

DEPARTMENT OF PERMITTING SERVICES

Office of the Director Personnel, Budget, Impact Tax Administration, Daily Reconciliation, Information Technology, Credit Card Processing			
<u>Building Construction</u> Permit Intake, Plan Review, Permit Issuance and Inspection	<u>Zoning and Site Plan Enforcement</u> Zoning plan review, MNCPPC Site Plan Enforcement and the following functions	<u>Customer Service</u> Performs the following functions	<u>Land Development</u> Permit Intake, Plan Review, Permit Issuance and Inspection of the following Permits
<ul style="list-style-type: none"> ⇒ Building Residential permit ⇒ Code Modification Process ⇒ Commercial Building Permit ⇒ Commercial Fast Track Permit ⇒ Demolition Permit ⇒ Electrical Apprentice License ⇒ Electrical Business License ⇒ Electrical Permit ⇒ Fence Permit ⇒ Fire Alarm Permit ⇒ Fire Protection Systems Permit ⇒ Historic Area Work Permit ⇒ Impact Tax Collection ⇒ Journeyman Electrician License ⇒ Limited Duration Sign Installers License ⇒ Limited Duration Sign Permit ⇒ Limited Electrical Business License ⇒ Limited Master Electrician License ⇒ Master Electrician License ⇒ Mechanical Permit ⇒ Pre-Design Consultation ⇒ Retaining Wall Permit ⇒ Staff Board of Electrical Examiners ⇒ Use and Occupancy Certificate 	<ul style="list-style-type: none"> ⇒ Agricultural Producers Certificate ⇒ Bed and Breakfast Lodging Certificate ⇒ Benefit Performance License ⇒ Construction Debris Reclamation License ⇒ Development Standards Variance ⇒ Door to Door Vendors License ⇒ Equestrian Event Permit ⇒ Home Occupation Certificate ⇒ Non Conforming Use Certificate ⇒ Parking Standards Waiver ⇒ Regular Route Vendors License ⇒ Sign Installer License ⇒ Sign Permit ⇒ Sign Variance ⇒ Site Plan (MNCPPC) Enforcement and Complaints ⇒ Site Specific Vendors License ⇒ Special Exception Enforcement ⇒ Staff Sign Review Board ⇒ Zoning Enforcement 	<ul style="list-style-type: none"> ⇒ Conduct Customer Surveys ⇒ Manage Customer Cases (Greentape, Affordable Housing, Places of Worship, others) ⇒ Perform Complaint Intake ⇒ Perform Public Outreach ⇒ Process DPS Permit Related Mail ⇒ Process Information Requests ⇒ Perform intake for DPS Correspondence ⇒ Staff DPS Advisory Committee ⇒ Standardize and maintain forms, applications and handouts ⇒ Update Web Site ⇒ Write/distribute DPS Newsletter ⇒ 311 Relationship Manager ⇒ Legislative/Coordination 	<ul style="list-style-type: none"> ⇒ County Well Permit and Soils Testing ⇒ Drainage Review and Complaints ⇒ Environmental Health Survey ⇒ Fast Track Permits ⇒ Floodplain District Permit ⇒ Floodplain Study ⇒ Public Right of Way Permit (includes Driveway Permit, Grading Permit, Paving Permit, Revocable Permit, Roadway Occupancy Permit, Rustic Roads Permit, Special Use Permit, Storm Drain Permit, Utility Permit) ⇒ Record Plat Review ⇒ Sediment Control Permit ⇒ Special Protection Area Review ⇒ Staff Rustic Roads Committee ⇒ Stormwater Concept