



Permit Technician

Department: City Manager's Office
Job Title: Permit Technician
Reporting to: Director of Building and Zoning
FLSA Status: Non-Exempt
Date Prepared: March 10, 2026

Job Summary:

The Permit Technician is responsible for providing administrative and technical support for the City's building and permitting operations. This position assists residents, contractors, and developers with the permitting process and ensures permit applications comply with applicable codes, ordinances, and City procedures. The Permit Technician processes permit applications, coordinates inspections, maintains records, and serves as the primary point of contact for the public regarding building permits, inspections, and related services.

Essential Duties and Responsibilities:

- Receive, review, and process building permit applications and supporting documentation for completeness and compliance with applicable codes, ordinances, and City requirements.
- Provide assistance to contractors, property owners, and the general public regarding permit application procedures, required documentation, and inspection scheduling.
- Route permit applications to appropriate departments or reviewers and monitor the status of applications throughout the review process.
- Calculate permit, plan review, and inspection fees in accordance with the City's adopted fee schedule.
- Issue permits once all required approvals have been obtained and applicable fees have been paid.
- Schedule and coordinate inspections between contractors, property owners, and City inspectors.
- Maintain inspection logs and track inspection requests to ensure timely completion.
- Maintain accurate records and files for all permit applications, inspections, and related documents in both electronic and physical formats.
- Assist with issuance of Certificates of Occupancy or Certificates of Completion after verification of all required approvals and inspections.
- Prepare reports related to building permit activity, inspections, and departmental operations as requested.
- Respond to public inquiries regarding permit status, zoning questions, and building department procedures, referring technical matters to appropriate staff when necessary.
- Ensure proper recordkeeping in accordance with public records laws and City retention policies.
- Assist the Director of Building and Zoning with administrative support tasks as needed.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- High school diploma or GED required.
- Associate's degree in Public Administration, Business Administration, Construction Management, or a related field preferred.
- At least two (2) years of administrative or clerical experience, preferably in building permitting, construction, planning, or a related field.
- Experience working in a municipal government or public sector environment is preferred.
- Familiarity with permitting software, electronic plan review systems, or records management systems is desirable.



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Knowledge/Skills/Abilities:

- Knowledge of building permitting processes, construction terminology, development review, and applicable Florida statutes, local ordinances, building codes, zoning regulations, and land development regulations.
- Knowledge of municipal government operations, administrative procedures, recordkeeping practices, and public records requirements.
- Skill in providing excellent customer service and communicating professionally with contractors, developers, City staff, and the public.
- Skill in using computers, standard office software, and permit management systems; managing data, maintaining accurate records, and performing basic calculations for fees.
- Ability to review and process permit applications for completeness and compliance, interpret City codes and policies, coordinate inspections, and maintain detailed scheduling and permit records.
- Ability to communicate effectively, verbally, and in writing.
- Ability to work independently and collaboratively, prioritize tasks, handle multiple requests in a fast-paced environment, maintain confidentiality, exercise sound judgment, and adapt to changes in policies or regulatory requirements.

Physical Requirements:

- Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

Skill Requirements: (X = Required for job)

X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)

Physical Requirements: (X = Required for job)

X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):		Other (List):

Hazards: (X = Required for job)

X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
	Outdoor work environment, exposed to weather conditions		



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Employee Acknowledgement:

I have reviewed and understand the requirements stated in this Job Description.

Employee's Signature	Date