

## MONTHLY PERMIT ACTIVITY REPORT

### JULY 2013

**PERMITS UP 28% ~ CUSTOMERS UP 66% ~ FEES UP 13%**

July Permit Comparison 2012-2013			
Type	2012	2013	% Difference
Building Code Enforcement	4	6	50%
Boundary Line Adjustment	3	9	200%
Residential Building	90	125	39%
Burn Permit	2	0	-100%
Commercial Building	8	14	75%
Development Regulation	9	6	-33%
Disaster	3	4	33%
Parcel Combination	6	1	-83%
Planning Enforcement	11	11	0%
Fire Protection System	4	4	0%
Forest Practice Application	1	0	-100%
Geotechnical Report	5	7	40%
Grading Permit	1	1	0%
Mason Environmental Permit	3	3	0%
Pre-Application Conference	3	3	0%
SEPA Revenue	9	10	11%
Shoreline Permit	0	3	300%
Shoreline Exemption	4	8	100%
Site Pre-Inspection	8	11	38%
Short Plat	2	0	-100%
	<b>176</b>	<b>226</b>	<b>28%</b>

The table to the left is a compilation of permits activity in July 2013 as compared to that of July 2012.



**Enforcement:** Building cases continue to steadily increase this year, while planning remains level. Remember, these numbers represent complaints received during the month, not cases resolved. It can take a couple days or a couple years to resolve violations.



**Construction:** Residential building increases again up to **39%** this month. Commercial building taking an upwards turn as well showing a **75%** increase over last year.



**Land Use:** Land use permits generally have no predictable connection with building permits, and this month is no exception. A rise in building activity is not reflected in land use. Activity remains stable, but not increasing with any significance



**Permit Center:** Visitor activity in the Permit Assistance Center follows the building trends. Another significant increase of **66%** compared to 2012 thereby sustaining the momentum of optimism.

#### Monthly Sign-Ins for 2012 and 2013.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2012	139	204	215	237	275	213	262	335	243	250	190	142
2013	264	262	311	352	364	359	435					



**Revenue Tracking:** The table below shows a comparison of 2013 building and planning revenues to those of 2012. Recognizing that there are a variety of sources that compose the Department's revenue (e.g. grants, fines, fees, etc.), the overall analysis is very positive.

Revenues Year to Date - 6/30	2012	2013	% Difference
Building	\$485,384.18	\$549,047.88	13%
Planning	\$212,433.12	\$218,336.35	3%



**Permit Review:** Maintaining workable permit review times is an important part of our customer service. This monthly report provides an opportunity for us to look at the average number of days a permit remains in each division, excluding Environmental Health and Public Works. Below is a table of review times of the Building Staff (inspectors and plans examiners) for the month of July 2013.

Building Review Times	
Type	Average Days
New Single Family	9.5
Single Family Additions	11
Single Family Accessory	9.7
Commercial	16.6

Building permits are also reviewed by Planners and Environment Health Specialists. The average review time in July 2013 for Planning is **19** days. The table below is a year to date total of permits received for review by Planners together with an average estimation of the total hours to review compared to the number of Planners on staff.

Permit Types <sup>1</sup>		Average Hours <sup>2</sup>	2013 YTD	
			# of Permits	Hours
Development Regulation Review <sup>3</sup>	DDR	2	57	114
Boundary Line Adjustment	BLA	4	23	92
Declaration Parcel Combo	DPC	2	8	16
Enforcement	ENF	10	75	750
Forest Practice Application	FPA	10	3	30
Large Lot Subdivision	LRG	12	1	12
Mason Environmental Permit	MEP	10	27	270
SEPA Checklist	SEP	10	67	670
Shoreline Exemption	SHX	6	52	312
Site Pre-inspection	SPI	5	64	320
Short Plat	SPL	10	3	30

<sup>1</sup> Does not include any long range planning activities or activities not currently monitored in Tidemark (e.g. Habitat Management Plans, Stormwater Plan review, wetland delineations, danger tree determinations)

<sup>2</sup> Hours do not include any managerial or clerical provisions or support.

<sup>3</sup> These types of permits include variances, rezones, plan and regulation amendments, and special use permits

Plat	PLT	70	1	70
Shoreline permit	SHR	50	9	450
Commercial Building	COM	3	88	264
Residential Building	BLD	3	662	1986
Totals			1140	5386
<b>Estimated Total fte's to Complete Permits<sup>4</sup></b>				<b>4.6</b>
<b>Actual Staffing Levels</b>				<b>3</b>



**Accredit Where Credit is Due:** New comment cards are in production, and the web link is up and running. So far, no comments have been received from it; however, we do get emails from happy customers quite regularly. Each month's comments and suggestions will be posted in this section:

*"You have been so great, and also so kind and understanding about my struggles. I spent the last ten years of my career working for the King County Sheriff and I know just how demanding public service can be, especially with shrinking budgets and expanding workloads. I know you work hard and do your best to help all of us with our projects. You do a great job. Thanks for being a fabulous source of support through a very trying time of life for this girl."*

*Bye for now,  
Cammie Enslow*

✂✂

*"Thank you for all of your assistance during our permitting process. We appreciate so much your guidance in making the process flow so smoothly."*

*Gary & Amy Lee*

✂✂

*"You are a genius, no doubt about it. I don't know how you did it, but I am extremely grateful to have the reduction in stress. I am hoping I will be able to meet the August deadline, but have been so afraid there would be another problem and I'd be looking at another huge expenditure. Now I can relax a little bit. A million thanks for your help with all of this. Mason County seems to hire the very best people. Everyone I have met has been so great (especially you)."*

*Sincerely,  
Cammie Enslow*

✂✂

*You are fabulous! :) You have been super helpful and we really appreciate how quickly you moved on this.*

*Thanks,  
Daniel*

✂✂

<sup>4</sup> Calculated by dividing total number of estimated hours of completion by estimated actual number of working hours year to date, excluding weekends and holidays, per fte

*Rebecca and I wanted you to know how much we appreciated your completing the site pre-inspection on our property in Lakeland Village so that we could pick it up on 5 Aug. We also appreciated the time you took to explain key elements of the report to us before we left. That enabled us to work with a builder and get a better understanding of where the house would fit on the property.*

*Thank you again ... Hopefully we will be submitting plans in a few months.*

*Sincerely,  
Andy & Rebecca Randles*

