

City of Isle of Palms, SC

Business License/Building Permit Clerk

Job Opening



The City of Isle of Palms is accepting applications for the full-time position of Business License/Building Permit Clerk. The position provides clerical and administrative assistance to the department, citizens, businesses, subcontractors, and elected officials. Qualifications require a minimum of two (2) years' extensive clerical experience including the collection and accounting of money and frequent contact with the public. Proficiency with computers, excellent customer service skills.

ESSENTIAL JOB FUNCTIONS:

- Accepts applications for business licenses and building permits by general and subcontractors.
- Accepts applications for variances before the Board of Zoning Appeals; forwards application and accompanying documentation to board members in advance of meeting; and notifies by mail adjacent property owners of the variance request.
- Processes permits for building, gas, plumbing and mechanical; business and rental licenses and tree permits.
- Calculates business license fees and building permit fees in accordance with established policies and procedures.
- Collects, and provides for the accurate accounting of, license fees; building permit fees; plan review fees; variance request fees; and other charges of the Building Department.
- Issues business licenses, building permits, sign permits, tree permits, and other permitting as processed through the Building Department.
- Makes deposits for cash receipts.
- Schedules daily inspections by Building Official, upon request of the contractor; and records findings or determinations of each inspection.
- Issues Certificate of Occupancy for new or renovated construction upon authorization of the Building Official; and calls Dominion Energy to authorize permanent electric service.
- Answers the telephone; directs calls and/or takes messages for the Building Official Director.
- Assists citizens with complaints or requests for information involving zoning, construction or inspection issues.
- Accepts requests for hearings before the Code (Construction) Board of Appeals; schedules meeting dates after consultation with board members; and forwards applicants request and all documentation to members in advance of meeting.
- Notifies businesses which do not have a current Isle of Palms Business License of the requirement to obtain one.
- Generates a monthly activity report for the City Administrator and City Council which details the number and type of building permits issued, and the receipts collected for permits and business licenses issued.
- Prepares general correspondence of the Building Department.
- Assists the Building Official in the organization and maintenance of code enforcement records.
- Orders office supplies for the department as needed.
- Processes annual renewal of existing business licenses.
- Performs other related duties as assigned.

Minimum Requirements:

- High school diploma or equivalent;
- Two (2) years of extensive clerical experience including the collection and accounting of money and frequent contact with the public;
- Or equivalent education and/or experience.

Compensation:

Salary- \$48,074-\$49,782

Benefits:

- 100% paid health insurance for employee
- 50% premium coverage for spouse/dependent(s)
- Pension-you contribute 9%, City contributes 18.24%
- 12 Paid holidays
- 2 weeks vacation accrual to start
- 12 sick days annually
- Tuition Reimbursement

How to Apply:

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](http://cognitofrms.com) and submit an online application, resume, and cover letter.

EOE Open until filled