



## PERMIT TECHNICIAN

**Interwest Consulting Group** is seeking an experienced ICC Certified Permit Technician with 3 years minimum experience providing information and direction to general public, city staff and development community related to Public Works and Building Department for permit process, permit/project status, plan review, departmental requirements, improvement standards, construction specifications, and city ordinances.

**Locations: Northern CA** – San Mateo County, East Bay and Mid Peninsula area, Napa County  
**Southern CA** – Orange County, Los Angeles County

**Duties and responsibilities include but are not limited to the following:**

- Perform minor technical plan check to ensure compliance with both Public Works and Building Department standards, submittal requirements, development conditions, improvement standards, construction specifications, and city ordinances.
- Interpret and understand engineering and/or building plans, improvements standards, construction standards, building codes, maps, and legal descriptions.
- Issue and prepare permits related to plan check to ensure compliance with both Public Works and Building Department standards, development conditions, improvement standards, construction specifications, and city ordinances.
- Research and compile data from field verifications or office engineering records for inclusion into engineering correspondence, reports, or in response to public inquiry.
- Perform permit-related monetary transactions, accounts receivable coding, billing inquiries, and invoicing.
- Perform various administrative, reporting, billing and accounts receivable tasks.
- Establish and maintain cooperative relations with general public, development community, city staff, and others contacted during course of work.
- Ability to manage a wide range of duties in a timely and effective manner, including timely plan processing and routing and coordinating with discipline managers (e.g. Planning, Engineering and Building).
- Respond and assist in the resolution of development related inquiries and complaints. Evaluate alternative solutions and develop and present recommendations to supervisors.
- Perform data entry and coordinate routing of various permits, plans, and maps; use specialized database/permit tracking programs.
- Perform mathematical calculations with speed and accuracy.
- Must be highly organized and possess the flexibility to adjust to changing workload volume.

***Interwest offers a collaborative work environment, highly competitive salaries and a generous benefits package to include health insurance, 401(k), holidays and paid time off.***

To apply, please email a cover letter and resume to [careers@interwestgrp.com](mailto:careers@interwestgrp.com)