

Olympia Federal Savings

SUBMITTAL OF BUILDING PERMIT APPLICATIONS

At Olympia Federal Savings we value your time, yet more importantly, we want to make the construction process as easy and smooth as possible. One way we can better serve you is to help you with the required permits for your new home. This includes useful information you will need to prepare and submit your county/city building permit applications.

This submittal needs a few supporting documents. Two items of particular importance are:

WATER SOURCE: PUBLIC WATER DISTRICT, PRIVATE WELL OR SHARED WELL

Depending on the county, some planning departments will require the well to be installed prior to submitting your building permit application. However, others may just require water documentation such as well log, well availability notification form or well report prior to application submittal.

SEWAGE DISPOSAL: SEPTIC SYSTEM OR PUBLIC SEWER

You may need a completed septic application with design or a completed sewer permit prior to submitting your building permit application.

These two items can be started before the house plans are drawn up, saving you valuable time. Once your house plans are finalized and returned from the engineer, you should be ready to submit your application. A building permit submittal will require several forms/documents, such as the following:

- Building permit application
- Road access permit
- Electrical permit application
- Plumbing and mechanical permit application
- Site plan and vicinity map
- Energy code requirements

**Some counties may ask for additional items*

These forms generally can be found on any county/city web page under “Forms” or “Documents”.

PERMIT TIPS

- Each county has their own application process. Find documents on their website.
- The two most important supporting documents for a building permit are water and sewer.
- Some counties will not let you apply for building permits without water being on the property in advance.

THURSTON: co.thurston.wa.us/permitting/

PIERCE: co.pierce.wa.us/902/Applications-Permits

LEWIS: lewiscountywa.gov/community-development/get-permit

MASON: co.mason.wa.us/community-services/planning/permit-guide.php

GRAYS HARBOR: co.grays-harbor.wa.us/departments/public_services/building_division/permits.php

KITSAP: spf.kitsapgov.com/dcd/Pages/Online-Application-Packets-.aspx

JEFFERSON: co.jefferson.wa.us/710/Permitting-Portal

WE'RE HERE TO HELP

Call us at (360) 754-3400 or (800) 865-3470 and we'll connect you with a loan officer that will be happy to assist. You can also visit one of our eight branch locations or start your loan application online at www.olyfed.mortgagewebcenter.com.



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