

Dashboard Home **Apply** My Work Today's Inspections Map Report Search Calendar

Application Assistant

Search for application names and keywords

All
 Trending
 My History
 PERMITS
 PLANS

[Show Categories](#)
[Show My Templates](#)

	Commercial Building Permit Category Name: Building Description: Use for commercial(non-residential) building permits.	
	Construction Activity Category Name: Building Description: New installation or modification of existing system that requires a construction activity permit per IFC.	
	Deck Category Name: Building Description: Use for new, repair, or replacement of decks and/or railings.	
	Demolition Category Name: Building Description: Demolition of an existing structure	

Applying for a Permit / Plan

- ▶ Click the “Apply” button at the top
- ▶ You can narrow down the options displayed
 - ▶ **Trending:** Displays permits/plans that others have recently applied for
 - ▶ **My History:** Displays past permit/plans that you have applied for
 - ▶ **Permits / Plans:** Separates by type of application
- ▶ **Show Categories:** Not set up at this time
- ▶ **Show My Templates:** You can save an application as a template to save time for future use.
 - ▶ This will be helpful for contractors who apply for similar permits over and over (ex: Re-Roof or spec homes)
- ▶ Find the correct permit / plan and then click “Apply”

Add Address As Location ▼

SEARCH ENTER MANUALLY

Enter Manually

Country Type US ▼

Enter Address Search Addresses

Address Line 1 141

Pre Direction ▼

Address Line 2 Cline Spit

Street Type RD ▼

Post Direction ▼

Unit Or Suite

City Sequim

State WA ▼

Postal Code 98382

County

Save

Apply for Permit - Residential Building Permit

REQUIRED



LOCATIONS

Type: Location

US
141 Cline Spit Rd., Sequim,
WA, 98382

Main Address

Remove

Create Template

Save Draft

Next

Applying for a Permit / Plan

Location

- ▶ Enter in address information and click "Save"
 - ▶ **NOTE:** Always search for the address first in the "Enter Address" field
 - ▶ **Address Line 1:** House number
 - ▶ **Pre-Direction:** Prefix to the road name (ex: N, E, S, W)
 - ▶ **Address Line 2:** Street name
 - ▶ **Street Type:** Street designator (ex: RD, ST, AVE, WAY)
 - ▶ **Post Direction:** ex: N, E, S, W
 - ▶ **Unit of Suite:** ex: "Unit B", "Suite 220"
- ▶ Click "Next" to finish with location

▶ Example:

12345 NW First AVE S Suite 678; Sequim, WA 98382

Country Type US ▼

Enter Address Search Addresses

Address Line 1 12345

Pre Direction NW ▼

Address Line 2 First

Street Type AVE ▼

Post Direction S ▼

Unit Or Suite Suite 678

City Sequim

State WA ▼

Postal Code 98382

County

Save

Dashboard Home Apply My Work Today's Inspections Map Report Search Calendar

Apply for Permit - Residential Building Permit *REQUIRED

1 Locations
2 Type
3 Contacts
4 More Info
5 Attachments
6 Signature
7 Review and Submit

PERMIT DETAILS

* Permit Type Residential Building Permit

Description

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Applying for a Permit / Plan

Type

▶ For most permits, a type will have to be designated:

▶ Commercial

▶ **Types:** Commercial, Wireless Communication Facility

▶ Mechanical

▶ **Types:** HVAC, Miscellaneous, Propane, Solar Panels, Wood Burning Appliance

▶ Miscellaneous

▶ **Types:** Deck, Demolition, Fence, Foundation Only, Ham Radio Tower, Plumbing, Re-Roof, Retaining Wall, Swimming Pool

▶ Underground Storage Tank

▶ **Types:** New Placement, Removal/Decommissioning

▶ Fire

▶ **Types:** Alarm, Construction, Operational Activity, Suppression/Sprinkler

▶ Description does not need to be entered

▶ Click "Next"

Apply for Permit - Residential Building Permit

*REQUIRED



CONTACTS

Applicant

Amber Jannausch (You)

223 E 4th, Port Angeles, WA, 98362

Owner

Add Contact

+

REQUIRED

Contractor

Add Contact

+

REQUIRED

OR

Owner/Builder

Add Contact

+

REQUIRED

Select Type

Add Contact

+

Back Create Template Save Draft Next

Applying for a Permit / Plan

Contacts

- ▶ Depending on the permit / plan type being applied for, different contacts will be required
- ▶ All contacts should be added to a project, even if they are not listed as required
 - ▶ Examples: Architect, drafter, engineer, agent

