



PERMIT TECHNICIAN

Department:	Community Development	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the direction of the Community Development Director, performs a variety of administrative and technical functions involving the processing and issuance of building permits and applications of the Community Development Department; provides customer service to the public; responds to permit, applications and/or other departmental inquiries; performs routine plan checks; prepare and maintains records and files; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers and directs incoming calls to the department personnel.
- Provides customer service to the public at the front counter and via telephone.
- Responds to public inquiries regarding permitting, planning applications, plan check, and/or other Community Development Department processes.
- Assists contractors and the general public in completing permits and applications.
- Receives and processes construction plan submittals and related documentation.
- Monitors plans for accuracy and completeness prior to routing to appropriate personnel.
- Calculates and collects plan check and associated building permit or planning fees.
- Reviews and approves basic non-structural plans; issues related permits.
- Tracks and communicates the status of permits and planning applications to applicants.
- Prepares, updates, and maintains records, files, and databases.
- Schedules and coordinates plan checks and daily building inspections.
- Provides clerical assistance to the Community Development Department.
- Provides Notary services to the Department and City as required.
- Performs other related duties as assigned or required.

JOB DESCRIPTION

Permit Technician

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one year experience working as a permit technician; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Certification as Permit Technician issued by the International Code Council (ICC) is desirable.

Required Knowledge of:

- Department operations, policies, and procedures.
- Permitting processes, procedures, and documentation.
- Procedures for conducting routine permit checks.
- Regulations governing plan check and permitting processes.
- Customer service standards and protocol.

Required Skill in:

- Coordinating and performing a variety of clerical/technical permitting processes.
- Responding to permitting and application inquiries and providing customer service to the public.
- Processing permit applications and building plan submittals.
- Preparing, updating, and maintaining permitting records and files.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, contractors, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment and at a public counter.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.