



**CITY OF PORT ANGELES**  
**BUILDING PERMIT FEE WAIVER PROGRAM**  
**FREQUENTLY ASKED QUESTIONS (FAQ)**

**1. WHAT IS THE PURPOSE OF THE FEE WAIVER PROGRAM?**

The Fee Waiver Program is designed to incentivize affordable housing and infill development consistent with the housing needs of the City of Port Angeles. The City has identified and exempted 15 different types of housing and 25 unique fees. By offering this exemption, the City is reducing the barrier of entry for new development to increase the rate new housing units are constructed.

**2. IS MY PROPERTY ELIGIBLE FOR FEE WAIVER?**

Fees will only be waived for developments within the Port Angeles city limits.

**3. DOES THE FEE WAIVER APPLY TO SINGLE-FAMILY RESIDENCES?**

As part of our commitment to promoting infill housing growth, the City of Port Angeles is proud to offer permit fees waivers for qualifying single-household projects.

**4. WHAT TYPES OF HOMES DO PERMIT FEE WAIVERS APPLY TO?**

Developed pursuant to Port Angeles Municipal Code (PAMC) Table 17.20.020, Dwelling Units and Supportive Housing in Commercial zones, 17.21 Residential Infill Design Standards, 17.22 Commercial and Multifamily Design Standards (Multifamily residential allowed uses only), or 17.46 Property Tax Exemptions for Multifamily housing; AND

- A. Accessory Dwelling Unit
- B. Duplex
- C. Triplex
- D. Fourplex
- E. Cottage Housing
- F. Caretaker Unit
- G. Apartment Complex
- H. Townhomes
- I. Multifamily Housing
- J. Group Home
- K. Permanent Supportive Housing
- L. Transitional Housing
- M. Emergency Housing,
- N. Adult Family Homes,
- O. Low-Income Homeownership Programs (LIHP), defined as single household dwellings constructed through a recognized nonprofit, local, state, or federal self-help or sweat equity program whereby labor participation is required, and whose income at eligibility is 80% or below of Area Median Income (AMI) for Clallam County as published by the program regulatory body. LIHP projects shall be exempt from the Notice-to-Title (NTT) provisions.

**5. WHAT FEES ARE WAIVED?**

- A. Building Permit Fees



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- B. Review Fees for Building Plans, Fire Plans, Planning Plans, and Public Works Siting Plans
- C. Additional hourly rate fees
- D. Fire Development Fees
- E. Hearing Examiner Fees for zoning reclassifications, eligible residential and duplex variances, binding site plan improvement plans, multifamily variances, preliminary subdivisions, overlay zones only as they relate to eligible development listed above, and any other hourly hearings as it relates to eligible development subject to Community and Economic Development Director Determination.
- F. Archeological review fees
- G. Boundary line adjustment fees
- H. Conditional use permits fees
- I. SEPA Environmental Checklist Review
- J. NEPA
- K. Adoption of previous NEPA/SEPA Documents
- L. Land Use Verification
- M. Locate Notice Review
- N. Lot Confirmation
- O. Overlay Zones
- P. Parking Variance
- Q. Short Plats, Plats, Binding Site Plans
- R. Temporary Use Permit
- S. Zoning Lot Covenant
- T. Electric Utility Service Charges: Electrical residential work permits and fees, including inspections and applicable taxes.
- U. Residential new water service connection charges and system development charges\*
- V. Sewer Connection Permits/charges for eligible development\*
- W. Storm Sewer/Drain Connection Charges for eligible development\*
- X. Sewer System Development Charges for eligible development\*
- Y. Electrical Permits for eligible development

\*Applicants will still be responsible for utility extensions where applicable.

**6. I HAVE QUESTIONS ABOUT THIS PROGRAM. WHO CAN I CONTACT FOR MORE INFORMATION?**

Please email the City's Housing Administrator at [ewalker@cityofpa.us](mailto:ewalker@cityofpa.us). You can also schedule an appointment with a planner by calling (360) 417-4750 or visiting our website at [www.cityofpa.us/BookAMeeting](http://www.cityofpa.us/BookAMeeting).



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**7. WHAT IS THE APPLICATION PROCESS?**

To qualify for the fee waiver, the Developer must:

- A. Request and attend a pre-application conference with the City of Port Angeles. The applicant will pay the pre-application fee of \$960. If the project is deemed applicable and approved for the fee waiver, the applicant will be reimbursed the pre-application fee at the time of building permit approval.
- B. Submit to the Department of Community & Economic Development (CED) a completed Permit Fee Waiver Application.
- C. Enter into a contract with the City of Port Angeles, agreeing that the unit(s) will not be used for any Short-Term Rental, Bed and Breakfast, Hotel, Motel, or any similar Lodging Type Use, and on such other terms and conditions as directed by CED.
  - a. Execute a Notice-to-Title (NTT) to be filed with the Clallam County Auditor's Office at the expense of the owner/applicant. The NTT will be valid for 10 years.
  - b. At a minimum, the contract provisions will include:
- D. A detailed project description for the eligible development which will be binding via the contract. Changes to the proposal may result in permit fees if the use is no longer eligible. If the use changes to a different eligible development, a revised contract is required.
- E. An exhibit to include the preliminary detailed site plan. The contract may be required to be amended if the site plan changes. If the proposed site plan changes to an ineligible development, the contract is void and the applicant must pay any waived permit fees.
- F. In the event the owner/applicant requests the restriction to be removed, the applicant will pay 1.5x the permit fee and work with the City to remove the NTT at the owner/applicant's expense.
- G. The restriction and NTT will only be removed if the proposed use is consistent with current permitted uses, development, and other applicable regulations.
- H. Re-inspection fees for failed/premature inspections may be assessed as additional inspection fees if continued cost by the City occurs for multiple failed inspections.
- I. Failure to abide by the contract requirements will result in the owner paying 2x the waived permit fee and daily fines while in violation.