

# Clark County Land Management System

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A "how-to" guide

10/3/2016 - Version 1.1



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We hope you find this guide useful and beneficial. Please explore your site and ask questions. Use the *Contact Us* link in the upper right corner of every web page should you run into issues. We will do our best to be available for your call or respond to your email in a timely manner.

Thanks again!  
CC LMS Support Team

(360) 397-2375 ext. 2347  
CCLMSsupport@clark.wa.gov

## Registration

Thank you for choosing to apply for permits at Clark County using our new online public portal at [permits.clark.wa.gov](http://permits.clark.wa.gov) . Before you begin, please follow these easy steps to create an account. Once you have an account, you can apply for new permits, request inspections, pay outstanding fees, and search for related permit information.

### STEP 1: Register for a new account.

**Clark County** WASHINGTON

Welcome to Online LMS.

Email Address:  [Forgot Email Address?](#)

Password:  [Forgot password?](#)

**Sign In**

**Inspection Requests**

[Inspection Requests](#) must be made by 10 p.m. the day before the requested inspection.

**Register**

If you have not yet created an account, click [here](#) to register.

**Search LMS**

Click [here](#) to search Online LMS for Building Permits.

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**STEP 2: Fill out the information requested.**

- a. The email address you enter will be used to send you updates on your permit.
- b. Select the 'Finish Registration' button at the bottom.

*NOTE: A red asterisk indicates a required field.*

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Home Sign In

### Welcome to Online LMS

Please register online. All fields with asterisks must be filled out in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website, where you can confirm your registration.

#### YOUR INFORMATION

\* First Name:

\* Last Name:

\* Phone Number: (  )  -

\* Email Address:  *A valid email is required as your email address will be used to login to the system.*

\* Confirm Email:

#### MAILING ADDRESS

\* Address Type:

\* Street Address:

Address Line 2:

\* City / Town:

\* State / Province:

\* Country:

\* Zip / Postal Code:

#### SECURITY QUESTION AND PASSWORD

*The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.*

\* Security Question:

\* Security Answer:

\* Password:

\* Confirm Password:

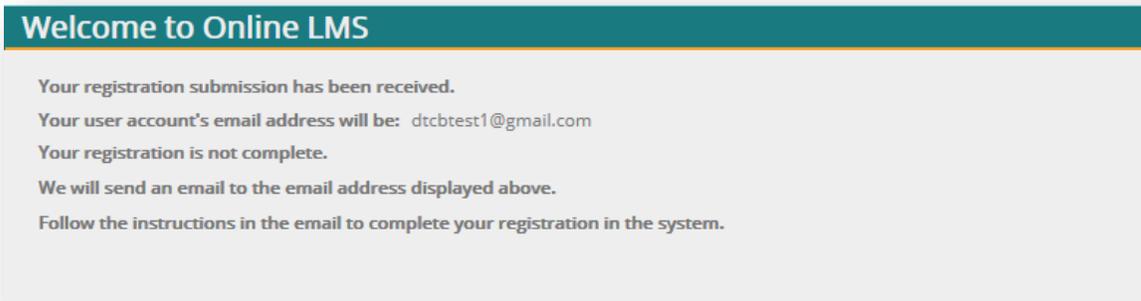
*Password must:*  
- be at least 8 characters  
- contain at least two (2) letters  
(one upper case and one lower case)  
- and one (1) number.

Enter the code you see below.

