

Please send a cover letter, resume, and references to MSDJobs@msd.utah.gov or visit our direct website at <https://msd.utah.gov/employment>.

Permitting and Licensing Technician

Salary range \$41,591 minimum to \$60,380 maximum (depending on experience)

SUMMARY

The Permitting and Licensing Technician performs a variety of technical, paraprofessional, and customer service-related activities related to the business license and permitting processes. The Permitting and Licensing Technician provides support to the building department, which may include basic plan reviews, scheduling building inspections, and permit issuance. Permitting and Licensing Technicians will also support business license activities, such as issuing business licenses, maintaining a variety of records, and coordinating necessary approvals with Planning and Zoning.

See msd.utah.gov for a description of the District, its member municipalities, and its services.

MINIMUM EDUCATION QUALIFICATION

Four (4) years of experience in performing business licensing, regulatory permits, or any combination of education, experience, and training which provides the knowledge, skills, and abilities to perform the essential functions of the job.

****Preference given for applicants holding a current ICC certification as a Permit Technician or other ICC certifications.*

Special Requirements

Must possess a driver's license.

ESSENTIAL FUNCTIONS

- Review and processes building permit applications for commercial and residential structures.
- Coordinate and schedule building inspections for both building permits and business licenses. Work with public and internal staff using current information systems to coordinate and verify inspection completion and progress.
- Processes business license applications for commercial and home-based businesses using knowledge of policies and procedures pertaining to the license ordinance.
- Requests and verifies related documents such as Sales Tax Certificates, Federal Tax Identification numbers, Business Name Registration, Tobacco Licenses, Firearms approval, and Bureau of Criminal Investigation documents, etc.
- Submits request for inspections and approval from the Unified Fire Authority, Salt Lake Valley Health Department, Sheriff's Department, and the Utah Department of Agriculture, etc.
- Requests Local Consent Approval from the Metro Township Mayors, Salt Lake County Mayor and Town of Brighton Mayor for special events being conducted within the Metro Townships, Unincorporated Salt Lake County or Town of Brighton, which request the sale of and consumption of alcoholic beverages.
- Monitors and archives license files for inactive, revoked, cancelled, or expired licenses.
- Processes cash, check, or credit card payments, and cashier checks for Land Use files, business licenses renewal payments and new application fees, and performance and completion bonds;

completes cashier paperwork to submit to the agency cashier and submits daily deposits to the MSD Chief Financial Officer.

- Coordinates with field officers regarding compliance with permits and licensing regulations.
- Verifies the information submitted on the application is accurate.
- Interprets and gives oral and written explanations to employees and the public regarding complicated ordinances for all jurisdictions serviced pertaining to regulatory permits and license regulations.
- Establishes, maintains, and coordinates regulatory permits application, inspections, and license records to assist in the preparation, review, and maintenance of documents, reports, databases, and other information.
- Assists with regulatory permit and license training for volunteers and employees; supervises volunteers assigned to the permit license program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Government regulations
- Organizational procedures and functional details of municipal government operations
- Modern business office practices and procedures
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Project Management

Skills and Abilities to:

- Maintain confidential information
- Interpret, apply, and explain applicable ordinances, codes, regulations, policies, and procedures
- Govern general regulatory permits and licensing practices
- Perform basic accounting and cash handling
- Communicate effectively both verbally and in writing
- Deal tactfully and effectively with public contacts in relatively adverse situations
- Be proficient with computer programs and internet usage and research
- Work independently and in a team environment maintaining effective working relationship with others
- Put forth effort to improve operations, decrease turnaround times, streamline work processes
- Provide quality seamless customer service

Additional Knowledge Requirements (*pertaining to specialty*):

- Consult with customers on how to locate comments/corrections issued by a Plans Examiner, and upload their responses to comments/corrections
- Verify contractor's license information, including their license number and status of their license through the Division of Professional Licensing
- May be required to obtain and maintain notary certification or Registered Stormwater Inspection Certification, if applicable.
- Perform notary duties as needed
- Knowledge of the Rules and Regulations for the Utah Pollution Discharge Elimination System (UPDES) stormwater permitting requirements; ability to access the State of Utah Stormwater Permitting database
- Knowledge to Stormwater inspection workflow, software, penalties and requirements
- Knowledge of what is required for stormwater inspection and ability to discuss with applicants
- Knowledge of Stormwater Pollution Prevention Plans (SWPPP) and Best Management Practices (BMPs)

- Issue Notice of Violations
- Must be able to place holds on Certificate of Occupancy on residential and commercial projects for stormwater Notice of Termination (N.O.T.) requirements
- Must be able to schedule N.O.T. inspections for field personnel