



## 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.

The Fire Protection Policy was legalized by Ordinance # 882, on March 27, 2012, after 21 years in the making.

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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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	2010 Actual	2011 Actual	6/30/12 Actual
Building Permits Issued	647	564	260
Building Inspections Performed	6,162	5,621	1,860
Building Permits Finaled	606	584	196
Fire Inspections Performed	56	24	7
Fire Plans Reviewed	16	10	15
Construction Plans Reviewed	473	375	174
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	21	30	11
Land Division Preliminary Approvals	37	5	4
Land Division, BLA, and Alteration Final Approvals	51	40	12
Critical Area Review and Approvals Completed	87	158*	33*
State Env. Policy Act Reviews Completed	30	16	6
Shoreline Permits Approved (not associated with other permits)	17	15	9
Variances Issued	5	4	1
Conditional Use Permits Issued	9	3	1
Forest Practice Permits (received for review)	25	43	14
Wireless Com. Facilities Permits Issued	2	5	0
Legal Lot Determinations Completed	8	6	2
Project Reviews Received/Issued	84/ 57	63/44	23/16
Permit Tracking:			
Rebuild Data Integration between GIS/Permit Databases and New Assessor Application (PACS) (%)	50%	100%	
GIS elements of new PENCOM software	70%	finished	
On-line Permit Access (Basic)		50%	95%

Enhance On-Line Permit Access			40%
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\*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

	2010 Actual	2011 Actual	6/30/12 Actual	2013 Budget
Taxes	0	0	0	0
Licenses and Permits	378,338	352,744	161,291	350,289
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	239,364	186,587	96,877	190,061
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	123	29	0	15
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	-77,498	180,970	58,406	186,372
Total	\$540,327	\$720,330	\$316,574	\$726,737

## Expenditures

	2010 Actual	2011 Actual	6/30/12 Actual	2013 Budget
Salaries and Wages	382,262	515,246	230,039	513,880
Personnel Benefits	129,485	169,767	70,455	171,561
Supplies	5,755	3,321	3,743	13,345
Other Services and Charges	4,385	6,233	3,190	27,951
Intergovernmental Services	0	0	0	0
Capital Outlays	0	7,436	0	0
Interfund Payments for Services	18,391	18,327	9,147	0
Transfers Out	0	0	0	0
Total	\$540,278	\$720,330	\$316,574	\$726,737

## Staffing

	2010 Budget	2011 Budget	2012 Budget	2013 Budget
Full Time Equivalents	7.50	7.06	10.00	9.94

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