



CLARK COUNTY WASHINGTON

[www.clark.wa.gov](http://www.clark.wa.gov)

COMMUNITY DEVELOPMENT  
PERMIT CENTER

1300 Franklin Street  
PO Box 9810  
Vancouver, WA 98666-9810  
564.397.2375

8-1-2020

**Due to Covid-19 virus we are limiting contact with customers to protect the public and our staff members. Please read this document for important submittal guidelines.**

### Questions

All customers who have questions can email us at [permitservices@clark.wa.gov](mailto:permitservices@clark.wa.gov).

### Building Applications

If you wish to submit an application you will need to create your permit online – please see our handout Clark County Land Management System How-to Guide:

[www.clark.wa.gov/sites/default/files/dept/files/community-development/adminabout/CCLMSPublicPortalHowToGuide.pdf](http://www.clark.wa.gov/sites/default/files/dept/files/community-development/adminabout/CCLMSPublicPortalHowToGuide.pdf). Please make sure you check on “Receive email when my action is needed” this will give you updated information if staff needs any revisions.

Prior to any submittal, revisions or issuance of permits all fees must be paid online. Fees can be paid online either with a credit card or e-check. If you wish to use an e-check use the drop-down option under Payment Method – click the arrow next to credit/debit and the system will allow you to use credit/debit or e-check. **You must be the applicant on the permit to make payments, if you are not the applicant please contact the applicant and make payment arrangements.**

Clark County is receiving an increase in insufficient application submittal documents, it is unfortunate that this is happening. Starting August 1<sup>st</sup> customers will not be allowed to drop off any applications/revisions without waiting for staff to determine if your application is complete.

**All applications must meet the requirements of our new checklist** – all environmental reviews must be completed prior to us accepting the building submittal. (Lot determination, address, septic & well approvals are not required at acceptance).

**Appointments:** An appointment is required; you will not be allowed in the building without a scheduled appointment. [permitservicesappt@clark.wa.gov](mailto:permitservicesappt@clark.wa.gov)

**Permit Issuance Appointments:** Will be scheduled Monday – Friday. Please come to the permit center front doors for your appointment.

**Intake Appointments:** Will be scheduled Monday – Tuesday – Thursday – Friday

- The applicant will submit the permit packet to staff at the permit center front doors. Please provide the name and contact information of the individual who will be at the appointment on the application packet. The applicant will need to wait outside in the courtyard or in their car during the appointment time.

- If the application packet is acceptable, we will contact the applicant and accept the application packet in LMS.
- If the application packet is insufficient, we will contact the applicant who is waiting on campus. The application packet will be inside of the front lobby doors near the security officers for you to pick up. It is anticipated that the applicant will pick up their application packet within 5 minutes, it is the customers responsibility to stay on campus and pick up the application packet. Please review the application packet and the checklist for the highlighted items that staff has deemed as insufficient information. Staff will document in LMS what is missing and reject the completeness checks in LMS.
- Once the applicant obtains the additional information requested, please contact our appointment line to schedule your appointment.
- **Incomplete applications** – We have an extensive checklist that all applicants must follow, please make sure you have accurate information prior to your appointment. A fee of \$296.00 will be added to your permit if we reject the intake process a second time for the same missing requirements.



For other formats, contact  
the Clark County ADA Office

**Voice** 564.397.2322  
**Fax** 360.397.6165

**Relay** 711 or 800.833.6388  
**Email** ADA@clark.wa.gov