

Building permits are required for ALL work, except:

1. **A one-story detached accessory building** used as a storage or tool shed, playhouse, or similar use, provided the floor area does not exceed 200 square feet and is detached at least six (6) feet from the next structure.
2. **Fences** not over six (6) feet high.
3. **Movable cases, counters and partitions** not over 5'9" high.
4. **Retaining walls** which are not over four feet in height measured from the bottom of the footing to the top of the wall, unless supporting loads caused by backfilling of soil, proximity of foundations, parking, driveways, or hydrostatic pressures.
5. **Water tanks** supported directly upon grade, if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
6. **Unroofed platforms, decks, porches and walks and driveways** not over 30 inches above adjacent grade and not over any basement or story below.
7. **Painting, papering** and similar finish work.
8. **Residential window awnings** supported by an exterior wall when projecting not more than 54 inches.
9. **Prefabricated residential swimming pools** in which the pool walls are entirely above

adjacent grade and if the capacity does not exceed 5,000 gallons.

10. **Replacement of broken window glass** (window replacement DOES require a permit).

Any exemption from the permit requirement shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the building code or any other laws or ordinances of this jurisdiction.

Plumbing, electrical or mechanical permits are required for exempt work where applicable.

Permits are required for ALL the following types of work and a plan detailing the proposed work is often required.

1. **A building permit is required for all types of construction not exempted above.** A plan and other information is required when the application for permit is submitted.
2. **A plumbing permit is required for all work on plumbing systems** other than minor repair. Residential and some smaller commercial projects do not require a plumbing plan submittal. An "over-the-counter" permit usually may be obtain when the application for permit is submitted.

Larger commercial projects may require a plumbing plan submittal and review.

3. **An electrical permit is required for all electrical work** except for replacement of lamps, fixtures or trim. An "over-the-counter" permit may usually be obtained for most electrical work when the application for permit is submitted. Larger commercial projects may require an electrical plan submittal and review. Electrical permits may be obtained only by the building owner or a licensed electrical contractor.
4. **Mechanical permits are required for all mechanical work** including the replacement of a furnace, hot water heater or gas appliances, etc. Most mechanical permits may be obtained "over-the-counter" when the application for permit is submitted. Larger commercial projects may require a mechanical plan submittal and review.
5. **All work in the City right-of-way requires a permit.** Contact the Community Planning and Development's Engineering Section for more information.
6. **Excavation or fill involving more than 50 cubic yards of earth** requires a permit, unless the work is included under the building permit.
7. **Felling more than six trees**, six inches or larger in diameter, within any twelve month period, requires a permit.

8. Fire sprinkler systems, fire alarm systems, fire suppression systems and hood and duct systems require a permit.

A plan must be submitted for review and approval.

9. A permit is required for removing or abandonment of in-ground fuel tanks.

Additional information is usually required. Please call the Olympia Fire Department at (360) 753-8348 for more information.

10. A permit is required for moving a building in to, out of, or within the city.

The application for permit must be reviewed and approved by several City departments, utility companies and private companies, such as telephone, cable, railroad, etc., that could be affected by the moving of said structure.

11. A permit is required for the installation of a manufactured home. An application including the appropriate information is required for review and approval.

12. A permit is required for the installation of a sign. Drawings of the sign shall be submitted for review and approval.

13. A permit is also required for the following types of work. In most cases an “over-the-counter” permit may be obtained. Additional information may be required with the application for permit.

- a. Reroof – commercial
- b. Window replacement
- c. Siding repair or replacement
- d. Foundation repair or replacement
- e. Temporary signs and banners
- f. Temporary power
- g. Yard sprinkler systems
- h. Wood stoves and fireplace inserts installation
- i. Building demolition

WHEN IS A PERMIT REQUIRED?



Permit & Inspection Services

Community Planning & Development
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