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| **TITLE:** | Permit Inspections Licensing Assistant  | **FLSA:** | Non-Exempt |
| **DEPARTMENT:** | Community Preservation and Development | **Reports to:** | CP&D Director |
| **PREPARED:** | March 2019 | **UPDATED:** | November 2021 |

**Position Summary**

This position processes building permit applications and schedules building inspections; responds to customer inquiries regarding the permitting and scheduling processes; prepares monthly and other periodic reports.

Essential Functions

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.* To perform this job successfully, an individual must be able to perform each duty satisfactorily. *Other duties may be required and assigned.*

* Processes building permit applications:
	+ Receives applications at counter or via e-mail and checks for completeness;
	+ Enters application data into computer software;
	+ Ensures correct routing of applications to staff and consultants;
	+ Coordinates submission of revisions as needed;
	+ Assists, as necessary, with computation of permit application fees;
	+ Notifies applicants of permit issuance and generates invoices;
	+ Generates building permits, certificates of occupancy and other approval documents; and
	+ Upon request, researches and communicates permit and inspection status to applicants.
* Issues same day building permits; routes plans to staff and consultants for review as needed.
* Provides general information to the public regarding permitting processes, building codes, zoning regulations, environmental health regulations and land use development processes.
* Schedules building permit and other inspections as necessary.
* Maintains permit status on City website; manages status of permit applications.
* Coordinates accurate, complete and timely permit issuance and close out. Maintains related department databases.
* Updates and maintains permit and inspection records in both paper and digital formats; posts records on line; forwards records to Township Assessor’s Office.
* Prepares monthly statistical reports of building permit activity.
* Resolves issues with contractors, architects, and homeowners, or forwards complaints and issues to appropriate department personnel for resolution.
* Assists citizens looking for information and assists with problems regarding departmental area of responsibility.
* Assists with compilation of responses to FOIA requests.
* Maintain permit files.
* All other duties as assigned.

**Required Education, Experience, Licensing, and Certifications**

* High School Diploma/equivalent;
* Certification or specialized training in building and/or construction experience strongly preferred;
* ICC Permit Tech/Property Maintenance/Residential Plan Review/Inspection Certifications strongly preferred.

**Physical and Work Environment**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law.  Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.*

* This is considered a light duty, office position.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time.  The duties listed above are intended only as illustrations of the various types of work that may be performed.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Name Printed

Name Signed

Date