



## Community Development - Permit Center 00100.333.

### Mission Statement

---

Our mission is to promote public safety, a healthy environment, and a strong local economy, and to provide courteous, timely, and efficient service to the public.

### 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.
- County Fire Marshal's 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.

## Trends/Events

---

This past year we have seen fewer planning permits and will probably see about the same in 2020.

Because of the Shoreline Master Plan being adopted, the Building Code Upgrade, and Code Enforcement cases being resolved, we will see more building and planning permits related to these issues in 2020.

## 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

---

	2017 Actual	2018 Actual	6/30/19 Actual
Building Permits Issued	1003	993	460
Building Inspections Performed	7,505	8,131	3,826
Building Permits Finaled	818	904	412
Fire Inspections Performed	17	36	20
Fire Plans Reviewed	15	24	12
Tall Grass (Fire) Hazard Inspections	1	1	0
Tall Grass (Fire) Hazard Letters	0	1	0
Junk Vehicles	72	104	55
Solid Waste	61	66	28
Unsafe Building, Non-compliance with Code	41	117	26
Fire, Life Safety	28	18	10
Critical Areas Violations	19	36	16
Illegal Activity for Zoning	51	96	41
Construction Plans Reviewed	493	576	236
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	42	46	19
Land Division Preliminary Approvals	13	24	4

Land Division, BLA, and Alteration Final Approvals	28	27	12
Critical Area Review and Approvals Completed	45	39	29
State Env. Policy Act Reviews Completed	22	27	5
Shoreline Permits Approved (not associated with	10	10	6
Variances Issued	1	2	2
Conditional Use Permits Issued	11	13	2
Forest Practice Permits (received for review)	4	3	2
Wireless Com. Facilities Permits Issued	6	7	1
Legal Lot Determinations Completed	0	0	0
Project Reviews Received/Issued	10	6	3

## Grant Funding Sources

This fund does not receive any grant revenue.

## Revenues

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Taxes	0	0	0	0
Licenses and Permits	597,037	745,684	331,827	823,592
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	303,938	400,540	179,811	428,828
Fines and Forfeits	0	0	0	
Miscellaneous Revenues	0	0	0	
Other Financing Sources	0	0	0	
Transfers In	0	0	0	
General Tax Support	18,500	-133,842	-40,346	-264,484
Total	\$919,475	\$1,012,382	\$471,292	\$987,936

## Expenditures

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Salaries and Wages	650,429	697,068	318,326	655,531
Personnel Benefits	237,445	286,016	139,383	292,170
Supplies	5,708	8,244	4,861	13,221
Other Services and Charges	25,893	21,054	8,721	27,014
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	\$919,475	\$1,012,382	\$471,291	\$987,936

## Staffing

	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Full Time Equivalents	10.94	11.88	11.88	10.88

