



Permitting Structures Built without a Permit

Quick Facts:

- Forms for Code Compliance Verification Certification and the Supplemental Certification List can be found at www.thurstoncountybdc.com. Link to applications and forms.
- Reports must be prepared by a licensed architect, engineer, or ICC certified inspector
- All fees are paid at the time of application
- Violations will be cleared after passing the final inspection

Why do I need a building permit? Thurston County Title 14 requires that all structure be permitted unless exempted from permits. Structures built without a permit must meet current development standards and building code requirements. Additional information can be found online at <https://www.co.thurston.wa.us/permitting/permit/permit-need.html>.

How do I start the permitting process?

Submit a complete application package which consist of the following:

- Master Application
- Residential OR Non-residential Building Permit Application
- Two sets of construction drawings demonstrating how the structure was constructed
- Site plan meeting site plan submittal standards outlined in the application package
- Applicable building permit and review fees

What is the review process? The application will be routed to three County Departments for concurrent review. The building permit can be issued after each department recommends approval and all project conditions have been met.

- Community Planning & Economic Development - Development Services will review for critical areas and development regulations. The building section will review the construction plans to current building code requirements.
- Environmental Health will review the onsite septic system and water, if applicable.
- Public Works, Development Review will review for access and storm water drainage requirements, if applicable.

Building Services will review the submittal to see if the structure complies with the current building and energy codes. If the report from the architect, engineer, or ICC certified inspector is submitted prior to plan review, additional certification may be required, after the plans have been approved by the plans examiner. (over)

Thurston County Building Development Center

3000 Pacific Ave SE, Suite 100, Olympia, WA 98501

Phone: (360) 786-5490; TTY/TDD Line: 711 or 1-800-833-6388;

www.thurstoncountybdc.com

How do I find the right compliance verification professional to complete my compliance certification report? Call an architect, engineer or ICC certified building inspector and ask if they do forensic work. ICC certified building inspectors can be found through <https://www.iccsafe.org/search-for-certified-professionals>.

- **Can the compliance verification professional, tell me how to finish the project and complete the inspections?** The compliance verification professional can identify work that needs to be completed. All inspections of required corrections and a final inspection must be completed by Thurston County. Please refer to the Built Prior to a Permit or Without an Inspection Table at www.thurstoncountybdc.com. Link to applications and forms.

How will the compliance verification person inspect the concealed work? The compliance verification professional will guide you through the process. The certification may include tests to be performed on the mechanical, plumbing and/or foundation systems by other licensed professionals or testing laboratories.

Questions Before You Build?

Contact the Building Development Center (BDC) at (360) 786-5490 or visit the BDC Monday-Friday from 8 a.m. to 4 p.m. at the address referenced on the first page.