



2018 - Permit Matrix

PERMIT TYPE	DESCRIPTION	PLAN REVIEW REQUIRED	AVAILABLE ONLINE
Building			
Commercial Building	Any work to commercial buildings or structures, including residential buildings of 3 or more units		
• Commercial Re-Roof	Roofing installation over no more than one existing layer of roof material	X	X
• Commercial Tenant Improvement	Repair or change to existing buildings/structures, including: Partial or full interior demolition, siding, windows, additions, balcony, ramps, stairs, landings, etc.	X	X
• Demo Commercial	Demolition of a whole building or structure – Requires ORCAA application to be in place.	X	Coming Soon
• Commercial Addition	Commercial addition, or accessory structures	X	Coming Soon
• Commercial Building	New building	X	
• Commercial Mixed Use	New building with a mix of commercial and residential	X	
• Multi-Family 3 – 4	New multi-family building with 3 or 4 units.	X	Coming Soon
• Multi-Family 5+	New multi-family building with 5 or more units		
• Mechanical – Commercial	Relocate, removal, or new: HVAC units or duct work, dryers, boilers, refrigerators, and other mechanical equipment	Maybe	X
• Plumbing – Commercial	Relocate, removal, or new installations onsite: water heaters, piping, toilets, showers, sinks, laundry hookups, dishwashers, grease interceptor plumbing, backflow preventers, water/sewer lines, or other plumbing work.	Maybe	X
• Sign Permit	Advertising signage painted on buildings, freestanding, or sign structures attached to a building (see OMC 18.42)	X	X
Residential Building	Any work to single-family, duplex, townhouse, accessory dwelling units, or other 1-2 unit structures		
• Mechanical – Over the Counter	Relocate, removal, or new: HVAC units or duct work, dryers, boilers, gas piping, A/C and other mechanical equipment	X	X
• Plumbing – Over the Counter	Relocate, removal, or new installations onsite: water heaters, piping, toilets, showers, sinks, laundry hookups, dishwashers, backflow preventers, water/sewer lines, or other plumbing work.	X	X
• Residential Addition	Addition to single-family home, duplex, townhouse, accessory dwelling units, or other 1-2 unit structures	X	X
• Residential Remodel	Remodel of an existing single-family home, duplex, townhouse, accessory dwelling units, or other 1-2 unit structures	X	X
• Residential Re-Roof	Roofing installation over no more than one existing layer of roof material as allowed by the IRC, Section R901		X
• Residential Re-Siding	Siding repair or replacement. <i>Exception: Historical review must provide plan for review.</i>	Maybe	X
• Window Replacement	Window replacements NOT requiring changes to be made to the existing rough opening. <i>*Window replacements that require changing the dimensions of the rough opening should be applied for under a "Residential Remodel" permit. Exception: Historical review must provide plan for review.</i>	Maybe	X
• Residential New Construction (SFR, Garages, ADU's)	Construction of new single-family residential homes, garages, accessory dwelling units, duplexes, townhomes, or other 1-2 unit structures.	X	Coming Soon
• Residential Demolition	Demolition of a whole building or structure. Requires ORCAA application to be in place.	X	Coming Soon
Other Building Permits			
• Alcove Permit	Alcove gate installations for security and safety measures	X	X

Note: This document does not substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

