



## DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368  
Tel: 360.379.4450 | Fax: 360.379.4451  
Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)  
E-mail: [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us)

### **BROCHURE #1** **DCD AT A GLANCE**

The Department of Community Development (DCD) provides services and information for clients seeking permits for land development, building construction, fire, and safety and for other associated permits within unincorporated Jefferson County.

#### **DCD Mission**

*To preserve and enhance the quality of life in Jefferson County by promoting a vibrant economy, sound communities and a healthy environment.*

#### **Residential, Commercial & Land Use Permits**

Permit applications are submitted in the DCD Permit Center Mon. – Thur. 9:00 a.m. – 4:30 p.m. All Building, Land Use and Site Development permits require an appointment for submittal. To schedule an appointment for submittal email us at [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us) or call (360) 379-4450 and ask for a permit intake appointment.

#### **Permit Status**

To follow the status of your permit application, go to [www.co.jefferson.wa.us/commdevelopment](http://www.co.jefferson.wa.us/commdevelopment) and click Permitting Database Search on the left. Search by parcel, address, or permit number. If you still have questions call (360) 379-4450 and ask for a permit status update.

#### **Find Assessor's parcel account number and zoning information.**

To locate your parcel account number visit:

<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

Once there, search for your parcel by House # and Street Name.

Click your parcel number from the list below. Click "Map Parcel" from the bottom of the screen. Once on the map layer click the square box to the left of County Zoning from the right and select 'Refresh Map' to access the zoning layer to see the description of your zone.

#### **Find allowable uses based on your zoning.**

To find allowable uses for the zoning designation of your parcel, go to Jefferson County Code – Title 18. You can access all County code through the County website at <http://www.codepublishing.com/WA/JeffersonCounty/>, click the County Code link to the left and go to JCC 18.15.040.

#### **Seek Outside Assistance**

You can also seek assistance from a private surveyor, engineer or land use consultant regarding your project.

#### **Apply for a Permit**

Appointments are required to apply for all permits, call 360-379-4450 to set up a time.

**In Office Submittal:** To apply for a permit visit our office to pick up forms or from our website at <http://www.co.jefferson.wa.us/commdevelopment/PermitForms.htm>. From the DCD website, and select 'Forms' from quick links on the left of the main page. Once you have located the permit type there is a list of applications and supporting documents needed to submit the application. Included is submittal checklist for each permit type. The submittal checklist is your guide to completing the application materials. All items on the checklist must be present and filled out for your application to be accepted.

## **Records Request**

To request information from a permit file, contact DCD at (360) 379-4450 or by email at [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us) and ask to view or pick up copies of information from a DCD permit file. You will receive a call from DCD when the requested file or copies are ready. You will receive a response within 5 days with either the information requested or an update on the request. The copies will be available for pick up are up at the Permit Center front counter.

## **Customer Assistance Meeting**

If you have general questions regarding DCD Land Use, Engineering, Survey, or Environmental Review, stop in Mon. & Tue. from 9:00 a.m. – 12:00 p.m. and Wed. & Thur. 1:30-4:30 p.m. and request a CAM- Customer Assistance Meeting. This service is available for up to 15 minutes and is intended to answer basic questions. If your question cannot be answered within this time the Planner of the Day will assist you in scheduling a meeting at a future date, after they have had time to research your project. The first 15 minutes are free, after that \$100 an hour applies if your project requires additional research. If a permit is applied for within one year, \$100 is applied to the permit at intake.

- In person / Walk-In Mon., Tue., Thur., 9:00 a.m.-12:00 p.m. (maximum 15 minute consultation),
- Online (responses will be provided within three business days) by: E-mail [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us) or Phone (360) 379-4450.

A Customer Service Representative will gather your information and send to qualified DCD staff.

## **Other Helpful Sites**

**Environmental Health:** For on-site septic system permits, as-built or questions regarding a well, contact the Jefferson County Environmental Health. They can be reached at (360) 379-4444 or visit their website at [/www.jeffersoncountypublichealth.org](http://www.jeffersoncountypublichealth.org) and select Environmental Health from the quick links.

**Property Value:** For assessed value of a property including tax payer information, etc. visit the Assessor's website at [www.co.jefferson.wa.us/assessors](http://www.co.jefferson.wa.us/assessors) or call (360) 385-9105.

**Electrical Permits:** Electrical permits are reviewed and issued Washington State Department of Labor & Industries. For more information:

Port Angeles Office ~ 360-417-2700 ~ 1605 East Front St. Suite C Port Angeles, WA 98362 OR <http://www.lni.wa.gov/TradesLicensing/Electrical/FeePermiInsp/PermitInspect/default.asp>.

**Road Approach:** To determine if your property needs a road approach permit contact our Public Works Department at <http://www.co.jefferson.wa.us/publicworks/default.asp> or 360-385-9160.

Road approaches off the state highway contact WSDOT 360-357-2736 OR <http://www.wsdot.wa.gov/Northwest/DevelopmentServices/AccessServices.htm>.

**Contractor Licensing:** You can apply to build your home and list yourself as the owner builder and you are certifying that you will comply with current building code. If a contractor is used, their contractor's license must be current with Washington State Department of Labor and Industry. <https://secure.lni.wa.gov/verify/>