



PORT ANGELES

WASHINGTON, U.S.

Development Services and Right-of-Way Permit Procedures During COVID-19 Emergency

As of March 24, 2020, the Port Angeles' City Hall building is closed to the public. The procedures described below will help customers know how the City is facilitating development services.

Permit Intake:

The City of Port Angeles is expecting applicants/private sector contractors to conduct their own interpretation of the Governor's order pertaining to construction activities. You can find information on this order [here](#) and [here](#). It is the City's goal to provide development services to the Port Angeles community throughout the coronavirus pandemic. Therefore, we are remaining open to the community and will be accepting and processing land use and building related permits and applications.

For all development services permits (including land use applications, building permits, electrical and fire related permits) and right-of-way permits (including right-of-way use and construction permits and clearing and grading permits):

- Email your completed permit application to:
 - permits@cityofpa.us for building applications
 - electricalpermits@cityofpa.us for electrical applications
 - publicworksinbox@cityofpa.us for right of way related and clearing and grading applications
 - permits@cityofpa.us for land use, environmental, and preapplication related applications
- The maximum file size is 25 mb. Submit all required materials in **SEPARATE** pdf document. For example, Building Plans, Application, Stormwater, etc. should be separate documents This means the application and any submitted materials arrive as a single attachment
- Most applications contain a checklist. Please note that all items on the checklist must be a part of your digital submittal in order for initial processing.

Once we have processed your application, staff will email you an invoice and instructions on how to pay permit fees online or by phone. We will route your permit application for review once a complete application has been received and all fees have been collected . [Visit the City's online payment options for more information](#) ..

Permit Issuance:

Staff will notify you by email a list of conditions and an invoice for any outstanding fees when your permit is approved and ready for issuance. You must respond with an email acknowledging your understanding of the conditions and provide confirmation that outstanding fees have been paid. Then staff will email a digital pdf of your permit and approval documents. Land Use Permitting requires a digital application only. All communication related to processing your application and the approval/conditions of approval will now be sent via email only.

Inspections

In order to protect you and our staff, inspectors are currently unable to conduct inspections within occupied homes. The Community and Economic Development Department will be going virtual start of business day Tuesday, March 31st until the end of the "stay at home" order. Community and Economic Development is able to extend the permit if a home inspection cannot be scheduled until a later date.

Public Inquiries:

Development Services staff can assist you from your home or office computer just as we do at the permit counter. All resources in our office are available online. Please reference our [Quick Resource Guide](#) for all project & property questions, and to connect with staff via phone or email.

Note: With a higher volume of calls and emails, and a modified permitting process, plan review timelines and response to questions will increase. We will respond to your inquiry in the order received. We apologize for any inconvenience and appreciate your patience as we implement new innovative permit procedures during this time of emergency.

Please stay safe and healthy by following guidelines from the [Clallam County Health and Human Services](#).