Select Type

- Select Type
- Agent
- Applicant
- Architect
- Contractor
- Developer
- Engineer
- Owner
- Owner/Builder

[Back to Application](#)

Add Contact

Add Contact As : Owner

Search

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="button" value="☆"/>				CLALLAM COUNTY PUBLIC WORKS		<input type="button" value="Add"/>
<input type="button" value="☆"/>				CLALLAM COUNTY PUD		<input type="button" value="Add"/>
<input type="button" value="☆"/>				CLALLAM COUNTY FIRE DIST 3		<input type="button" value="Add"/>
<input type="button" value="☆"/>				CHURCH OF CHRIST CLALLAM BAY		<input type="button" value="Add"/>
<input checked="" type="button" value="☆"/>				CLALLAM COUNTY		<input type="button" value="Add"/>

[Back to Application](#)

Add Contact

Add Contact As : Owner

My Favorites

First Name	Last Name	Address	Company	Email	Action
			CLALLAM COUNTY		<input type="button" value="Add"/>

Results per page 1 - 1 of 1 << < 1 > >>

Applying for a
Permit / Plan

Contacts

▶ Best practice is to **ALWAYS** search for a contact first (or use a favorite) and only enter in a contact manually if they are not already loaded.

▶ Why? Because this allows a contact to be linked to all their projects and have them show up on their dashboard

▶ Don't forget to check for other spellings of names

▶ If the contact exists, click the "Add" button.

▶ You can also mark a contact as a "Favorite" by clicking the star button. They will then show up in your "My Favorites" contact list

▶ If a contact is already saved as a favorite, click "My Favorites" and then "Add" for the contact

[Back to Application](#)

Add Contact

Add Contact As : Contractor

Search

Enter Manually

My Favorites

Enter Manually

Certificates [Click here to add certificate](#)

First Name

Last Name

Company Name

Email

Home Phone

Mobile Phone

Business Phone

Applying for a
Permit / Plan

Contacts

- ▶ If a contact was not already loaded, then manually enter in their information and then click "Submit"
- ▶ If a new contractor is being loaded, their contractor's license needs to be added as a certificate
 - ▶ Click "Click here to add certificate"
 - ▶ Select "State Certification" for the "Type"
 - ▶ Enter in their license number from the L&I website <https://secure.lni.wa.gov/verify/>
 - ▶ Click "Verify" and then enter any additional required information
 - ▶ This will confirm their contractor's license is valid and active with the Department of Labor and Industries

Add Certificate

*Type

*Certificate Number

Cancel

Verify

Add Certificate

*Type

*Certificate Number

Cancel

Verify

Contacts

- ▶ Make sure all contacts are loaded for the project, and then click "Next"

Apply for Permit - Residential Building Permit

*REQUIRED



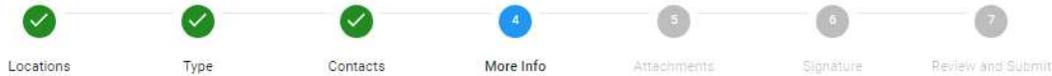
CONTACTS

<p>Applicant</p> <p>Amber Jannausch (You)</p> <p>223 E 4th , Port Angeles, WA, 98363</p>	<p>Owner</p> <p>Clallam County</p> <p>Remove</p>	<p>Contractor</p> <p>Example Contractor</p> <p>Example Contracting</p> <p>Remove</p>	<p>Select Type</p> <p>Add Contact</p>
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[Back](#) [Save Draft](#) [Next](#)

Apply for Permit - Residential Building Permit

*REQUIRED



MORE INFO

Project Attributes

[Next Section](#) | [Top](#) | [Main Menu](#)

*General Description of Project

<input type="checkbox"/>	Accessory Dwelling Unit (ADU)
<input type="checkbox"/>	Accessory Structure (Garage, Carport, Shed, etc.)
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Agricultural Structure
<input type="checkbox"/>	Built Without Permit (BWOP)
<input type="checkbox"/>	Change of Use
<input type="checkbox"/>	Modular Placement
<input type="checkbox"/>	Remodel
<input checked="" type="checkbox"/>	Single Family Dwelling
<input type="checkbox"/>	Two Family Dwelling

