



NOTICE: PERMIT PORTAL AND BUILDING DIVISION UPDATES DECEMBER 2025

BUILDING DIVISION UPDATE – New Building Official

Please join us in congratulating George Bailey for his promotion to Building Official, effective November 3rd, 2025. As such, he will remain the Clallam County Fire Marshal and until further notice, continue performing commercial plan review. And while his office location has changed, his contact information remains the same.

Congrats George!

BUILDING DIVISION UPDATE – Proposed Fee Changes for 2026

The Fee Schedules for the Department of Community Development (DCD) were last updated on December 10th, 2024, under Ordinance 1026. As part of the changes, DCD Building Fees were to be updated on a yearly cadence to reflect changes in the CPI-U. However, after further reviews of comparable jurisdictions and current workflow, it was determined that instead of the CPI-U increase for 2026, the fee schedules should be modified to better match processes, comparable jurisdictions, and make it easier for end users to interpret.

The suggested fee schedule changes require board approval by the Clallam County Commissioners. As part of that process, the following is a list of important dates:

- December 8th, 2025 – Discussion at Commissioners’ Work Session and Call for Hearing
- January 6th, 2026 at 10:30 a.m. – Public Hearing
- January 16th, 2026 – Fees Effective (if ordinance is adopted)

We encourage public input around this matter, which is why we wanted to directly communicate this information. In addition, below are some of the resources available:

- [December 8th BOCC Work Session Agenda](#)
- [Draft Ordinance](#)
- [Draft Ordinance without Markups](#)

Below is a summary of some of the major changes that are being proposed:

- Update current Square Foot Construction Cost table to August 2025 ICC Square Foot Construction Costs
- Separate pricing for Single-Wide (\$625), Double-Wide (\$760), and Triple-Wide (\$975) Manufactured Homes
- Flat fee for Ductless Heat Pumps: \$100
- Flat fee for Residential Heat Pumps: \$150
- Fire, Life, Safety Inspection: \$100
- Re-inspections and/or one-time inspections: \$100
- Additional Plan Review – Residential: \$100/hr.
- Additional Plan Review – Commercial: \$125/hr.
- Administrative Fee (assessed for each permit/plan that is applied for, and for each submitted revision that is not in response to a plan review letter): \$40



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BUILDING DIVISION - REMINDER - "Revision / Correction Submittal Form"

As stated in our [Notice](#) on October 22, 2025, effective **December 1, 2025**, any corrections or revisions submitted **must** be accompanied by our "[Revision / Correction Submittal Form](#)". The form and [instructions](#) on how to fill it out are available through our website clallamcountywa.gov/1119/Building-Permits.

BUILDING DIVISION - REMINDER - New "Authorized Agent Form"

As stated in our [Notice](#) on October 22, 2025, effective **January 1, 2026**, an "[Authorized Agent Form](#)" will be **required** for Building Division applications that are submitted by anyone other than the owner of the parcel. The form is now available on our website at clallamcountywa.gov/1119/Building-Permits.

BUILDING DIVISION – Holiday Closures

In preparation of the upcoming holiday season, we would like to remind everyone that the Clallam County Courthouse will be closed:

- Christmas Day – December 25th, 2025
- New Years Day – January 1st, 2026
- Martin Luther King Jr. Day – January 19th, 2026

HAPPY HOLIDAYS!!!