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# PERMIT CENTER TOP TIPS

*We are sharing our top tips for navigating the Clark County Permit Center to make your experience better.*

## **Visit our website**

All the information you need for your permit is on the [clark.wa.gov](http://clark.wa.gov) website under Community Development.

## **Use permit checklists**

Many permits have a checklist available online to help you put together a complete application. Applications that contain all the required items move through the process faster.

## **Submit complete plans**

You will need to submit two sets of neat, clean, complete plans with your application. Use black ink or dark pencil. Most projects require a plot plan, foundation plan, floor plan, and building cross sections and elevations. Some projects also require a window schedule and engineering calculations.

## **Read FAQs online**

Visit our FAQ section and the CC LMS training section online to answer your common questions and learn how to use CC LMS.

## **Use CC LMS help buttons**

Within the CC LMS permitting system, there are many help buttons. Check them out for additional information while applying for your permit. If you have issues with CC LMS, contact our CC LMS System Support team or call 564.397.2347.

## **Answer your property questions online**

You can find the jurisdiction, permits, parcel number, and other details on MapsOnline.

- Go to Maps Online at [gis.clark.wa.gov/maponline](http://gis.clark.wa.gov/maponline)
- Click on the Find Parcel button. This is the second button in the orange bar at the top of the page.
- On the left side of the screen, enter your tax parcel number, house number or street address. Partial addresses are okay. You will see a list of possible matches. Click on the one you are interested in.
- Maps Online will zoom to the property you select.
- On the left side of the screen, click on the Property Information Center link. A pop-up window will appear.
- Within the pop-up window there are links to many different types of information about the property you are researching.





### **Recognize that the Permit Center is the hub of the permit process**

The permit life cycle includes approval by other programs and departments before it can be issued. These reviews and approvals include plan review, land use, development engineering, and wetland/habitat. We cannot issue your permit without these approvals.

### **Contact a permit technician**

You may leave a detailed message by email at [permitservices@clark.wa.gov](mailto:permitservices@clark.wa.gov) or on our message line 564.397.4078. A permit technician will contact you within one business day. Permit technicians are not available for live phone calls because they are helping customers during appointment times.

### **Track our permit activity**

On our Data and Reports web page ([clark.wa.gov/community-development/data-and-reports](http://clark.wa.gov/community-development/data-and-reports)), you can find our *Seven-day Snapshot* which compares permit activity for 2021 with 2020. Other reports that are available are the weekly *Building Permits Issued* and quarterly *Development News*.

### **Work toward meeting Clark County Code with our help**

Permit technicians don't write the code; however, by using the checklists and resources we provide, we help you meet the code for your project.

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For questions or for more information, contact Permit Center staff at [permitservices@clark.wa.gov](mailto:permitservices@clark.wa.gov)

More information to assist you in the permit process can be found at [www.clark.wa.gov/community-development](http://www.clark.wa.gov/community-development)

For other formats, contact the Clark County ADA Office 564.397.2322 / 711 or 800.833.6388 / [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)