*Scope Of Work

*Existing Number of Stories

*Existing Number of Bedrooms

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Create Template

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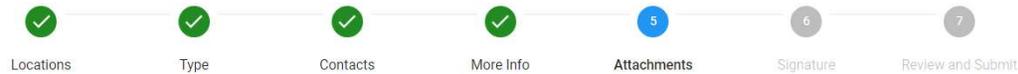
Applying for a
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More Info

- ▶ This section is where you provide the details about the project
- ▶ Provide as much information as possible
- ▶ Required fields are marked with an “*”
- ▶ Do not fill in boxes labeled as “Staff Use Only”, “Staff Only”, or “Historical Use Only”
- ▶ Incomplete applications may be returned or denied
- ▶ Fees may be adjusted if incorrect information is provided
- ▶ If you have questions when filling out this section, please contact the department whose application it is for
- ▶ When the section is complete, click “Next”

Apply for Permit - Residential Building Permit

*REQUIRED



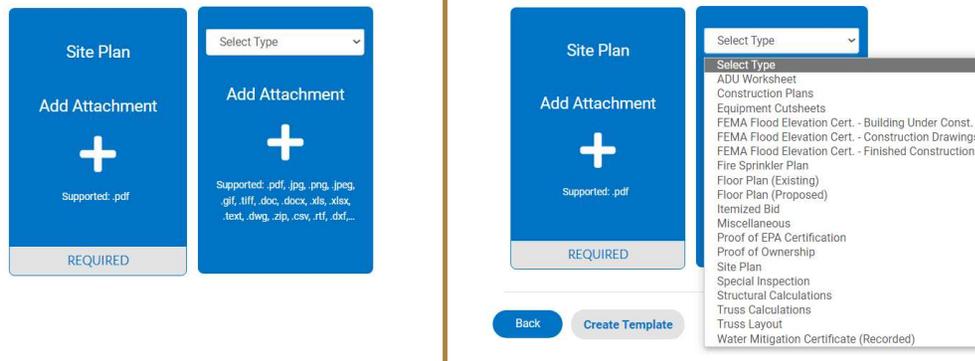
Attachments

Please upload all applicable files for review. Incomplete file sets will either not be reviewed, or additional fees may be added for deferred submittals. Please see notes below for files required at application submittal.

Files Required at Application Submittal:

- **ADU Worksheet:** Required if the proposed home or an existing home will be considered an Accessory Dwelling Unit as a result of this permit.
- **Construction Plans OR Floor Plan (Existing) AND Floor Plan (Proposed):** Majority of projects will have a set of construction plans. Floor Plans (Existing and Proposed) are for remodels or change of use projects that do not change the square footage of the structure.
- **Equipment Cutsheets:** Required for projects that involve mechanical systems.
- **FEMA Flood Elevation Cert - Construction Drawings:** Required when there is new construction, or an addition being proposed within a floodplain.
- **Itemized Bid:** Required for remodel projects.
- **Miscellaneous:** Use this for any items that might be required for project review that do not fall within a different category. Example: Authorization letter from owner for a tenant improvement project.
- **Proof of Ownership:** Required if the property was recently acquired.
- **Site Plan:** Required for new construction, additions, or projects that involve mechanical systems outside of the structure (ex: adding a propane tank). See <https://www.clallamcountywa.gov/DocumentCenter/View/7282/Site-Plan-Requirements-Checklist?bidid=> for additional details and requirements.
- **Structural Calculations:** Required if the project must be engineered.
- **Truss Calculations:** Required for projects installing trusses and are not included as part of the structural calculations.
- **Truss Layout:** Required for projects installing trusses and are not included as part of the structural drawings.
- ****WSEC - Alterations / Remodel Worksheet:** Required for change of use projects that add heat, remodels, and new construction that include heat
- ****WSEC - Certificate of Product Ratings:** Required for most mechanical systems.
- ****WSEC - Glazing Schedule:** Required for heated projects that have windows
- ****WSEC - Heat Load Calculations:** Required when heat systems are being added or changed.
- ****WSEC - Heating System Sizing Worksheet:** Required when heat systems are being added or changed.
- ****WSEC - Prescriptive Energy Code Compliance:** Required for change of use projects that add heat, remodels, and new construction that include heat

