



## 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.

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

## Workload Indicators

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	2012 Actual	2013 Actual	6/30/14 Actual
Building Permits Issued	640	686	307
Building Inspections Performed	4,671	5,095	2,695
Building Permits Finaled	507	545	282
Fire Inspections Performed	62	13	26
Fire Plans Reviewed	21	5	6
Tall Grass (Fire) Hazard Inspections		4	4
Tall Grass (Fire) Hazard Letters		4	1
Construction Plans Reviewed	381	376	185
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	30	26	18
Land Division Preliminary Approvals	8	7	4
Land Division, BLA, and Alteration Final Approvals	41	40	12
Critical Area Review and Approvals Completed	54	35	11
State Env. Policy Act Reviews Completed	16	21	10
Shoreline Permits Approved (not associated with other permits)	14	7	5
Variances Issued	3	7	2
Conditional Use Permits Issued	9	8	3
Forest Practice Permits (received for review)	22	37	15
Wireless Com. Facilities Permits Issued	6	7	5
Legal Lot Determinations Completed	4	4	0

Project Reviews Received/Issued	16	26	22
Permit Tracking:			
Rebuild Data Integration between GIS/Permit Databases and New Assessor Application (PACS) (%)	ongoing		
GIS elements of new PENCOM software			
On-line Permit Access (Basic)	100%		
Water Rule Implementation	20%	90%	100%
Respond to FEMA About Bulkheads	20%	100%	
Respond to FEMA About CAV Visit	15%	100%	
Enhance On-Line Permit Access	ongoing		trsf to IT Dept

\*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

	2012 Actual	2013 Actual	6/30/14 Actual	2015 Budget
Taxes	0	0	0	0
Licenses and Permits	398,160	414,616	202,414	435,000
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	224,988	222,910	110,023	227,794
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	15
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	47,976	78,864	-2,254	92,617
Total	\$671,124	\$716,390	\$310,183	\$755,426

## Expenditures

	2012 Actual	2013 Actual	6/30/14 Actual	2015 Budget
Salaries and Wages	475,411	510,631	218,683	538,987
Personnel Benefits	146,964	168,329	78,638	180,244
Supplies	10,575	11,338	1,557	5,945
Other Services and Charges	6,062	26,092	11,305	30,250
Intergovernmental Services	0	0	0	0
Capital Outlays	14,133	0	0	0
Interfund Payments for Services	17,979	0	0	0
Transfers Out	0	0	0	0
Total	\$671,124	\$716,390	\$310,183	\$755,426

## Staffing

	2012 Budget	2013 Budget	2014 Budget	2015 Budget
Full Time Equivalents	10.00	9.94	9.44	9.44

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