



# Permit Technician

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 718  
Supervisory: No  
Reports to: Building Official

### Summary

Under general supervision from the Building Official, processes building permit applications and provides information to the public concerning the building permit process, requirements, codes, and inspection procedures. This is the primary classification level responsible for processing and tracking building permit applications and construction plans for the unincorporated areas of Utah County.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Advise contractors, developers, engineers, architects and the public on permit process requirements; assist the public in completing applications for building permits.
2. Interpret and apply relevant codes, regulations, policies and procedures as they relate to the processing of permit applications.
3. Review application and construction documents for completeness and compliance with requirements; monitor and assure performance of stated processing time goals; ensure that all necessary documentation and reviews are complete; issue permits after approval is secured.
4. Make determination from plans and related documents on building area, occupancy group, etc.; and calculate and assess fees by measuring using the plan scale or using plan dimensions, project classification, and schedule of fees; present and collect fees.
5. Record client data, service provided and charges; review file content for completeness, accuracy and consistency; research permit application status.
6. Research, retrieve and review historical building permits and records as necessary; collect and compile data and prepare reports including construction-related statistical information, fees collected, and credits used.
7. Serve as liaison between building permit applicants and the referral division, department and outside agency; assist in resolving problems related to the permit review, inspection, and issuance process.
8. Prepare routine correspondence and supporting documentation; maintain accurate records and files, including maintenance of building permit filing, storage, and retention procedures.
9. Conduct less complicated plan reviews such as simple room additions, tenant improvements, air conditioners, and pool/spa installations to ensure compliance with building code regulations.
10. Assist in scheduling, coordination, and documentation of necessary inspections.

### For Office Use Only

Job Code: 3058  
Job Title: Permit Technician  
FLSA: Non-Exempt  
Effective Date: 6/27/2022  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

**Knowledge, Skills, and Abilities**

- Knowledge of procedures related to the processing of building permit applications
- knowledge of county adopted codes, ordinances, and regulations related to building construction
- Knowledge of basic plan check processes and procedures and building inspection methods and procedures
- Ability to operate standard office equipment including computers and supporting word processing and spreadsheet applications
- Ability to calculate fees and apply fee formulas
- Ability to read and understand construction drawings and plans
- Ability to maintain cooperative working relationships with those contacted in the course of work activities including co-workers, the general public, homeowners, and contractors
- Ability to set priorities and coordinate multiple tasks efficiently
- Ability to communicate effectively verbally and in writing
- Ability to effectively interpret and apply procedures and regulations

**Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

**Work Environment**

This job operates in a professional office environment. This role includes frequent contact with the public. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This position occasionally drives a motor vehicle.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies weighing up to thirty (30) pounds.

**Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**For Office Use Only**

Job Code: 3058

Job Title: Permit Technician

FLSA: Non-Exempt

Effective Date: 6/27/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**Travel**

This position requires up to 1 percent travel.

**Required Education and Experience**

1. Equivalent to a high school diploma
2. And Three (3) years of increasingly responsible clerical or technical work which included extensive public contact of which One (1) year included working in community development, building permitting, plan checking, building inspection, construction engineering, or a similar field.

**Additional Eligibility Qualifications**

1. Incumbent must receive a Permit Technician Certificate issued by the International Code Council (I.C.C.) within one (1) year of employment in this position
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
3. Selected applicants may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Job Code: 3058  
Job Title: Permit Technician  
FLSA: Non-Exempt  
Effective Date: 6/27/2022  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor