



Permit Specialist I/II

Class Code:  
0325

Bargaining Unit: AFSCME - White Collar

COUNTY OF HUMBOLDT  
Established Date: Apr 1, 2000  
Revision Date: Mar 1, 2019

#### SALARY RANGE

\$19.30 - \$27.09 Hourly

#### DEFINITION:

Under general supervision, provides information to the public and processes planning and building permit applications; receives, reviews, and evaluates plans, calculates fees, routes plans for professional review and confers with applicants and makes recommendations regarding County procedures and plan requirements; performs related work as assigned.

#### DISTINGUISHING CHARACTERISTICS

This is the entry level class in this technical series. Typically under close supervision, incumbents perform the more routine permit processing duties while learning the regulations and County policies and procedures. This class is alternately staffed with Permit Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

#### EXAMPLE OF DUTIES:

- Provides written and verbal information to developers, property owners, and the public regarding planning and building permit processes, policies, procedures and applicable laws and regulations.
- Reviews plot plans, building plans and specifications for completeness and conformance to regulations concerning setbacks, zoning, use and building standards.
- Determines and applies appropriate regulations for each proposed project from a variety of planning and building regulations, codes, and ordinances; schedules field checks and inspections.
- Monitors the status of applications through the permit process to ensure timely return; verifies changes or corrections; prepares plans for plan check.
- Routes plans and related documents to various County departments and other agencies for review, comment and approval.
- Identifies deficiencies in plans and other documents and explains process for corrections to applicants.
- Verifies that plans have been approved by other agencies as required; ensures Workers' Compensation coverage and appropriate licenses have been obtained.
- Enters and retrieves permit information and other data from a computer system.
- Receives and processes complaints of code violations, conducts necessary research, refers to appropriate field staff for investigation, and prepares violation notices.

- Calculates square footage of construction areas; calculates and collects appropriate fees and issues receipts.
- Performs assigned duties for a variety of special projects. ✓

**QUALIFICATIONS:****Knowledge of:**

- Some knowledge of the laws and regulations related to the planning and building permit process.
- Basic real property description terminology and concepts.
- Business arithmetic, including calculations of square footage.
- Basic business data processing principles and the use of a personal computer.
- Office practices including filing and the use of standard
- Office equipment.

**Skill in:**

- Reading and interpreting plot plans, building plans, maps and related documents.
- Interpreting, explaining and applying policies, regulations, laws and procedures regarding zoning, land use, and the permit process.
- Performing detailed, technical, and specialized permit processing work.
- Accurately calculating square footage, fees and/or penalties.
- Organizing work, setting priorities and making sound independent decisions within established guidelines.
- Communicate effectively with people from a variety of back-grounds, often in stressful circumstances.
- Organizing and maintaining accurate files and records.
- Preparing clear and concise correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Desirable Education and Experience**

A typical way to obtain the knowledge and skills outlined above is:

**Permit Specialist I:** Some college level coursework in building, city or urban planning or a closely related field and two years of experience in technical or office support work including at least one year of experience explaining regulations, policies and/or procedures to the public. Experience working with the site development and/or construction plan review process is highly desirable.

**Permit Specialist II:** In addition to the above, one year of experience in reviewing plans or processing permit applications at a level equivalent to the County's class of Permit Specialist I.