

JOB DESCRIPTION

Town of Castle Valley Building Permit Agent Job Description

1. Live in Castle Valley.
2. Have phone, answering machine/voice mail, computer and internet for calls and emails with Castle Valley property owners.
3. Be available on a regular basis to advise and meet with property owners.
4. Return calls within 24 hours Monday through Friday.
5. Be willing to accommodate out-of-town owners on weekends.
6. When out of town for more than a weekend, direct all inquires to Planning Commission Chair – and notify Planning Commission Chair one week in advance.
7. Know the Castle Valley Zoning Ordinance and other applicable ordinances.
8. Administrative duties include:
 - a. provide information and answer questions,
 - b. process routine building permits (including septic permits, electrical permits, and solar permits),
 - c. determine existing grade for building permit sites that have had recent earthwork done,
 - d. perform site inspections when required,
 - e. perform Certificate of Occupancy inspections,
 - f. issue Certificates of Land Use Compliance and file with Grand County Building Department,
 - g. determine routine or nonroutine temporary dwelling permits (TDP),
 - h. review and approve routine TDPs,
 - i. refer nonroutine TDPs to PLUC Clerk for PLUC Review,
 - j. sign routine decommissioning contracts and submit to PLUC Clerk for recording,
 - k. provide complete plans and supporting documents to PLUC for nonroutine, nonconforming, or noncomplying building permits,
 - l. review and approve routine conditional use permits,
 - m. ensure that any building permits for buildings to be used as part of conditional use permit are reviewed and approved by PLUC,
 - n. keep a log of all calls and meetings,
 - o. update lot files and database,

- p. send written responses to inquiries when necessary,
 - q. provide timely updates for the Planning Commission, Town Council and Town Clerk when land use applications are approved,
 - r. organize annual fire extinguisher inspections for Town Building, Road Shed, Fire Department, and Castle Valley Inn,
 - s. conduct annual Castle Valley Inn inspection,
 - t. maintain record of payments.
9. Refer to the Planning Commission applications that appear to or may be outside the scope of routine permits.
10. Attend and report to Planning Commission at their monthly meeting.
11. Administer the rules and regulations of the Zoning Ordinance and administer the building permit process, including future amendments or changes to the current permit process.

Supervisor is the Planning Commission Chair.

Compensation: \$16.00/hour.

Position will remain open until filled.