

## Purpose

Minor permits include installing plumbing fixtures, adding heating equipment, adding or replacing gas appliances, gas piping, replacing windows requiring a modification of the frame, and demolition of structures.

*Thurston County does not issue permits for alterations to Manufactured Homes. Contact L & I at 360-902-5800.*

## How Do I Apply?

The following must be submitted:

1. Master Application
2. Minor Permit Supplemental Application

## Mechanical Permits

- Indicate the number of fixtures in the appropriate boxes.

Note: A permit is not required if replacing an electric forced air heating unit, or electric heat pump.

## Plumbing Permits

- Indicate the number of fixtures in the appropriate boxes.
- Adding plumbing to an accessory building requires a Site plan meeting Thurston County's Site Plan Submittal Requirements and additional review by Environmental Health Dept.

Note: A permit is not required if replacing an electric water heater.

## Fire Permit

- Required only for residential propane tanks over 500 gallons.

## Framing

- Addition or replacement of sky light(s) requires an additional fee and inspection.
- Repair/replacement of trusses requires a Building Permit application and may require construction plans and truss information.

## Replacing Windows

- A permit is required if replacement requires modifications of the frame. Structural changes to the framing or headers may require construction plan submittal.

## Demo Permit

The following is required:

- ORCAA asbestos permit. Contact Olympic Region Clean Air Agency 360-586-1044
- Site plan showing which building is to be demolished. (aerial photographs are not accepted)
- Demolition of buildings over 8,000 requires compliance with the State Environmental Policy Act (SEPA). This is a separate application and review process.
- Demolition of structures within a critical area buffer require review and approval by Development Services prior to permit issuance.
- Contact Puget Sound Energy for requirements to safely disconnect all power and gas lines.

## Application Process

- When visiting the Building Development Center (BDC), a Permit Technician reviews the application for completeness, processes the application, collects the fees and issues the permit over the counter if review by Development Services is not required.
- Nonresidential installations need a review by the plans examiner prior to issuance of a minor permit to verify compliance with the Washington State Energy Code. For more information on the energy code and compliance forms visit [WWW.NEEC.NET](http://WWW.NEEC.NET). Information showing compliance must be submitted with the application.

## Fees

Refer to the "Residential Building Permit Fee Guide" or "Nonresidential Building Fee Schedule" for permit fees.

## When Does My Permit Expire?

An issued permit expires if one year passes without an approved building inspection.

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## Thurston County Building Development Center

3000 Pacific Ave SE, Suite 100 Olympia, WA 98501

(360)786-5490 / (360)754-2939 (Fax) / TTY/TDD Line 711 or 1-800- 833-6388

[www.thurstoncountybdc.com](http://www.thurstoncountybdc.com)