



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

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 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:

[www.clark.wa.gov/sites/default/files/dept/files/community-development/admin-about/CCLMSPublicPortalHowToGuide.pdf](http://www.clark.wa.gov/sites/default/files/dept/files/community-development/admin-about/CCLMSPublicPortalHowToGuide.pdf). Please make sure you check *Receive email when my action is needed*.

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*, then click the arrow next to *credit/debit* and the system will allow you to use either 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.**

Beginning August 1, customers will be required to wait for staff to determine if their application is complete when any applications/revisions are submitted. No drop-offs will be allowed. This change is due to an increase in insufficient application submittal documents.

**All applications must meet the requirements of our new checklist:** All environmental reviews must be completed prior to our acceptance of the building submittal. Lot determination, address, septic and well approvals are not required at acceptance.

**Appointments:** An appointment is required. You will not be allowed in the building without a scheduled appointment. Email [permitservicesappt@clark.wa.gov](mailto:permitservicesappt@clark.wa.gov) to schedule your appointment. If you cannot make your appointment, please email us at least eight (8) hours prior to the scheduled time. A fee of \$148.00 may be added to your building permit for each missed appointment.

**Permit Issuance Appointments:** The appointments are scheduled Monday – Friday. Come to the Permit Center front doors at your appointment time.

**Intake Appointments:** These appointments are scheduled Monday, Tuesday, Thursday, and Friday only. The applicant must wait on campus (courtyard or car) until staff determines the application packet is accepted.

- The applicant will submit the permit packet to staff at the Permit Center front doors at their appointment time. Please provide the name and contact information of the individual who will be at the appointment on the application packet. The applicant must wait outside in the courtyard or in their car during the appointment time.
- *If the application packet is accepted*, staff will contact the applicant and accept the application packet in LMS.



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](mailto:ADA@clark.wa.gov)

- *If the application packet is insufficient*, staff will contact the applicant to pick up the application packet. The application packet will be inside of the front lobby doors near the security officers. It is anticipated that the applicant will pick up their application packet within five (5) minutes. It is the customer's 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 additional information has been obtained, please email [permitservicesappt@clark.wa.gov](mailto:permitservicesappt@clark.wa.gov) to schedule an appointment.

**Incomplete/insufficient applications:** Applicants must follow our comprehensive checklist. Please make sure you have accurate and complete 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.

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