



## Community Development - Permit Center 00100.333.

Permit Center was called Building in previous years.

### Mission Statement

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The Clallam County Community Development Permit Center provides efficient processing of regulatory permits while promoting a better understanding of related requirements.

We use a collaborative team approach integrating electronic resources utilizing cross training.

### Function

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The Permit Center was formed in June 2011, a result of reorganization by a newly elected official. The former Building and Current Planning Divisions were combined, with all functions, relating to permits and application processes, being governed under one manager. On April 1, 2012 we made Online Permit Access available on the Internet, integrating links to the Assessor and Auditor Records, including our Department's Critical Area Mapping Features.

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#### 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.

- The Clallam County Building Official serves as County Fire Marshal whose 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.

## 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; and,
3. Preserve the civil and property rights of county citizens and landowners.

## Workload Indicators

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	2011 Actual	2012 Actual	6/30/13 Actual
Building Permits Issued	564	640	273
Building Inspections Performed	5,621	4,785	2,224
Building Permits Finaled	584	507	235
Fire Inspections Performed	24	34	14
Fire Plans Reviewed	10	21	4
Construction Plans Reviewed	375	402	167
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	30	30	12
Land Division Preliminary Approvals	5	8	3
Land Division, BLA, and Alteration Final Approvals	40	41	22
Critical Area Review and Approvals Completed	158*	54	17
State Env. Policy Act Reviews Completed	16	16	11
Shoreline Permits Approved (not associated with other permits)	15	14	6
Variances Issued	4	3	5
Conditional Use Permits Issued	3	9	2
Forest Practice Permits (received for review)	43	22	21

Wireless Com. Facilities Permits Issued	5	6	4
Legal Lot Determinations Completed	6	4	2
Project Reviews Received/Issued	63/44	16	12
Permit Tracking:			
Rebuild Data Integration between GIS/Permit Databases and New Assessor Application (PACS) (%)	100%	ongoing	ongoing
GIS elements of new PENCOM software	finished		
On-line Permit Access (Basic)	50%	100%	
Water Rule Implementation		20%	60%
Respond to FEMA About Bulkheads		20%	60%
Respond to FEMA About CAV Visit		15%	75%
Enhance On-Line Permit Access		ongoing	ongoing

\*Counting method changed

(In June 2012 the Permit Center processed 25 new homes for Lower Elwha Housing Authority)

## Grant Funding Sources

This fund does not receive any grant revenue.

## Revenues

	2011 Actual	2012 Actual	6/30/13 Actual	2014 Budget
Taxes	0	0	0	0
Licenses and Permits	352,744	398,160	188,135	400,000
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	186,587	224,988	113,897	227,794
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	29	0	0	15
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	180,970	47,976	52,152	152,032
Total	\$720,330	\$671,124	\$354,184	\$779,841

## Expenditures

	2011 Actual	2012 Actual	6/30/13 Actual	2014 Budget
Salaries and Wages	515,246	475,411	253,327	540,818
Personnel Benefits	169,767	146,964	81,609	195,327
Supplies	3,321	10,575	2,529	14,645
Other Services and Charges	6,233	6,062	16,719	29,051
Intergovernmental Services	0	0	0	0
Capital Outlays	7,436	14,133	0	0
Interfund Payments for Services	18,327	17,979	0	0
Transfers Out	0	0	0	0
Total	\$720,330	\$671,124	\$354,184	\$779,841

## Staffing

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	2011 Budget	2012 Budget	2013 Budget	2014 Budget
Full Time Equivalents	7.06	10.00	9.94	9.44

Note: Current Planning and Building Division combined equal Permit Center  
3 FTE's moved from Planning to Permit Center Division - 2011