



## Community Development - Permit Center 00100.333.

Permit Center was called Building in previous years.

### Mission Statement

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

### Function

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The Permit Center was formed in June 2011,. 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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	2014 Actual	2015 Actual	6/30/16 Actual
Building Permits Issued	670	807	418
Building Inspections Performed	5,855	5,804	2,320
Building Permits Finaled	600	694	249
Fire Inspections Performed	5	8	11
Fire Plans Reviewed	17	11	3
Tall Grass (Fire) Hazard Inspections	4	4	1
Tall Grass (Fire) Hazard Letters	0	4	1
Construction Plans Reviewed	415	400	244
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	30	33	16
Land Division Preliminary Approvals	2	7	6
Land Division, BLA, and Alteration Final Approvals	29	25	10
Critical Area Review and Approvals Completed	14	38	29
State Env. Policy Act Reviews Completed	27	32	2
Shoreline Permits Approved (not associated with other permits)	13	23	7
Variances Issued	4	3	1
Conditional Use Permits Issued	25	9	2
Forest Practice Permits (received for review)		0	0
Wireless Com. Facilities Permits Issued	8	9	1
Legal Lot Determinations Completed	0	1	0
Project Reviews Received/Issued	55	19	13

**Grant Funding Sources**

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This fund does not receive any grant revenue.

### Revenues

	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Taxes	0	0	0	0
Licenses and Permits	418,709	444,198	251,362	435,400
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	213,591	230,275	149,754	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	128,020	138,568	47,455	274,471
Total	\$760,320	\$813,041	\$448,571	\$937,680

### Expenditures

	2014 Actual	2015 Actual	6/30/16 Actual	2017 Budget
Salaries and Wages	528,532	572,765	311,682	654,045
Personnel Benefits	202,719	204,296	113,557	247,440
Supplies	6,276	11,701	6,780	6,421
Other Services and Charges	22,793	24,279	16,552	29,774
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	\$760,320	\$813,041	\$448,571	\$937,680

### Staffing

	2014 Budget	2015 Budget	2016 Budget	2017 Budget
Full Time Equivalent	9.44	9.44	11.81	10.94

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