

JOB TITLE: PERMIT EXAMINER



Department: Planning
Supervisor: Compliance/Permit Manager
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
BOCC Approval: 08/08/2025

SUMMARY

This position exercises independent judgement with minimal supervision; duties and responsibilities include all aspects of permit review for residential, multifamily, commercial and industrial projects. The majority of work is performed within the EnerGov database environment.

The permit examiner works under the general direction of the Compliance/Permit Manager and Assistant Planning Director. Work is typically recurring with occasional variances from the norm and involves a moderate level of complexity as incumbent uses independent judgment and decision making within a typically well-defined area. Works relatively independently, but regularly receives input and oversight from planners and senior staff while performing duties. Involves regular communication with associates in the department, other county departments and local, state and federal agencies. Involves regular contact with customers and applicants. Impact of errors is significant, accuracy and attention to detail are critical, as incumbent provides floodplain, stormwater, and site construction requirements to the public, who relies upon that information to make decisions about land purchases, architectural design, siting of future buildings and material purchases. Potential for impact to the Department and Organization's reputation is inherent in the contact with the public. Work occurs in a protected indoor environment, with occasional travel to job sites and potential travel for training.

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Assists the public in completing building location permit applications by providing general and technical information regarding site plans, wetlands, shoreline development erosion control plans, stormwater plans, application details, manufactured home rehabilitation, and commercial, industrial, and public application requirements.
- Corresponds with architects, contractors, engineers, project representatives, and property owners regarding code requirements and permit application deficiencies, assisting them in assembling project information to help facilitate the permit and inspection processes. Meets with customers, answers telephone calls, and conducts meetings related to the permit process and code-related questions.

- Uses county, state and federal GIS maps to review and interpret floodplain map data, zoning districts, wetlands, hydrology, taxing districts, parcel data and various other layers applicable to permit requirements. Provides parcel data, parcel and plat maps and other details pertinent to site development to the public and staff.
- Accurately calculates fees, creates invoices, accepts permit applications and conducts initial review of applications for completeness.
- Prepares, processes, and conducts a thorough review of each building location permit and vacation rental permit before issuance.
- Conducts final review and approval of building location permits and vacation rental permits prior to issuance, ensuring all code standards are met in each application.
- Maintains knowledge of on-going code changes, revisions, or interpretations; and current construction methods by researching written materials or attending seminars.
- Ensures all information in the permit database is complete and accurate and not compromised by errors or omissions.
- Links all records in the database relating to each specific permit (e.g., building violations, zoning violations, land use files, and other permits).
- Researches deeds and parcel information for building location permits and vacation rental permits using current Assessor's Office, Recorder's Office and Planning Department documents and databases.
- Refers individuals to proper department or agency for permits or additional information concerning development (e.g., Division of Occupational and professional Licenses, Panhandle Health District, Assessor's Office, Department of Environmental Quality, Department of Lands, Army Corps of Engineers, etc.).
- Assist compliance and planning staff in the tracking and research of building violations.
- Regular attendance and ability to deal with the public and associated regular interruptions/stresses is an essential function of the position.

SECONDARY FUNCTIONS

- Under the supervision of the Compliance Manager and Assistant Planning Director, assists in the preparation of handouts, application documents, checklists, and other public and department information necessary or helpful for the operation of the Planning Department.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisors and departmental employees, other County employees, Elected Officials and the public.
- Performs all other duties as assigned, to include clerical tasks.

JOB SPECIFICATIONS

- High school diploma or GED equivalent. Must possess Stormwater and Erosion Education Program (SEEP) certification or equivalent within six months of hire date.
- Two years' building permit processing experience is preferred or comparable combination of appropriate experience and education in the building or planning industry.

- A current driver’s license valid in the State of Idaho with history of good driving record.
- Ability to use a variety of general office equipment and specific computer programs, including faxes, printers, copiers, scanners, EnerGov, Uniform Assessment development database, Microsoft Word, and Excel. Ability to read and interpret map layers and perform simple mapping tasks using County mapping system.
- Excellent customer and public service skills required.
- Ability to read and understand legal descriptions, site plan drawings, architect and engineering scales, blueprints, floodplain maps and plat maps as they relate to construction plans and site development. Basic math skills required.
- Ability to communicate effectively orally and in writing.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

PHYSICAL ABILITIES & WORKING CONDITIONS

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Requires the daily use of a phone headset. Occasional stress related to public demands and deadlines. Occasional travel within local area and infrequent travel regionally or nationally to attend training. This job may be performed remotely.

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____