

MASTER APPLICATION

What is a Master Application?

The Master Application is required for all projects and shall accompany project-specific supplemental application(s). The Master Application may not be submitted alone. For purposes of this bulletin, reference to applications refers to the master and supplemental applications. Applications may be obtained at the Permit Assistance Center, online, or mailed upon request.

How to Complete the Applications

1. All applications must be typed or neatly printed using black/blue ink. Applications may be completed online and then printed.
2. Answer all questions and fill in all blanks
3. Provide directions to the property from the nearest major road, and include any property access issues.
4. Original signatures are required. The property owner's signature is only required for planning applications.
5. The "Point of Contact" will be the person receiving all County correspondence and invoices regarding this application.
6. Billing of Invoices – indicate who will receive any additional invoices. The base application fee charged at the time of application covers base hours listed on the fee schedule. When the base hours by a Department are exceeded, a monthly billing invoice will be generated for additional hours at the hourly rate listed on the fee schedule.

Do I need an Appointment?

Appointments are required for non-residential building permit applications. Contact the Commercial Plans Examiner at (360) 786-5466 to schedule an appointment. Appointments are not required for all other application types. Applications are processed on a first come first serve basis.

How do I Apply?

Submit a completed application package to the Permit Assistance Center with the applicable fee. Complete package requirements are outlined on each Supplemental application. It is recommended that the application be submitted in person to ensure a complete application package and to obtain the tracking number for the project.

What Form of Payment is Accepted?

Application fees may be paid by check, credit card (for a nominal fee), or cash.

Review Process and Timing

When complete, a project tracking number is assigned and routed to the applicable reviewing department(s). Timelines vary depending on the application type. Refer to the information bulletin attached to each specific supplemental application for additional information.

Hours of Operation

The Permit Assistance Center is open Monday through Friday from 8:00 a.m. to 4:00 p.m. Please arrive no later than 3:30 p.m. if submitting an application. If technical assistance is needed, representatives from Planning and Environmental Health are available during PAC business hours.

Expiration of Applications

Each application type has an expiration time associated with it. The expiration time varies depending on the type of application. It is recommended that expiration timelines for a specific project type be inquired about at the time of application.

I Still Have Questions...

For additional information, speak with a staff member at the Permit Assistance Center. Contact information is listed below. You may also review all Thurston County Codes online on the County website referenced at the bottom of this page.

Thurston County Permit Assistance Center

3000 Pacific Avenue SE, Olympia, WA 98501

Phone: (360) 786-5490 | TDD line: call 711 or 1-800-833-6388 | Fax: (360) 754-2939

www.co.thurston.wa.us/permitting