



CLARK COUNTY
WASHINGTON

COMMUNITY DEVELOPMENT
PERMIT CENTER

LEAN Review Process

Rev 9.24.20

Working together. Securing your safety. Protecting your investment.

Criteria for the LEAN review process

Lot: All urban and rural subdivision and short plat lots which have been recorded and all land records by the Assessor's Office have been completed, generally 10 working days after recording date.

Square footage: Homes with up to 4,000 sf of living space but no more than 4,800 sf when including the garage. Homes over 3,600 sf in size must include a Fire Flow letter from the local water provider with the submittal packet.

Design complexity: Plans that are deemed so complex by plans examiner in design nature that the building review can't be undertaken and approved within the normal LEAN 5-day timeframe will not be reviewed in the LEAN review process.

Elevation change: Homes must not have more than a 4' elevation change from any end of the foundation to the other end.

Water/sewer: Homes must connect to public water and sewer lines as provided by the local utility purveyors. Septic systems or wells will not be reviewed in the LEAN review process.

Environmental reviews: Lots requiring an environmental review, such as habitat, wetland, shoreline, floodplain, SEPA, etc. or have unstable or steep slopes will not be reviewed in the LEAN review process.

Application packets

All checklists in the [Residential Application and Submittal Checklist](#) must be completed and included as part of the LEAN submittal packet. All items indicated on the checklists must be included in the order indicated on the first page of the *Residential Application and Submittal Checklist*.

Packets that don't include all items will not be accepted. The applicant will be required to retrieve the packet and schedule another appointment to make application. If this occurs on two consecutive submittals, the applicant must apply through the non-LEAN process.

Application packets must be submitted in the same order each time to allow a quick inventory of the items to ensure the required materials have been included. The order in which the packet must be submitted is on the first page of the *Residential Application and Submittal Checklist*.

Close attention to preparing your application packet, following the checklists and submitting all required items allows for the most efficient processing of your application packet. While we attempt to work with applicants to fix minor issues and may allow revisions/additional information to be emailed, this won't be allowed on a repeated basis. Your careful preparation directly impacts our shared goal of issuing your permit in a timely fashion.

Schedule your drop-off appointment

Contact the Permit Center at permitservicesappt@clark.wa.gov to schedule a drop-off appointment to submit your application packet. The packet must be dropped off between 8 am and 11 am on the scheduled day. There is no grace period for late arrivals. Late arrivals will be considered a no-show. Email us at least 24 hours ahead if you must cancel to avoid issues. Three missed appointments or late arrivals within a six-month timeline will result in exclusion from the LEAN review process for three months.