



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 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

This past year we have seen fewer planning permits and will probably see about the same in 2022.

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 2022. We have seen about a 30% increase in building permits this year.

DCD does not anticipate a decline for Building Permits in 2022 given that an informal survey of design and building professionals has determined that they are working steadily.

Available real estate inventory has decreased but the value of the inventory has increased resulting in net sales increasing.

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

	2019 Actual	2020 Actual	6/30/21 Actual
Building Permits Issued	1016	930	512
Building Inspections Performed	7,673	6,883	3,269
Building Permits Finaled	956	797	458
Fire Inspections Performed	46	47	37
Fire Plans Reviewed	22	27	12
Tall Grass (Fire) Hazard Inspections	0	0	0
Tall Grass (Fire) Hazard Letters	0	0	0
Junk Vehicles	78	166	110
Solid Waste	17	102	32
Unsafe Building, Non-compliance with Code	52	66	23
Fire, Life Safety	14	11	36
Critical Areas Violations	18	28	11
Illegal Activity for Zoning	52	66	21

Construction Plans Reviewed	493	468	268
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	49	47	25
Land Division Preliminary Approvals	24	28	9
Land Division, BLA, and Alteration Final Approvals	25	23	10
Critical Area Review and Approvals Completed	43	33	6
State Env. Policy Act Reviews Completed	12	13	6
Shoreline Permits Approved (not associated with	13	2	3
Variances Issued	5	1	1
Conditional Use Permits Issued	5	8	0
Forest Practice Permits (received for review)	3	0	0
Wireless Com. Facilities Permits Issued	2	3	0
Legal Lot Determinations Completed	0	0	0
Project Reviews Received/Issued	5	2	2

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2019 Actual	2020 Actual	6/30/21 Actual	2022 Budget
Taxes	0	0	0	0
Licenses and Permits	701,660	673,960	434,733	750,000
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	386,939	383,317	314,535	500,000
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	-178,931	-142,497	-255,463	35,056
Total	909,668	914,780	493,805	1,285,056

Expenditures

	2019 Actual	2020 Actual	6/30/21 Actual	2022 Budget
Salaries and Wages	610,082	612,278	332,050	776,504
Personnel Benefits	269,394	274,852	151,106	345,031
Supplies	10,511	9,830	5,874	117,421
Other Services and Charges	19,681	17,820	4,775	27,742
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	18,358
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	909,668	914,780	493,805	1,285,056

Staffing

	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Full Time Equivalents	11.88	10.88	10.94	11.94