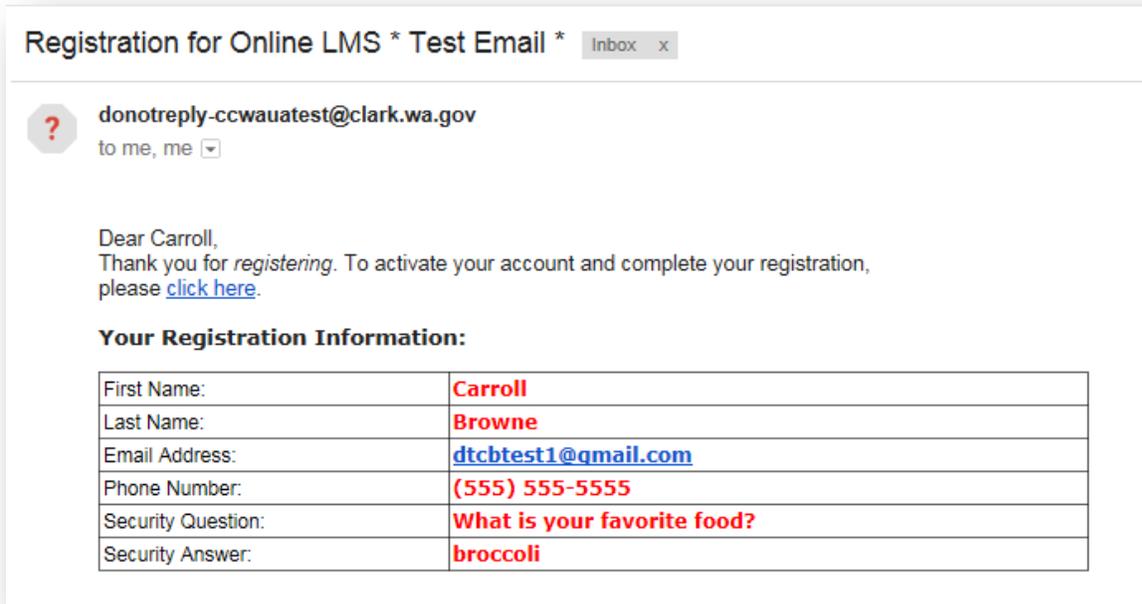
\* Match Code:



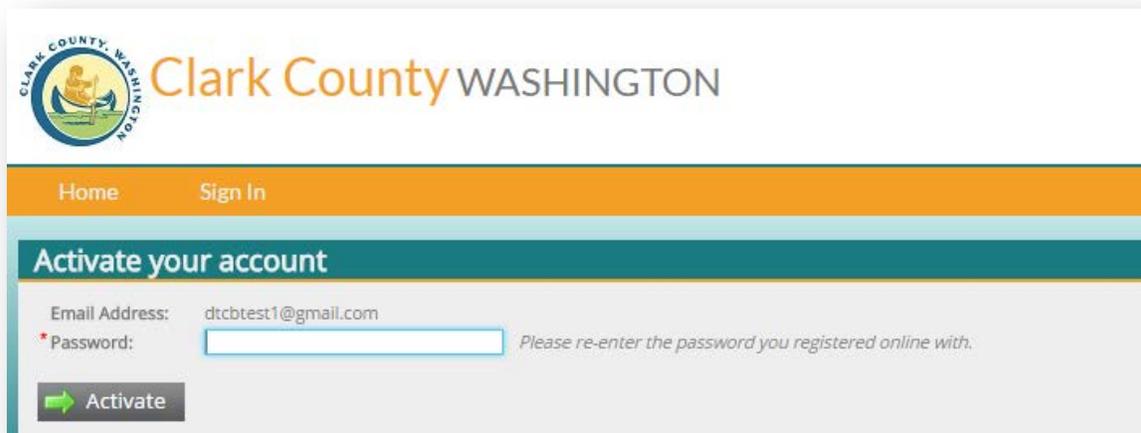
**STEP 3:** Once you have successfully registered, the following *Welcome* message will appear.



**STEP 4:** Navigate to the email account you entered on the *Registration* page. A new message like the one below will be waiting in your Inbox. If you don't see it, check your Junk Mail. Select the 'click here' link to complete your CC LMS online account.



**STEP 5:** Enter the password you used on the *Registration* page when you created your account (Step 2).



**STEP 6: This screen is your new home page.** Here, you can complete all activities associated with permitting.

On the orange Menu bar, you can:

- Search for Permits
- Pay outstanding Fees
- View all your Payment history
- Update your Profile information

Below the Home banner, you can:

- Apply for new permits
- Estimate Fees
  - Convert Fee Estimate into a new permit application
- View/request inspections on your existing permits
- View existing permit activities

Clark County WASHINGTON

Contact Us

Welcome Carroll Browne

Home Search Pay My Payments Sign In Profile Sign Out

Home

✔ You have successfully activated your account.

Welcome to Community Development's online permitting system. From this screen, you can apply for a permit, see your inspections, activities, and projects.

