



Permit Technician

4LEAF, Inc. (4LEAF) is a professional services firm specializing in providing plan review, project inspection, and on-call inspection services to municipal Building and Public Works Departments throughout California, Washington, Nevada, and New England.

4LEAF Inc. is seeking energetic personnel to perform general office work and assists contractors, design professionals, building inspectors, City staff, and the general public at the Permit Center's public counter, on the phone, and through email with questions pertaining to building permit applications, processes, and policies. 4LEAF anticipates paying between \$30 and \$38 per hour for this position, commensurate with certification, experience and depending upon the location at which the individual is hired to work.

Key Duties:

- Perform a wide variety of paraprofessional, technical and clerical duties to support the permitting process.
- Assist with the processing of a variety of permits to support the Building, Planning, and Engineering Divisions.
- You will be taught to determine permit application completeness in compliance with State and local codes and regulations.
- Review, accept, track, and assist in various aspects of the permitting process.
- Provide outstanding customer service to local government customers and the general public by providing information regarding the permit application process.
- Review development permit applications, plans and other related documents for completeness and accuracy, determining acceptability for further review.
- Calculate, collect, receipt and document fees associated with development project applications.
- Assist with clerical functions and the filing and maintenance of development review files.
- Answer phones and direct code and development related questions to the appropriate person.
- Update electronic permit files.
- Perform related duties as assigned.

Qualifications:

- Modern office practices and procedures.
- Familiarity with building plans, codes, ordinances and related terminology desirable but not required.
- Computer software applications including word-processing and spreadsheets
- Records management practices.
- Basic administrative duties.

Competitive Salary, Medical Benefits, 401K Plan, Flex Spending Plan.

Interested candidates please contact:

Lowell Brown, Northwest Regional Manager

For more information or to apply for a job, please send resume and cover letter to: careers@4leafinc.com.