



Community Development - Permit Center 00100.333.

Permit Center was called Building in previous years.

Mission Statement

Clallam County Community Development provides efficient processing of regulatory permits while promoting a better understanding of related requirements.

Function

The Permit Center was formed in June 2011,. The former Building and Current Planning Divisions were combined, with all functions, relating to permits and application processes, being governed under one manager.

Permit Center:

- Administer building, fire safety, land use, and environmental regulations and permitting.
- Provide public assistance in understanding county development regulations and the application process.
- Conduct plan review and inspections for all structures requiring a building permit.
- Coordinate building and land use application review with other county departments, cities, tribes, state and federal regulatory agencies, and other stakeholders.
- Review applications for consistency with the comprehensive plan and development regulations.

- Issue Type I and II Land Use Permits (e.g., short plats, large lot divisions, others).
- Provide a recommendation to the Hearing Examiner on Type III Land Use Permits (e.g., conditional use permits, subdivisions, variances, shoreline substantial development, others.)
- Provide administrative support to the Hearing Examiner, Permit Advisory Board and Building Code Board of Appeals.
- Coordinate building and land use application review with other county departments, cities, tribes, state and federal regulatory agencies, and other stakeholders.
- Administer the county addressing system in coordination with 911 emergency services.
- The Clallam County Building Official serves as County Fire Marshal whose responsibilities include fire safety for new development; issuance of burn bans during dry conditions; inspections of existing commercial structures, fire hazard complaints, and fireworks stands; responding to fire safety complaints; and coordination with local fire districts.

- Website information for the public to facilitate development related activity including maps, permit data & integration with other county departments.

Permit Tracking:

- Develop and maintain the county permitting system, and associated data to support department and county functions.
- Provide useful geographic, regulatory, resource, and community information (e.g., maps, data reports) to our department , other county departments, other agencies, and the public .
- Provide technical assistance to other county departments and outside agencies on special projects consistent with department and county objectives.
- Coordinate and automate electronic information storage and flow to maximize department and county objectives.

Goals

1. Protect health and safety of county residents by fair administration of building, fire and land use laws.
2. Collect, assemble and disseminate demographic , geographic and natural resource information.
3. Preserve the civil and property rights of county citizens and landowners.

Workload Indicators

	2015 Actual	2016 Actual	6/30/17 Actual
Building Permits Issued	807	882	456
Building Inspections Performed	5,804	6,135	3,617
Building Permits Finaled	694	678	328
Fire Inspections Performed	8	18	6
Fire Plans Reviewed	11	8	12
Tall Grass (Fire) Hazard Inspections	4	0	3
Tall Grass (Fire) Hazard Letters	4	0	0
Construction Plans Reviewed	400	466	238
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	33	36	25
Land Division Preliminary Approvals	7	13	7
Land Division, BLA, and Alteration Final Approvals	25	26	8
Critical Area Review and Approvals Completed	38	49	17
State Env. Policy Act Reviews Completed	32	20	18
Shoreline Permits Approved (not associated with other permits)	23	16	8
Variances Issued	3	3	0
Conditional Use Permits Issued	9	4	8
Forest Practice Permits (received for review)	0	4	2
Wireless Com. Facilities Permits Issued	9	1	3
Legal Lot Determinations Completed	1	0	0
Project Reviews Received/Issued	19	21	1

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2015 Actual	2016 Actual	6/30/17 Actual	2018 Budget
Taxes	0	0	0	0
Licenses and Permits	444,198	523,415	304,391	707,794
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	230,275	333,657	160,589	339,191
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	15
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	138,568	21,367	-18,848	-20,796
Total	\$813,041	\$878,439	\$446,132	\$1,026,204

Expenditures

	2015 Actual	2016 Actual	6/30/17 Actual	2018 Budget
Salaries and Wages	572,765	616,158	318,707	709,496
Personnel Benefits	204,296	222,651	114,825	284,161
Supplies	11,701	11,321	1,668	6,421
Other Services and Charges	24,279	28,309	10,932	26,126
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$813,041	\$878,439	\$446,132	\$1,026,204

Staffing

	2015 Budget	2016 Budget	2017 Budget	2018 Budget
Full Time Equivalent	9.44	11.81	10.94	11.88

Note: Current Planning and Building Division combined equal Permit Center
3 FTE's moved from Planning to Permit Center Division - 2011