



## Community Development - Permit Center 00100.333.

Permit Center was called Building in previous years.

### Mission Statement

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To preserve and enhance the quality of life in Clallam County by promoting a community with a healthy and sustainable environment and economy.

### 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. The goals are to better use technology, ease burdens on applicants, all while following the various requirements of County department and other agency regulations.

#### 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
- 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
- Provide useful geographic, regulatory, resource, and community information (e.g., maps, data reports) to the building and planning divisions, other 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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	2009 Actual	2010 Actual	6/30/11 Actual
Building Permits Issued	591	647	273
Building Inspections Performed	6791	6162	2543
Building Permits Finaled	678	606	264
Fire Inspections Performed	8	56	8
Fire Plans Reviewed	11	16	1
Construction Plans Reviewed	418	473	200
Current Planning:			
BLA, Lot Combos, Alterations, and Vacations	18	21	5
Land Division Preliminary Approvals	47	37	12
Land Division, BLA, and Alteration Final Approvals	56	51	23
Critical Area Review and Approvals Completed	119	87	112
State Env. Policy Act Reviews Completed	29	30	11
Shoreline Permits Approved (not associated with other permits)	23	17	7
Variances Issued	7	5	2
Conditional Use Permits Issued	6	9	2
Forest Practice Permits (Received for review)	22	25	19
Wireless Com. Facilities Permits Issued	0	2	5
Legal Lot Determinations Completed	5	8	4
Project Reviews Received/Issued	118 /66	84/ 57	37/28
Permit Tracking:			
Rebuild data integration between GIS/Permit databases and new Assessor Application (PACS) (%)	10%	50%	85%
Migrate GIS data maintenance to ArcGIS (% done)	90%	finished	
GIS elements of new PENCOM software implementation (much more GIS centered)	started late 2009	70%	95%

## Grant Funding Sources

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This fund does not receive any grant revenue.

## Revenues

	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Taxes	0	0	0	0
Licenses and Permits	440,692	378,338	186,132	335,289
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	248,967	239,364	100,356	190,061
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	123	1	15
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
General Tax Support	-331,616	-77,498	94,914	188,381
Total	\$358,043	\$540,327	\$381,403	\$713,746

## Expenditures

	2009 Actual	2010 Actual	6/30/11 Actual	2012 Budget
Salaries and Wages	245,328	382,262	280,142	498,366
Personnel Benefits	83,634	129,485	86,905	163,550
Supplies	2,432	5,755	1,609	13,379
Other Services and Charges	4,509	4,385	3,733	17,950
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	22,140	18,391	9,014	20,501
Transfers Out	0	0	0	0
Total	\$358,043	\$540,278	\$381,403	\$713,746

## Staffing

	2009 Budget	2010 Budget	2011 Budget	2012 Budget
Full Time Equivalent	4.69	7.50	7.06	10.00

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