

# 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:**

Starting salary is \$42,800

**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