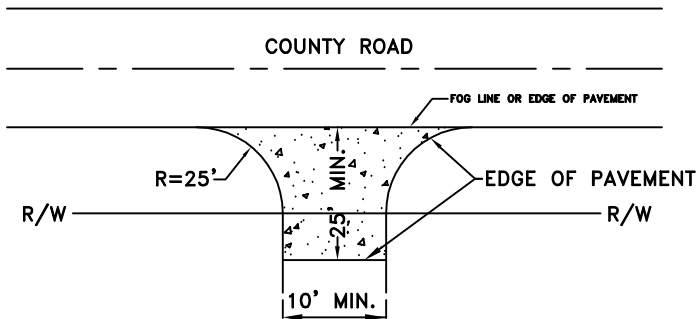
IMPERVIOUS SURFACE WORKSHEET

- This worksheet must be completed and submitted at the time of application.
- The square footage of all existing and proposed impervious surface areas must be shown.
- Complete all applicable sections

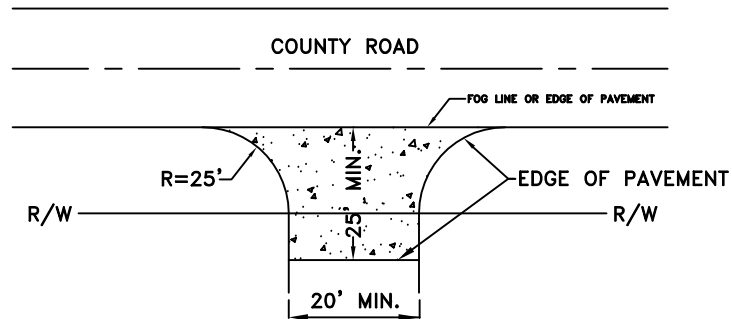
Impervious Surface Calculations			
		H PROPOSED Square Feet	I EXISTING Square Feet
A	Roof Area of Main Structure		
B	Roof Area of Addition		
C	Roof Area of all Accessory Buildings (garage, shop, shed)		
D	Driveways		
E	Sidewalks, Pathways, Patios		
F	Other Impervious Areas		
G	TOTAL (A+B+C+D+E+F)		
J	TOTAL Proposed and Existing (H + I)		
K	Square Feet of Parcel (one acre = 43,560 sq. ft.)		
L	Percentage of Impervious Surface Coverage (J Divided By K)		

The Thurston County Drainage Design and Erosion Control Manual defines impervious surface as a non-vegetated surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development. A non-vegetated surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater. Open, uncovered retention/detention facilities shall not be considered as impervious surfaces for the purposes of determining whether the thresholds for application of Core Requirements are exceeded. Open, uncovered retention/detention facilities shall be considered impervious surfaces for purposes of runoff modeling.

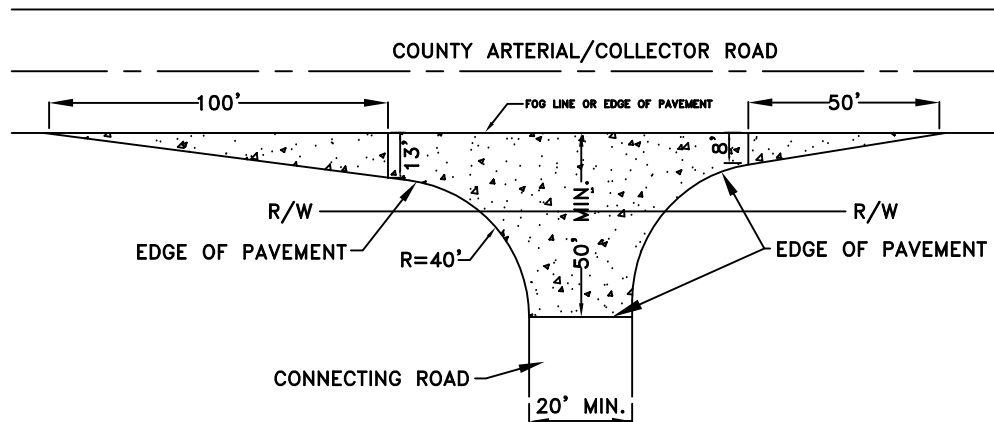
TYPE A
DRIVEWAY ACCESS



TYPE B
LOCAL ROAD ACCESS



TYPE C
ARTERIAL/COLLECTOR ROAD ACCESS
(Access for 3 or more lots or greater than 20 ADT)



