

CHARTER TOWNSHIP OF CALEDONIA

Building Department Coordinator

Coordinates building permit process from application through fee collection, scheduling/posting inspections to closing and filing permits.

Duties include:

1. Process Building Permits:
 - A. Accept and input all trade permits: Building, Mechanical, Electrical and Plumbing.
 - B. Notify Building Official of pending plan and/or trade reviews
 - C. Collect fees before building permits are issued and deliver all fees to Treasury Department. Regularly balance all accounts with Treasury.
 - D. Coordinate with the Water/Sewer Department regarding collection of connection fees where applicable.
 - E. Deliver Building Permit application and related required permits and construction documents to the planning and/or zoning departments and verify approvals.
 - F. Prepare and submit monthly and year-end reports for budget analysis and Board review.
2. Schedule Inspections:
 - A. Receive inspection requests and process all relevant information
 - B. Review inspection requests and contact applicant when discrepancies are noted (no permits, expired permits, conflicting time schedules, etc).
 - C. Assign inspections to appropriate inspector.
 - D. Track additional inspections or other fees for review by the Building Official.
 - E. Issue Certificate of Occupancy at the direction of the Building Official.
3. Answer Phones and Check Emails and Voicemails
 - A. Check all messages at the beginning of each day and process requests by applicants.
 - B. Forward permit application questions regarding fees or other criteria to the appropriate inspector.
 - C. Forward procedure or administrative questions or complaints to the Building Official.
4. Provide counter service for the Building Department walk-ins.
5. Maintain Building Department files:
 - A. File active permits and information by address and maintain complete file in regard to all permits and other information associated with the permit address.
 - B. Transfer completed and/or closed files to storage and maintain files in storage.
6. Integrate and process new State Codes or procedures required by the Township as directed by the Building Official.
7. Other Duties:
 - A. Answer phones as needed
 - B. Assist at counter as needed
 - C. Other duties as assigned