**For WSEC files, please use the templates provided at WSU Energy Program > Building Efficiency > Energy Code



Applying for a Permit / Plan

Attachments

- ▶ Upload all attachments applicable to a project.
- ▶ Incomplete file sets will either not be reviewed, or additional fees may be added
- ▶ Click on the file category that you would like to upload, or select the file category from the drop-down list
- ▶ Locate the file on your computer, and then click open

 <p>Construction Plans</p> <p>2_v1.pdf Size: 2.1 MB</p> <p>Remove</p>	 <p>Equipment Cutsheets</p> <p>3_v1.pdf Size: 3.48 MB</p> <p>Remove</p>	 <p>Site Plan</p> <p>PRELIM SITE PLAN_v1.pdf Size: 148.78 KB</p> <p>Remove</p>	 <p>Structural Calculations</p> <p>4_v1.pdf Size: 3.91 MB</p> <p>Remove</p>
 <p>Truss Calculations</p> <p>5_v1.pdf Size: 3.93 MB</p> <p>Remove</p>	 <p>WSEC - Certificate of Product Ratings</p> <p>6_v1.pdf Size: 3.28 MB</p> <p>Remove</p>	 <p>WSEC - Glazing Schedule</p> <p>1_v1.pdf Size: 4.58 MB</p> <p>Remove</p>	 <p>WSEC - Heat Load Calculations</p> <p>20231228105111_v1.pdf Size: 4.58 MB</p> <p>Remove</p>
 <p>WSEC - Heating System Sizing Worksheet</p> <p>U64875E9X1111113_0123202 Size: 1.78 MB</p> <p>Remove</p>	 <p>WSEC - Prescriptive Energy Code...</p> <p>U64875E9X1111113_0123202 Size: 1.52 MB</p> <p>Remove</p>	<div style="background-color: #0070C0; color: white; padding: 10px;"> <p>Select Type ▼</p> <p style="text-align: center; font-weight: bold;">Add Attachment</p> <p style="text-align: center; font-size: 2em; color: white;">+</p> <p style="font-size: 0.8em; color: white;">Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...</p> </div>	

Applying for a Permit / Plan

Attachments

- ▶ Continue uploading files until the file set is complete
- ▶ Click "Next"
- ▶ Troubleshooting:
 - ▶ Each file can only be added once (same file cannot be used for different file categories)
 - ▶ Check that it is a supported file type
 - ▶ The supported file types change with each file category

Signature

- ▶ Sign the application
- ▶ You can either type your signature or draw it
- ▶ Click "Next"

Apply for Permit - Residential Building Permit

*REQUIRED



SIGNATURE

I hereby acknowledge that I have read this application and state that the above information is correct, and agree to comply with all County Ordinances and State Laws regulating activities covered by this permit.

I understand that I am responsible for verifying the accuracy of this permit, and that this permit is valid only for the use specified herein; any change must be approved by the county.

* Please type your name as consent to electronically sign this application.

Amber Jannausch

Enable Type Signature

Amber Jannausch

Amber Jannausch
January, 17 2024

X *Amber Jannausch*

Back

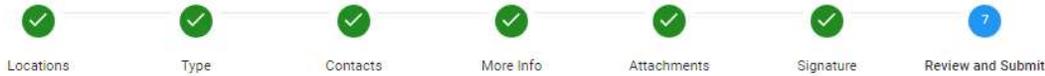
Create Template

Save Draft

Next

Apply for Permit - Residential Building Permit

*REQUIRED



Submit

Locations

Location 141 Cline Spit Rd , Sequim, WA , 98382

Basic Info

Type Residential Building Permit
Description
Applied Date 05/06/2024

Contacts

Applicant Amber Jannausch
223 E 4th , Port Angeles, WA , 98362
Owner Clallam County
Contractor Example Contracting

✔ Your application was successfully submitted!

Your application has been received. Note: Plan review fees must be paid before an application is put in queue to be reviewed.

Continue to permit

Applying for a
Permit / Plan

Review and Submit Application

- ▶ Review the contents of the application
- ▶ If all the information is complete and accurate, click "Submit"
- ▶ **NOTE:** Over the next 24-72 hours (M-F), the application will be reviewed for completeness and fees will be invoiced.
 - ▶ Plan review fees (if applicable) must be paid prior to being put in queue for plan review.