

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**PERMIT SPECIALIST**

DEFINITION

Under the direction of the Senior Fire Plans Examiner, the Permit Specialist performs a wide variety of technical and specialized duties related to plan review processes and permit issuance. The incumbent provides skilled assistance and administrative support to staff throughout all phases of the permit application and code compliance process; evaluates applications, construction documents and plan sets for completeness and conformance with requirements; researches property, database records, and field inspection reports; and provides customer service to the public.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

EXAMPLES OF DUTIES

Depending on the assignment, duties may include but are not limited to the following:

- Coordinates the fire and building permit application process; receives/obtains and reviews a variety of permit applications, construction plans and supporting documentation for completeness, accuracy, and conformance with state, county and local codes and other applicable criteria; secures missing information from applicants; determines the required level of plan review and/or inspection, based on submittal documents; enters detailed project data into computer-based systems.
- Supports departmental needs in permit process development, including records management system configuration and implementation for efficient submittal processing.
- Receives, processes, and routes plan check submittals, applications, and other related documents for staff review.
- Assists and provides excellent customer service to builders, owners, contractors, developers, architects, engineers, department representatives, and the general public in person, on-line, or on the telephone.
- Processes and issues various fire code construction and operational permits; determines required inspections, replicates inspection records, and schedules inspection appointments.
- Reads construction plans to determine project scope and extract critical project information for tracking; Coordinates, logs, and routes plans; facilitates plan check process to ensure permits are issued in a timely manner; tracks the status of permit applications or plan reviews and updates the applicant; tracks permit status to identify, resolve and minimize permit expiration and "abandoned projects".
- Performs extensive and complex entries into computer-based systems, ensuring accuracy in all data including street names, names of owner(s), project sponsor(s), and design professionals, project characteristics, fees and payments, and contractor's information.
- Processes over the counter permit applications for inspection only permits.

EXAMPLES OF DUTIES (continued)

- Reviews and evaluates field reports of alleged violations; confers with field inspectors in identifying the severity of the violation, and enforcement priorities.
- Interprets and explains ordinances, codes, and departmental policies and procedures regarding plan reviews, permit processing, inspections, and code violations.
- Researches code and ordinance violations, public records and legal descriptions, land use, fire hazard zones, and historical or other permit sites.
- Resolves a variety of problems and complaints regarding permit and plan submittals and processing, illegal construction, code and ordinance violations, and inspections; confers and coordinates with permit applicants and staff.
- Calculates fees, receives accepted methods of payment and issues receipts. Utilizes 3<sup>rd</sup> party payment applications.
- Develops and updates customer handouts and performs technical and complex permit processing and related activities.
- Collects data and prepares statistical reports regarding permit intake, issuance and inspections, participates in preparing and processing administrative documents requiring extensive knowledge of Department operations, policies, procedures, codes, regulations and ordinances.
- Performs other duties, as required.

EMPLOYMENT STANDARDS

Education and Experience:

Completion of the 12<sup>th</sup> grade or General Education Development (GED), and two (2) years of professional-level experience in public facing planning, building, construction, or fire prevention office work.

Completion of the Permit Technician certification by the International Code Council (ICC), or equivalent issuing agency is required within first year of appointment.

Or

Completion of the 12<sup>th</sup> grade or General Education Development (GED), an Associate degree, and one (1) year of professional-level experience in public facing planning, building, construction, or fire prevention office work.

Completion of the Permit Technician certification by the International Code Council (ICC), or equivalent issuing agency is required within first year of appointment.

Highly Desirable: Coursework in engineering, construction planning, building and design. Experience working with engineers, architects, and fire prevention officials.

Knowledge Of:

- Construction types, plans, specifications, and legal aspects of code enforcement.
- Construction plan symbols, drawing conventions, and CAD practices.

Knowledge Of: (continued)

- Construction permit processes, including public rights-of-way, private and public easements, set-backs, zoning and engineering requirements.
- The California Fire Code, California Building Code and NFPA Standards, construction practices, and legal aspects of code administration.
- Records management practices and general office operations.
- Basic accounting methods and cash or payment handling procedures.
- Basic math as well as standard geometric knowledge for computing areas and dimensions.
- Modern office procedures, methods, and computer equipment.
- Public administration principles.
- Safety and equipment procedures.

Ability to:

- Prioritize tasks and organize workload to provide efficient and effective customer service.
- Work with multiple governmental organizations and AHJs that have independent infrastructure, staff and processes.
- Read and understand blueprints, plans and specifications.
- Understand and effectively explain regulations, procedures, and ordinances to the public.
- Perform mathematically oriented calculations accurately and quickly.
- Operate a variety of office software and equipment.
- Use of computers to manage data, documents and workflow.
- Maintain records, compile and tabulate data with a high level of accuracy.
- Develop and maintain effective working relationships with builders, owners, contractors, developers, department representatives, the general public and staff.
- Exchange or convey information effectively and receive work direction.
- Communicate clearly and effectively via verbal and written means.

Working Condition/Physical Demands: Requires sitting and standing for extended periods of time, primarily in an office environment; finger dexterity and the ability to grasp objects with the fingers and palm; climb, stoop, crawl, kneel, crouch, push, pull, reach, stand; lift up to 25 pounds.

Required License: Possession of a valid, appropriate state of California driver's license.

Pre-Employment Requirements: The candidate must pass a background check, Live Scan fingerprint, and complete a medical examination.