



## Community Development - Permit Center 00100.333.

### Mission Statement

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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

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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 Current 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

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This past year we have seen fewer planning permits and will probably see about the same in 2021.

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 2021.

DCD does not anticipate a decline for Building Permits in 2021 given that an informal survey of design and building professionals has determined that they are working steadily.

Professionally speaking to several realtors, DCD has learned that sales dollars have not decreased.

Available inventory has decreased but the value of the inventory has increased resulting in net sales remaining the same as 2020.

## Goals

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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

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	2018 Actual	2019 Actual	6/30/20 Actual
Building Permits Issued	993	1016	423
Building Inspections Performed	8,131	7,673	3,105
Building Permits Finaled	904	956	365
Fire Inspections Performed	36	46	13
Fire Plans Reviewed	24	22	21
Tall Grass (Fire) Hazard Inspections	1	0	0
Tall Grass (Fire) Hazard Letters	1	0	0
Junk Vehicles	104	78	43
Solid Waste	66	17	12
Unsafe Building, Non-compliance with Code	117	52	28
Fire, Life Safety	18	14	6
Critical Areas Violations	36	18	7

Illegal Activity for Zoning	96	52	33
Construction Plans Reviewed	576	493	211
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	46	49	24
Land Division Preliminary Approvals	24	24	8
Land Division, BLA, and Alteration Final Approvals	27	25	9
Critical Area Review and Approvals Completed	39	43	9
State Env. Policy Act Reviews Completed	27	12	3
Shoreline Permits Approved (not associated with	10	13	1
Variances Issued	2	5	0
Conditional Use Permits Issued	13	5	1
Forest Practice Permits (received for review)	3	3	0
Wireless Com. Facilities Permits Issued	7	2	3
Legal Lot Determinations Completed	0	0	0
Project Reviews Received/Issued	6	5	2

## Grant Funding Sources

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This fund does not receive any grant revenue.

## Revenues

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	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Taxes	0	0	0	0
Licenses and Permits	745,684	701,660	310,199	723,673
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	400,540	386,939	166,460	400,057
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	-133,842	-178,931	-16,843	-109,583
Total	\$1,012,382	\$909,668	\$459,816	\$1,014,147

## Expenditures

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	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Salaries and Wages	697,068	610,082	305,804	676,568
Personnel Benefits	286,016	269,394	136,750	308,928
Supplies	8,244	10,511	7,133	6,421
Other Services and Charges	21,054	19,681	10,129	22,230
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	\$1,012,382	\$909,668	\$459,816	\$1,014,147

## Staffing

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	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Full Time Equivalents	11.88	11.88	10.88	10.94