



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 Building Permits and Plans and Current Planning Divisions were combined, with all functions, relating to permits, application processes, and inspections being governed under one manager. Current Planning is also included under Permit Center and managed by DCD's Planning 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

	2016 Actual	2017 Actual	6/30/18 Actual
Building Permits Issued	882	1003	485
Building Inspections Performed	6,135	7,505	3,782
Building Permits Finaled	678	818	434
Fire Inspections Performed	18	17	9
Fire Plans Reviewed	8	15	9
Tall Grass (Fire) Hazard Inspections	0	1	0
Tall Grass (Fire) Hazard Letters	0	0	0
Junk Vehicles	28	72	50
Solid Waste	27	61	31
Unsafe Building, Non-compliance with Code	30	41	63
Fire, Life Safety	6	28	12
Critical Areas Violations	16	19	13
Illegal Activity for Zoning	33	51	52
Construction Plans Reviewed	466	493	262
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	36	42	21
Land Division Preliminary Approvals	13	13	6
Land Division, BLA, and Alteration Final Approvals	26	28	4
Critical Area Review and Approvals Completed	49	45	15
State Env. Policy Act Reviews Completed	20	22	8
Shoreline Permits Approved (not associated with	16	10	4
Variances Issued	3	1	0
Conditional Use Permits Issued	4	11	2

Forest Practice Permits (received for review)	4	4	1
Wireless Com. Facilities Permits Issued	1	6	3
Legal Lot Determinations Completed	0	0	0
Project Reviews Received/Issued	21	10	1

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2016 Actual	2017 Actual	6/30/18 Actual	2019 Budget
Taxes	0			
Licenses and Permits	523,415	597,037	333,202	823,592
Intergovernmental Revenues	0	0		0
Charges for Goods and Services	333,657	303,938	176,427	428,828
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	21,367	18,500	-18,675	-166,829
Total	\$878,439	\$919,475	\$490,954	\$1,085,591

Expenditures

	2016 Actual	2017 Actual	6/30/18 Actual	2019 Budget
Salaries and Wages	616,158	650,429	340,188	731,944
Personnel Benefits	222,651	237,445	132,703	319,900
Supplies	11,321	5,708	5,972	7,621
Other Services and Charges	28,309	25,893	12,091	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	\$878,439	\$919,475	\$490,954	\$1,085,591

Staffing

	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Full Time Equivalents	11.81	10.94	11.88	11.88

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