GENERAL NOTES

1. ALL APPROACHES SHALL BE INSTALLED WITH A STRUCTURAL CROSS SECTION THAT MATCHES THE SECTION OF THE CONNECTING DRIVEWAY/ROAD. GRAVEL DRIVEWAY/ROAD APPROACHES SHALL BE PAVED (2" MIN.).
2. ALL APPROACHES ARE SYMMETRIC ABOUT CENTERLINE UNLESS OTHERWISE NOTED.
2. WHERE LARGER TRUCK TURNING MOVEMENTS ARE ENCOUNTERED, LARGER RETURN RADII AND RIGHT TURN TAPERS MAY BE REQUIRED. RADIUS AND TAPERS SHALL BE DETERMINED BY THE COUNTY ENGINEER.
3. WHERE REQUIRED, CULVERTS SHALL BE IN ACCORDANCE WITH APPENDIX 7-B.

LAST REVISED	7/2016



THURSTON COUNTY
PUBLIC WORKS

DEVELOPMENT
REVIEW

ROADWAY
STANDARDS

COUNTY
ROAD
ACCESSES

APPENDIX 7 - A

LAST REVISED	12/2018



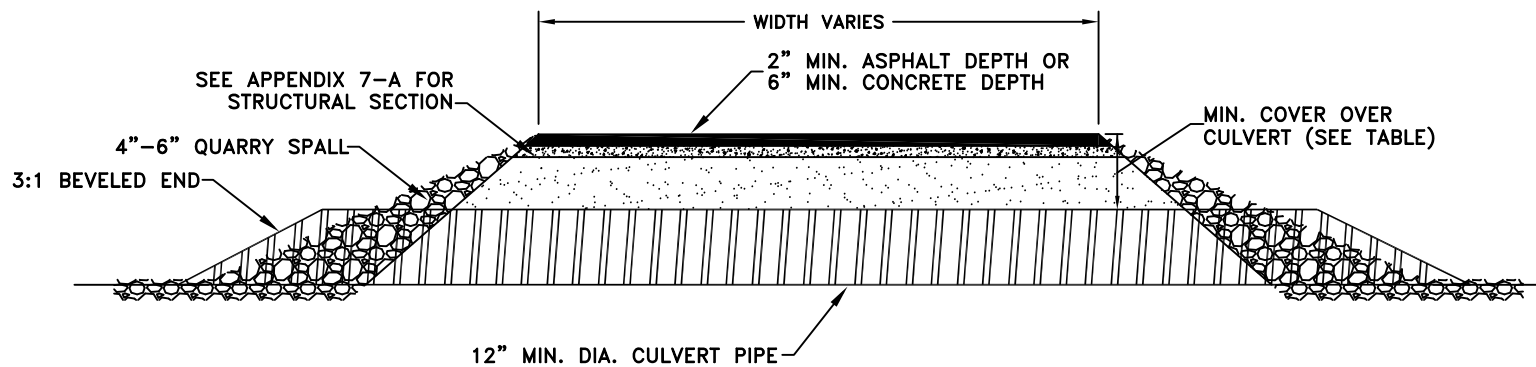
THURSTON COUNTY
PUBLIC WORKS

DEVELOPMENT
REVIEW

ROADWAY
STANDARDS

CULVERTS

APPENDIX 7 – B



	DRIVEWAY MINIMUM COVER	ROADWAY MINIMUM COVER
PVC (PLASTIC)	6"	12"
CONCRETE	6"	12"
CORRUGATED METAL, ALUMINIZED	6"	12"
DUCTILE IRON (STEEL)	2"	10"

GENERAL NOTES

1. CULVERT BOTTOM SHALL MATCH EXISTING DITCH/SWALE FLOWLINE. THIS MAY REQUIRE RE-GRADING OF THE DITCH/SWALE.
2. CULVERT SIZE SHALL MATCH THE DIAMETER OF THE CULVERT IMMEDIATELY UPSTREAM OR DOWNSTREAM, WHICHEVER IS LARGER.
3. CULVERT ENDS SHALL BE ARMORED WITH 1' MIN. DEPTH OF 4"-6" QUARRY SPALLS AND EXTEND 6' BEYOND CULVERT ENDS.
4. PREFERRED CULVERT MATERIAL IS PLASTIC, BUT ALTERNATIVE MATERIAL WILL BE CONSIDERED ON A CASE BY CASE BASIS.
5. ZINC COATED METAL PIPE IS NOT AN ALLOWED ALTERNATIVE CULVERT MATERIAL.
6. BEVELED CULVERT ENDS SHALL BE PLASTIC.

EXAMPLE SITE PLAN

