



GENERAL INVESTIGATION CHECKLIST

GENERAL INVESTIGATION PROCEDURES

If there is a desire to have inspection of a building not associated with a current permit, the applicant will need to apply for a “General Investigation Permit”.

- Please fill out the General Investigation Permit online. The permit is approximately \$350.00, we accept checks or cash.
- City Staff will schedule an inspection with the Building Official, Electrical Inspector, and Fire Marshal to determine if there are code changes that are needed in order to occupy the building.
- After the inspections are complete, if code improvements are needed because of the proposed change of use/occupancy, applications to be applied for on the City of Olympia’s permit portal.
- Inspection of the work will occur and a record will be created indicating compliance.

General Information Needed to Fill in the Online Application

- A. General Investigation – Reason For Request
- B. Project title
- C. Current Property Owner
- D. Tenant Number/Name
- E. Current use group
- F. Space Square Footage
- G. Current Use
- H. Primary Contact Name, Phone, Address, and Email Address

Submittals

- Existing Floor Plan