

Due to Covid-19 virus we are limiting contact with customers to protect the public and our staff members.

Questions

All customers who have questions can e-mail us at cnty.permitservices@clark.wa.gov or call 564-397-4078.

Residential Building Applications

If you want to submit an application you will need to create your permit online – please see our handout Clark County Land Management System “How-to” Guide. Please make sure you check “Receive e-mail when my action is needed”.

<https://www.clark.wa.gov/sites/default/files/dept/files/community-development/admin-about/CCLMSPublicPortalHowToGuide.pdf>

Customers may drop off applications if applied on-line and the initial permit fees have been paid. In order for the applications to be accepted in our system all application requirements must be submitted. If the application is incomplete we will reject the completeness check and allow you to re-submit the additional requirements in the same manner as the original application. Please make sure you have your permit application number on your additional information.

Step 1 - A drop box has been placed in the front lobby of the Public Service Center 1st floor (Joint Lobby Drop Box). Please place your application packet inside of the zip lock bag supplied and secure the bag before you place all items in the box. Please make sure you have your permit application number included and on any additional information you may be required to submit.

Step 2 – A staff member will pick up your application packet and a Permit Technician will review to determine if the application packet is complete.

Step 3 – If your application is complete we will accept the application and begin the review.

Step 4 – If your application is incomplete we will reject the review and you will get a notification in our application system requesting the additional information. You will need to submit the additional information requested documented in Step 1.

Step 5 – Your application will be reviewed and proceed through our standard review process. If additional information is requested you will receive a separate e-mail from the staff member requesting the additional information. To submit the additional information requested please follow Step 1.

Permit Issuance

At this time an appointment is required to pick up all permits, please contact us at permitservicesappt@clark.wa.gov or call us at 564-397-4807 to schedule an appointment. Once an appointment is schedule we will meet you at the front doors of the Permit Center. Please make sure you have your permit number and a payment method. You may also pay online which will allow us to issue your permit before you arrive in the Permit Center this will also allow us to have less interaction due to the Covid-19 virus. You will not be allowed to enter the Permit Center Lobby. Once payment has been made, your permit will be issued and we will bring your issued permit back to the front door and have you sign all documents.

Thank you for your patience during this time, we are working to provide the best service possible during this extraordinary time.

Due to Covid-19 virus we are limiting contact with customers to protect the public and our staff members.

Questions

All customers who have questions can e-mail us at cnty.permitservices@clark.wa.gov or call 564-397-4078.

Commercial Building Application

If you want to submit an application you will need to create your permit online – please see our handout Clark County Land Management System “How-to” Guide. Please make sure you check “Receive e-mail when my action is needed”.

<https://www.clark.wa.gov/sites/default/files/dept/files/community-development/admin-about/CCLMSPublicPortalHowToGuide.pdf>

Customers will need to schedule an appointment to drop off and pay fees. For appointments e-mail permitservicesappt@clark.wa.gov or call us at 564-397-4807. In order for the applications to be accepted in our system all application requirements must be submitted. If the application is incomplete we will reject the completeness check and allow you to re-submit the additional requirements in the same manner as the original application.

Step 1 – During your appointment to pay fees, you will need bring in your application packet and leave it with the staff member who accepts your payment.

Step 2 – A Permit Technician will review to determine if the application packet is complete after your payment is received.

Step 3 – If your application is complete we will accept the application and begin the review.

Step 4 – If your application is incomplete we will reject the review and you will get a notification in our application system requesting the additional information. You will need to submit the additional information requested via the drop box that has been placed in front of the Permit Center lobby doors. Please place your application packet inside of the zip lock bag supplied and secure the bag before you place all items in the box. Please make sure you have your permit application number on your additional information.

Step 5 – Your application will be reviewed and proceed through our standard review process. If additional information is requested you will receive a separate e-mail from the staff member requesting the additional information. You will need to submit the revised submittal document in our drop box located in front of the Permit Center doors. Please make sure you have your permit application number on your additional information.

Permit Issuance

At this time an appointment is required to pick up all permits, please contact us at permitservicesappt@clark.wa.gov or call us at 564-397-4807 to schedule an appointment. Once an appointment is schedule we will meet you at the front doors of the Permit Center. Please make sure you have your permit number and a payment method. You will not be allowed to enter the Permit Center Lobby. Once payment has been made, your permit will be issued and we will bring your issued permit back to the front door and have you sign all documents.

Thank you for your patience during this time, we are working to provide the best service possible during this extraordinary time.