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# Example of Permit Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of permit coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for permit coordinator

* Show excellent time management skills and efficient use of resources
* Ask questions when unclear about a process or policy and act as the primary example of best practices within the region
* Follow up with old cases and email appropriate departments to move account forward in permitting process, mentor Jr
* Show excellent record of documentation of any changes in job cases and status cases a minimum of two times per week
* Drive or mail permits packets to local municipals to drive a 0 queue each day and mentor Jr
* Pick up any permits submitted immediately following the specified turnaround time, show a sense of urgency to be the example to the team in this area
* Excellent proficiency with the maintenance process for company expense transactions for each job/account on a monthly basis by taking direction from accounts payable policy
* Ability to assist management in development of best practices and policy
* Coordinates with local utilities for relocation of utility services to facilitate right-of-way and street construction projects
* Reviews applications and issues right-of-way encroachment permits for utility relocation and new utility construction work

## Qualifications for permit coordinator

* One (1) year experience in homebuilding preferred, but not required
* Minimum 1 year of permitting experience required
* Experience with single/multi-family and amenity permitting preferred
* Must be able to read blue prints and plot plans
* Must be detail-oriented team player comfortable working in a fast paced environment with heavy volume workload
* A minimum of 2 years office/clerical experience