



**County of Calhoun**  
**Permit/Zoning Technician**

**Job Description**

**Job Title:** Permit and Zoning Technician

**Department:** 4800 – Building & Planning

**Reports To:** Building Official

**FLSA Status:** Non-Exempt

**Prepared Date:** 11/15/2021

**Approved By:** HR

**Approved Date:** 11/15/2021

**Summary**

The principal function of an employee in this class is to aid the general public in obtaining zoning, construction, sign, and mobile home permits. The work is performed under the supervision and direction of the Building Official, with considerable leeway for the exercise of independent judgment and initiative. The work performed requires that the employee establish and maintain effective working relationships with other County employees, contractors, builders, home owners and other members of the general public.

**Essential Duties and Responsibilities**

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Accepts applications, processes, and issues permits for construction, zoning, signs, and other projects as required.
- Assists the public, both by phone and in person, with securing required information and documents prior to submitting permit applications with questions about flood zones, permitting and inspection processes. Reviews plans for initial submission ensuring all required documents, plan sheets, and forms have been completed correctly.
- Verifies contractors' licenses are current.
- Processes revisions to active permits, and renews inactive permits.
- Receives payments, records revenues, and generates reports.
- Maintains files of permits, inspection related reports, and plan review documents.
- Reviews site plans and checks for zoning compliance.
- Verifies all information for issuing permits for construction. Provides flood zone information and flood zone letters.
- Prepares zoning verification letters as needed.
- Interprets and clarifies federal, state, and local ordinances and regulations to professional designers and general public.

- Knowledgeable of the South Carolina Code of Laws, and the South Carolina Code of Regulations as they pertain to the daily operations of the Building Inspection Department.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High School Graduate or GED required; 2-5 years' experience working in an office environment; 1-2 years' experience in a related field preferred but not required. Must complete International Code Council Permit Technician certification within 6 months of employment. Must meet State requirements for local government planning officials within one (1) year of hire.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and to compute rates, ratios, and percentages.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

Microsoft Office Proficient

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

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, sit, kneel, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.**

**Calhoun County is an equal opportunity employer.**