



DEPARTMENT OF COMMUNITY DEVELOPMENT

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BROCHURE #2

I'VE SUBMITTED MY APPLICATION, NOW WHAT?

I've just submitted my application, now what?

Now that you have turned your paperwork in to our Permit Technician we will begin the review process.

DCD's permit process:

Plans Examiners review your plans and identify any potential code conflicts. If the plans are incomplete or incorrect, the plans examiner requests additional or corrected information.

Planners review your site plan, setbacks and environmental impacts for compliance with zoning, flood hazard and critical area codes and ordinances. If it is determined that site plan corrections or special reports are needed you will receive a letter in the mail with the information.

Environmental Health will review your site plan and water availability information. If they determine that your septic is adequate for the proposed building they will approve the permit. If you need current Operations & Maintenance, or your system needs to be brought up to date, or Declaration of Restrictive Covenants needs to be placed on the property you will receive a letter in the mail requesting the information.

Public Works will review your site plan to be sure that you have an approved Road Approach.

Once the review is completed, the permit will be approved for issuance. Once the permit is issued, construction may begin. During construction, inspectors visit the construction site to ensure that the project complies with Jefferson County code requirements. See the bottom of your permit for details on how to schedule an inspection.

What is the timeframe for the approval process?

Our goal for issuing permits is:

Single Family Residence permits	30 days
Commercial Permits	90 days
Land Use Permits	120 days

Track the status of your permit:

You can track the status of your permit by signing on to:

<http://www.co.jefferson.wa.us/commdevelopment/PermitDB&Map.htm>

Just enter your parcel number or address.

You can also call 360-379-4450 and ask for the status of your permit.

Important Tips:

We are working hard to get your permits issued. Each time we receive a call asking when the permit will be ready takes us away from our work. We want to get your permit issued as soon as possible and will contact you right away with any additional requests.

Need Help?

Staff at the Department of Community Development wants to help ensure that your project is successful, safe, and code compliant. If you have questions regarding your project, where to purchase copies of particular codes, or want help understanding certain code requirements, please contact us via e-mail at: dcd@co.jefferson.wa.us or call us at 360-379-4450.

For your reference your permit #'s are:

BUILDING _____

SEPTIC _____

LAND USE _____

ROAD APPROACH _____

To Track your permit:

<http://www.co.jefferson.wa.us/commdevelopment/PermitDB&Map.htm>

Special Permits you need before we can issue your permit:

Is there anything I can do to speed up the issuance process?

-Provide us with current contact information so we can quickly reach you for additional information requests.

-Respond timely to any request for revisions or special reports. We are unable to proceed with evaluating your permit if we don't have all the information we need.

-Make sure you have paid all fees related to your case. We are unable to issue your permit until all fees are paid.

-Once your permit is issued we are unable to final or close out your building permit if you do not have all other related cases finalized first. This includes Road Approach and Septic. We work closely with all other departments so ensure you have all information they need as well.

