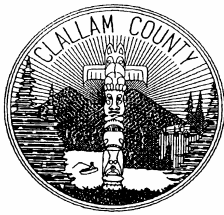


**CLALLAM COUNTY PERMIT CENTER**  
**WOODSTOVE, FIREPLACE AND PROPANE TANK PLACEMENTS**  
**PERMIT APPLICATION CHECKLIST**  
**223 E. 4<sup>th</sup> Street, Suite 5**  
**Port Angeles, WA 98362**  
**(360) 417-2318, (360) 417-2317, or (360) 417-2595**

- WORKSHEET APPLICATION
- DETAILED PLOT PLAN (spot survey required if less than 10' setback)
- 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 1/10<sup>th</sup> of those requires a report.



Clallam County Department of Community Development

DATE REC'D: \_\_\_\_\_

BPT # \_\_\_\_\_

WOODSTOVE/FIREPLACE/PROPANE TANK

Tax Parcel Number: \_\_\_\_\_ Lot Size: \_\_\_\_\_
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:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

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.

Project Description and Use:
PROJECT VALUE \$ \_\_\_\_\_
[ ] Woodstove/Pellet Stove LOCATION: [ ] Main House \_\_\_\_\_ room
[ ] Garage/Shop
[ ] Fireplace Insert Insert being placed into Masonry Chimney? [ ] YES [ ] NO
[ ] Underground Propane Tank Placement \_\_\_\_\_ Gallons
[ ] Above Ground Propane Tank Placement \_\_\_\_\_ Gallons
Number of: Freestanding \_\_\_\_\_ stoves: \_\_\_\_\_ Inserts \_\_\_\_\_ : \_\_\_\_\_ Fireplaces: \_\_\_\_\_
Type of: Freestanding \_\_\_\_\_ stoves: \_\_\_\_\_ Inserts \_\_\_\_\_ : \_\_\_\_\_
Fireplaces : \_\_\_\_\_
Is project site adjacent to a County Road? [ ] YES [ ] NO Which one(s)? \_\_\_\_\_

This application is complete and correct to the best of my knowledge
Signature [ ] OWNER / [ ] AGENT / [ ] CONTRACTOR Date

FOR STAFF USE ONLY: PROJECT VALUE \$ \_\_\_\_\_
SETBACKS \_\_\_\_\_ ZONING \_\_\_\_\_ PERMIT FEE \$50.00
OWNERSHIP \_\_\_\_\_ REC #/CK # \_\_\_\_\_
OCCUPANCY \_\_\_\_\_ DATE \_\_\_\_\_
CONST. TYPE \_\_\_\_\_
PARCEL DESCRIPTION \_\_\_\_\_
CRITICAL AREA REVIEW:
WETLANDS \_\_\_\_\_ GEOLOGIC HAZARD \_\_\_\_\_
AQUATIC & WILDLIFE \_\_\_\_\_ SHORELINE \_\_\_\_\_
AQUIFER RECHARGE \_\_\_\_\_ FLOODPLAIN \_\_\_\_\_
ELEVATION CERTIFICATE \_\_\_\_\_