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# Example of Permit Coordinator Job Description

Our innovative and growing company is looking for a permit coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for permit coordinator

* Ability to communicate with different departments efficiently with no less than a 24 hour turnaround time • Must submit all designs finished by the design team with in a 24 hour turnaround time
* Acquire and submit plan corrections from architects and engineers to local municipalities
* Submit Building permit applications as needed
* Primary responsibility will be to maintain PPG Architectural Coatings store permits up to date including acquiring any needed permits and processing annual renewals
* Secondarily, this position will assist lease administrators in handling all aspects of the company store leases including lease amendment negotiations, preparation and maintenance of lease records, monthly payout of rents, year-end reconciliations and assistance with store maintenance issues
* Onshore / offshore as they arise
* Support mining and production operations
* Ensure regulatory permits and conditions are met for continued mining, permitting and reporting
* Reclamation activities – work with operations to ensure proper stream and wetland reconstruction activities are in compliance with ODNR, EPA and Corps specifications
* Provide information and answers to staff, management, and mining operations

## Qualifications for permit coordinator

* A Bachelor’s degree and/or a minimum of 3 years’ experience within the function are preferred
* Must have, or the ability to develop, a working knowledge of information systems such as Maximo, Power plant, CRIS, GIS Scanned record Fortis and Spipe
* Bachelor's degree in real estate / paralegal certification (or related field or experience)
* Commercial real estate experience preferred with corresponding years of acquiring permits for business licenses, fire alarm and use and occupancy
* Experience working with public entities all over the country in maintaining all permits up to date including yearly renewals of all permits
* Extensive knowledge of Access is a plus