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• Tree Removal	Commercial or Residential tree removal (requires a detailed site plan and possibly a forestry report)	X	X
• Change of Use/Occupancy	A change of use or occupancy applies to the use of a building as defined by the building code. It is important to keep in mind that in most cases where a change of use or occupancy occurs, almost nothing is “grandfathered” in. For example, an old residential house that is to be used, as an office building must comply with the life safety code requirements, such as exiting, that are required for a new office building. For further information, see the International Existing Building code. (IRBC)	X	
• Mobile Home Installation	Installation of a manufactured/mobile home	X	
• Wireless Permit	Wireless telecommunication modifications, or new facilities (see OMC Title 11 and Chapters 18.44 and 18.46)	X	
Civil Engineering			
• Civil Engineering	Curb and sidewalk, driveway, site work or grading, paving, streets, street lighting, traffic signals, sewer, storm, water, and landscaping.	X	X
• Civil Engineering (Outside of City Limits - UGA)	Projects outside of City limits located in the Olympia Urban Growth Area (UGA), looking to connect to City utilities.	X	X
• Private Utilities (Cable/Fiber Optic/Gas/Phone/Power)	Private utilities such as cable, fiber optic, gas, phone, and power.	X	X
• Right of Way Permit	Right of way obstruction, used for projects needing to block the sidewalk or street in order to perform work onsite. <i>*All contractors working in the City right of way are required to have additional bonding and insurance. For more information, please see the “Contractor Requirements for Working in the Right-of-Way” document.</i>	X	X
Electrical			
Commercial Electrical			
	Any work to commercial buildings or structures, including residential buildings of 3 or more units		
• Electrical – OTC Commercial (Under 400 Amps)	New electrical or alterations to an existing electrical systems under 400 amps, to include: <i>*Electrical permits associated with a remodel cannot be issued prior to the building permit, and must be issued to a licensed electrical contractor, or an owner acting as their own contractor. If your electrical work is part of a remodel or tenant improvement project, please indicate so in the permit details.</i> <i>**New electrical and alterations to existing electrical in the following facilities: educational, hospitals, nursing homes, or other medical facilities must be reviewed by an electrical plans examiner, see “Electrical – Commercial (Requires Plan Review)”.</i>	See Details	X
• Electrical – Commercial (Requires Plan Review)	Electrical for new commercial buildings or additions; new or alterations to the follow facilities: educational, hospitals, nursing homes, and other medical facilities; or electrical work over 400 amps.	X	X
• Electrical – Low-Volt Commercial	Low volt data, voice, security, alarm cabling. <i>*Low Volt for Fire Alarms also requires a Fire Alarm permit for both new fire alarms, and alterations to existing.</i>		X
Residential Electrical			
	Any work to single-family, duplex, townhouse, accessory dwelling units, or other 1-2 unit structures		
• Electrical - Residential (Under 400 Amps)	Electrical work pertaining to: new residential buildings or additions, service changes, adding or altering circuits, pool/spa/hot tub wiring, and residential low volt.		X
• Residential Electrical Solar Permit	Residential solar systems that meet the requirements listed in the “Residential Solar Systems Checklist” (found on the online portal under documents), are not subject to plan review. All project plans and supporting documentation must be provided on site for the inspector. Must comply with the State of Washington requirements for solar installation including structural requirements. (See checklist for detailed information)	X	X
Other Electrical			
• Electrical - Sign	Electrical sign connections (fee based on number of signs)		X
• Electrical – Temporary	Temporary electrical for commercial or residential projects <i>*Plan review required for all electrical over 400 amps</i>	See Details	X

