

**CLALLAM COUNTY BUILDING DEPARTMENT
WOODSTOVE, FIREPLACE, HEAT PUMP AND PROPANE TANK
PLACEMENTS
PERMIT APPLICATION CHECKLIST
223 E. 4th Street, Suite 5
Port Angeles, WA 98362
(360) 417-2318, (360) 417-2595, or (360) 417-2317**

- WORKSHEET APPLICATION
- DETAILED PLOT PLAN
- DETAILED FLOOR PLAN
- OWNERSHIP

If your property was recently purchased and it is not in the Assessor's computer system, or someone owns it other than yourself, or the proposed project hinges on a real estate transaction, then **Proof of Ownership** is required. This can be done by providing a copy of the **Deed** filed in the Auditor's Office or by obtaining a letter from the owner stating their willingness to allow you to place/build a structure on their parcel (reference parcel number).

After we receive the application, it is reviewed by our Staff for compliance, including a structural plan check. We will compare your plot plan and parcel number with several different maps to verify compliance with many different state and county codes. SOME OF THE REQUIREMENTS INCLUDE: critical area maps (wetlands, bluffs, floodplains, creeks, rivers, streams, wildlife habitat, aquifer recharge, hydric soils, erosion, landslide and seismic areas), legal lot sizes and setbacks from property lines or critical areas to your proposed site. If you are in, or close to, a critical area you may be required to sign a "Notice to Title" which we will file with the County Auditor disclosing the critical area is on or near your parcel of land. Most applicants are very much aware of these on their property (creek, bluff, pond, Strait of Juan de Fuca, for example). If you are building near a critical area, you will be notified if further studies or reports are needed prior to issuance of your permit. This may include temporary fencing of wetlands or stream buffers, or marking of the buffer or landslide hazards with stakes. This usually happens when the property is so restricted by the critical area that development could adversely affect the area (such as a major wetland or steep hillside for example). An estimated one out of ten projects from this review is sent to our specialist for a site visit, and less than 1/10th of those requires a report.

Clallam County
Department of
Community Development

Date: _____
BPT# _____

MECHANICAL PERMIT

APPLIANCES PLACED INSIDE OF MANUFACTURED HOMES NEED AN ALTERATION PERMIT FROM THE WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES; A CLALLAM COUNTY BUILDING PERMIT IS NOT NEEDED.

Tax Parcel Number: _____ Lot Size: _____ Zoning: _____
Site Address: _____

PROPERTY OWNER NAME: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
Home Phone: _____ Work Phone: _____
E-mail Address: _____ Fax: _____

MAIN CONTACT: _____ PHONE: _____

APPLICANT/CONTRACTOR: _____
MAILING ADDRESS: _____
CITY, STATE, ZIP: _____
STATE CONTRACTOR LICENSE NO.: _____ EXPIRES ON: _____
Home Phone: _____ Work Phone: _____ Fax: _____ E-mail: _____

WRITTEN DIRECTIONS TO SITE FROM A STATE HWY:

PROJECT DESCRIPTION AND USE: _____

LOCATION: MAIN HOUSE: _____ ROOM: _____ GARAGE/SHOP: _____

PROJECT VALUE \$ _____ NEW INSTALLATION: _____ REPLACEMENT: _____

WOODSTOVE: _____ MAKE/MODEL: _____
PELLET STOVE: _____ MAKE/MODEL: _____
GAS STOVE: _____ MAKE/MODEL: _____

INSERT: _____ GAS: _____ WOOD: _____ MAKE/MODEL: _____
IS INSERT BEING PLACED INTO A MASONRY CHIMNEY? YES: _____ NO: _____

TANK PLACEMENT: NEW: _____ REPLACEMENT: _____
TANK SIZE: _____ GALLONS ABOVE GROUND: _____ BELOW GROUND: _____
PIPING: NEW: _____ EXISTING: _____ INTERIOR: _____ EXTERIOR: _____ BOTH: _____

HEAT PUMP: _____ DUCTLESS HEAT PUMP: _____
MAKE/MODEL: _____
HEAT LOADS INCLUDED: _____ CERTIFICATE OF PRODUCT RATING INCLUDED: _____
FLOOR PLAN INCLUDED: _____

OTHER GAS APPLIANCES: _____

THIS APPLICATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE: OWNER / AGENT / CONTRACTOR _____ DATE _____

FOR STAFF USE ONLY: PROJECT VALUE \$ _____

SETBACKS _____ PERMIT FEE _____
OWNERSHIP _____ REC #/CK # _____
OCCUPANCY _____ DATE _____

PARCEL DESCRIPTION _____

CRITICAL AREA REVIEW:
WETLANDS _____ GEOLOGIC HAZARD _____
AQUATIC & WILDLIFE _____ SHORELINE _____
AQUIFER RECHARGE _____ FLOODPLAIN _____
ELEVATION CERTIFICATE _____



Clallam County Department Of Community Development

PERMIT APPLICATION SITE PLAN REQUIREMENTS

In order to help us process your permit request as efficiently as possible, please show ALL of the following information on the plot plan. All site plan sheets must be to scale and accurate. You may use the attached sheet or equivalent. Please note that the type of permit you are applying for may ask for additional information.

- Property Dimensions (including location of any monuments or markers as a result of a survey)
- North Arrow
- Scale (Minimum 1" = 20'; Maximum 1" = 200')

Critical Area Requirements

- The location of Natural Features (including rivers, creeks, streams, bluffs, slopes (both man-made or natural banks)
- Topography (including slope, grade and direction)
- Location of all critical areas on parcel (may be on a separate sheet)
- Show location of all critical areas plus associated buffers within 200' of proposed development. Show buffer fencing and/or flagging as located on site. (streams, wetlands, and landslide only)
- Outline all areas, on your parcel, within 200' of proposed development that have been or will be subject to clearing and grading.
- Location of floodplains, floodways and channel meander hazards (including elevations)

Existing and Proposed Improvements

- Location, width and names of all private or public roads, streets, right of ways or easements
- Location of existing or proposed driveway(s) (including length, width and type of surface)
- Setbacks for all improvements from property lines, utility lines, easements, roads and distance between structures
- Location of existing and proposed structure(s), including decks, pads, and foundations.
- Location of septic tank(s), drainfield(s) and reserve area or sewer lines
- Location of well(s), spring(s) or water lines (including name of water system, as applicable)
- Location of well-head protection area(s) (if applicable)
- Location of utility easements and/or utility lines and irrigation ditches
- Location of above or below ground storage tank(s) including tank capacity
- Drainage Facilities (drywells or other proposed drainage plan)

Commercial Applications must include all of the above plus these additional items.

- Parking Facilities, showing spaces and drive aisles, as per CCC 33.55
- Landscaping; showing location of plants, species listing as per CCC 33.53
- Outdoor Lighting; including, location, fixture type/typical and specification sheets
- Signage (all exterior signs); as per CCC 33.57
- All Impervious Surface Area
- Location of Fire Hydrants or Fire Protection Facilities

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY			
Applicant _____	Parcel # _____	_____	
Permit# _____	Staff Initials _____	Date Received _____	



**Clallam County
Department of
Community Development**

BUILDING DEPARTMENT

223 East 4th Street, Suite 5
Port Angeles, WA 98362-3015
360.417.2318 Fax: 360.417.2443

**DIRECTIONS TO SITE
LOCALITY MAP**

Please draw clear and precise directions to the building site from the closest major highway.

NORTH ↑

A large, empty rectangular box with a thin black border, intended for drawing directions to the building site. The box is oriented vertically and occupies most of the lower half of the page.