➔ Permits ➔ Estimate Fees

My Inspections My Activities My Projects

Any recent inspections will display below (by Requested Date). Click "Show more..." to see a larger list or "Search..." to search for specific inspections.

Inspection Number	Result	Next Action	Inspection Type	Requested Date	Scheduled Date	Location	View Permit
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Search ...

**STEP 7: Select the 'Action Completion Emails' link on the Profile page.** Make selections using the checkboxes to establish when the system notifies you that activity has occurred on your permits.

**My Profile**

CUSTOMER DETAILS

\* First Name:  [Change Password](#)

Middle Name:

\* Last Name:

Email Address: dtcbtest1@gmail.com [Change Email](#)

\* Notification Method:  Postal Mail  Fax  Email  Phone

Action Completion Emails

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Home Search Pay My Payments Sign In Profile Sign Out

**Profile**

The email address below will be used for project alert notification. You can choose to receive notifications for a variety of reasons by leaving the 'Receive email when my action is needed' checked on.

Email address: dtcbtest1@gmail.com

Receive email when my action is needed:

**ACTION COMPLETION EMAILS**

These are the options you have for when the system will notify you of activity on your permit(s).

Receive email when action is complete:	Receive Email?
Expire Permit	<input checked="" type="checkbox"/>
Issue Building Permit	<input type="checkbox"/>
Perform Inspection	<input checked="" type="checkbox"/>
Reviews Complete	<input type="checkbox"/>

[Save](#)

## Existing Permit Details

### "My Activities" tab

From this tab, you can:

- Select the permit icon to view details about any permit you have created online
- Continue and complete permits in 'Draft' status that you applied for but did not submit
- Schedule inspections on 'Issued' permits using the 'Request Inspection' link on the far right column

Home

Welcome to Community Development's online permitting system. From this screen, you can apply for a permit, see your inspections, activities, and projects.

Permits Estimate Fees

My Inspections **My Activities** My Projects

Show more...

Your recent activities are listed below. Activities are sorted by the date of the last activity. Click "Show more..." to see a longer list or "Search..." to search for a specific activity.

Permit Icon	File Number	Location	Description	Status	Created Date	Request Inspection
	PLM-2016-00519	14806 NE CRITTER HILL DR, AMBOY, WA 98601	Residential - Sub Building Permit for NHC-2016-00394 test online creation of permit but pay internal	Draft	Sep 19, 2016	
	PLM-2016-00536	14806 NE CRITTER HILL DR, AMBOY, WA 98601	Residential - Sub Building Permit for NHC-2016-00394 test online creation of permit but pay internal	Draft	Sep 19, 2016	
	NHC-2016-00332		Residential - New Home Construction	Fee Estimate	Jun 24, 2016	
	NHC-2016-00333	99999 NE CRITTER HILL DR, BATTLE GROUND, WA 99999	Residential - New Home Construction	Draft	Jun 24, 2016	
	NHC-2016-00354	1804 NE 249TH AVE, CAMAS, WA 98607	Residential - New Home Construction	Issued	Jul 6, 2016	<a href="#">Request Inspection</a>
	NHC-2016-00391	999 TEST NE CRITTER HILL DR, BRUSH PRAIRIE, WA 55555	Residential - New Home Construction	Issued	Aug 2, 2016	<a href="#">Request Inspection</a>
	NHC-2016-00392	14807 NE CRITTER HILL DR	Residential - New Home Construction	Draft	Aug 2, 2016	

## Permit details screen

When you select the permit icon on the 'My Activities' tab, you can view details about any permit you have created online.

- View Building Occupancy and Customer details by selecting icons under 'Related Information'
- Download and print your building permit document
- Amend an existing permit
- Request inspections or view previous inspection history on the 'Inspections' tab

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Welcome dtcb test

Home Search Pay My Payments Sign In Profile Sign Out

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**Building Permit NHC-2016-00354 (Issued)**

Status: Issued      Application Date: Jul 6, 2016  
 Issue Date: Jul 6, 2016  
 Completed Date:  
 Expiration Date: Jul 6, 2018

Description: Residential - New Home Construction

**Details**   Inspections   Project Activity

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**DETAILS**

Type: Residential  
 Primary Location: 1804 NE 249TH AVE, CAMAS, WA 98607  
 Specific Location:  
 Work Description: test online creation of permit but pay internal  
 Type of Work: New Home Construction  
 Number of Units: 1