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• Electrical – Annual Permit	Commercial and industrial customers employing their own electrical maintenance staff may apply for an annual electrical permit in lieu of individual permits typically required for maintenance on each job performed.		
Fire	All fire permit fees are based on contract price		
• Fire Alarm	New fire alarm systems or alterations to an existing system. <i>*Low Volt Electrical permit may also be required</i>	X	X
• Fire Sprinkler System – Commercial	New fire sprinkler system or alterations to an existing system.	X	X
• Fire Sprinkler System – Residential	New fire sprinkler system or alterations to an existing system	X	X
• Fuel Storage Tank Installation	Installation of new fuel storage tanks requires a detailed site plan showing the location of buildings, driveway, tank, and tank details.	X	X
• Removal of Fuel Storage Tank	Removal of fuel storage tank	X	X
Planning - Land Use Review Projects			
• Boundary Line Adjustment/Lot Consolidation	Divisions of land made for the purpose of alteration by adjusting boundary lines, between platted or unplatted lots or both, or the consolidation of two or more existing lots.	X	X
• Conditional Use	Conditional use permits is a discretionary permit that authorizes a specific use of a property subject to terms and conditions imposed on the permit.	X	
• Historic Register Application	Sites, buildings, structures, and objects deemed worthy of preservation for their historical significance can apply to be added to the Olympia Heritage Register (OHR).	X	
• Land Use Site Plan	Conditional use permits is a discretionary permit that authorizes a specific use of a property subject to terms and conditions imposed on the permit.		
• Land Use Site Plan with SEPA	Conditional use permits is a discretionary permit that authorizes a specific use of a property subject to terms and conditions imposed on the permit including the requirement of SEPA		
• Planning Letters	Zoning confirmations, legal lot determinations, occupancy, flood hazards & similar staff letters.	X	X
• Plat Long Subdivision - Preliminary	Preliminary division of contiguous land for the purposes of sale, lease or transfer of ownership. (Short Plats - see OMC 17.32, Large Plats – see OMC 17.36)	X	
• Plat Long Subdivision - Final	Final plat is the second step in the process of subdividing land into separate parcels for future sale, lease or transfer of ownership - see OMC 17.24	X	
• Plat Short or Large Lot – Preliminary	Preliminary division of contiguous land for the purposes of sale, lease or transfer of ownership. (Short Plats - see OMC 17.32, Large Plats – see OMC 17.36)	X	X
• Plat Short or Large Lot - Final	Final plat is the second step in the process of subdividing land into separate parcels for future sale, lease or transfer of ownership - see OMC 17.24	X	Coming Soon
• Presubmission Conference Request	If you are planning a commercial development, industrial development, or a multi-family development of more than two (2) dwelling units, or any project with major impacts, or as determined by the City of Olympia’s municipal code. Presubmission conferences are an opportunity to learn about the City’s development standards, procedures and everything you need to submit a complete application for commercial, multifamily, industrial, and certain land divisions.	X	X
• Temporary Use Permit	As specified in the Olympia municipal code (OMC 18.06); certain uses, when active for a limited period of time and when properly regulated, can be compatible, or otherwise limited in impact to neighboring properties and the general community. Such uses are further outlined in the municipal code, and may include entertainment events, off-site contractor’s offices, mobile vendors, parking lot and other outdoor sales, temporary wireless communication facilities, and temporary surface parking.	X	X
• Plan Amendment	Any change to the adopted comprehensive plan, including any change to officially adopted maps.	X	
• Temporary Homeless Encampment	Land use application that allows faith based, non-profit, or government organization to site emergency housing facilities on their property.	X	
• Zoning Variance	Variances apply to any deviation from city-adopted codes involving the zoning ordinance.	X	

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Neighborhood and Community Events			
Block Party Street Closure	Applications must be made a minimum of two weeks prior to event		
<ul style="list-style-type: none"> Recognized Neighborhood Association 	<p>This permit type is for block party street closure applications being submitted by a City Recognized Neighborhood Association; for a list of officially Recognized Neighborhood Associations, see the City's Neighborhood Program - Roster.</p> <p><i>*If you are not associated with an official City Recognized Neighborhood Association, please select the permit type below labeled "Block Party Street Closure – Non Profit Organization or Other", to ensure your application is reviewed in a timely manner. Applications made by anyone other than a Recognized Neighborhood Association may be canceled and result in a delay.</i></p>	X	X
<ul style="list-style-type: none"> Non-Profit Organization or group of residents 	<p>This permit type is for Block party street closure requests being submitted by non-profit organizations or groups of residents.</p> <p><i>*Applicants must demonstrate that they have consulted all residents, business owners, and/or other organizations whose ability to reach their driveway, parking lot, or business entrance could be impacted by the street closure. Please see the City's Neighbor Consultation form for more detail (available on the online permit portal, under documents).</i></p>	X	X

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