



Community Development - Permit Center 00100.333.

Permit Center was called Building in previous years.

Mission Statement

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

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

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

| | 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