**LOCATIONS**

Parcel ID	Address	Net Acres
173405000	1804 NE 249TH AVE, CAMAS, WA 98607	1.11
Total Area:		1.11

**OWNER/TENANT**

Apply as: Homeowner  
 Name: Carol Brown  
 Mailing Address: 12351 NW Creston Rd  
 City: Portland      State: OK  
 Zip Code: 55555  
 Phone Number: 5555555555

**UTILITIES**

Water Supply Type: Clark Public Utility  
 Sewer Type: Camas  
 Septic Permit Number:

**NEW HOME CONSTRUCTION**

Type of Lot: Subdivision  
 Zero Lot-Line:   
 Is this project a replacement:   
 Subdivision Name:  
 Lot Number:  
 Number of Bedrooms: 3  
 Type of Heat: Propane  
 Number of Stoves/Inserts: 1  
 Driveway Width: 40.00  
 Proposed Height: 40.00  
 Proposed Stories: 2  
 Estimated Valuation: \$400,000  
 Number of Road Approaches: 1

**RELATED INFORMATION**

Type	Description
Building Occupancy	R-3 Residential, one- and two-family Floor: House 2200 Sq. Ft. \$242,638.00
Customer	dtcb test (555) 555-5555 - 1300 Franklin Vancouver, WA 98666 USA dtcbtest@gmail.com

**PERMIT ACTIVITIES**

*This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:*

**FEES**

You have no outstanding fees.

**TEMPORARY CERTIFICATE OF OCCUPANCY (CO)**

*Allows you to occupy a portion of your approved development.*

[Request CO](#)

**RENEW PERMIT**

You cannot renew this permit at this time.

**WITHDRAW PERMIT**

You cannot withdraw this permit at this time.

**DOWNLOAD PERMIT**

[Download Building Permit](#)

**AMEND PERMIT**

[Amend Building Permit](#)

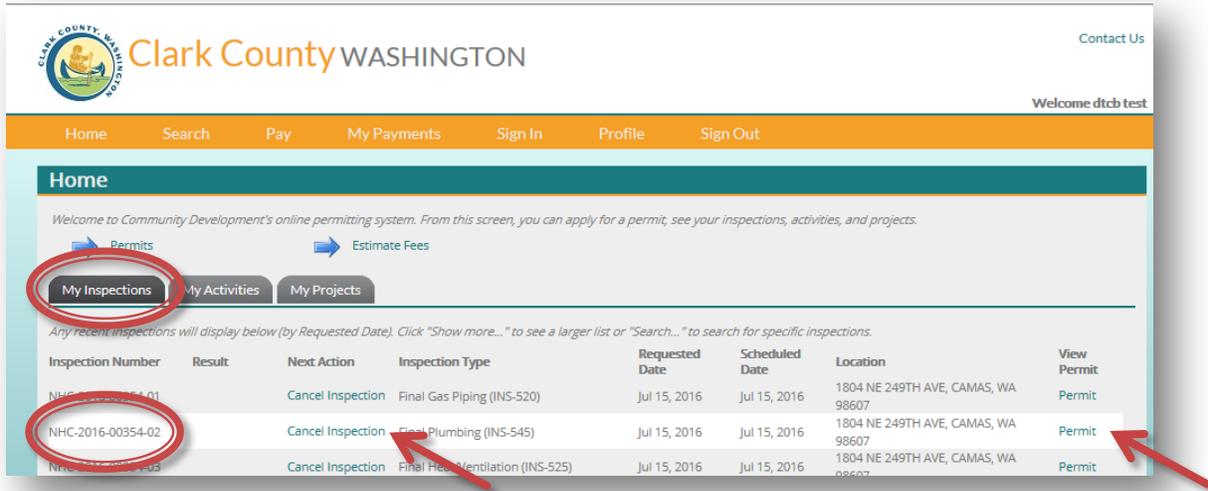
**REQUEST INSPECTION**

[Request Inspection](#)

## "My Inspections" tab

From this tab, you can:

- View inspection results
- Cancel a scheduled inspection
- View permit details, see [Permit details screen](#) section for more information



Select an inspection by clicking on the inspection number to view the inspection.

- See inspector name and comments
- View deficiencies, if any were found

