



Building Permit Administrator **(18 month contract)**

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated and organized professional to make a significant contribution to the Building Division.

Reporting to the Manager of Building Services / Chief Building Official, this position is responsible for acting as the primary point of contact for permit applicants.

Duties and Responsibilities

- Review and process applications for compliance with the Ontario Building Code and applicable legislation.
- Conducts meetings with applicants to prepare accurate and complete permit application submissions.
- Provides cursory technical and zoning expertise early in the building permit application process.
- Calculates construction values and computes and collects permit fees, deposits and development charges associated with issuance of building permits.
- Provides frequent guidance of technical nature to builders, developers, homeowners and agencies on zoning by-law.
- Under the direction and guidance of building department officials, issues compliance letters to lawyers, developers, government authorities, and property owners.
- Verifies completion and compliance with other applicable law and the issuance of all permits, collects approvals from other authorities; notifies management of any extension or cancellations of building permits in writing and copies.
- Responsible for interpreting and consistently applying the Town's zoning by-laws in the processing of building permit applications.
- Provides comments regarding assigned development applications (i.e. site plans, plans of subdivision, condominium and part lot control, minor variance) with respect to compliance with the zoning by-law.
- Attend pre-consultation meetings with professional, developer and property owner to provide zoning by-law information as requested.
- Under the direction and guidance of the CBO, prepare a report to Council for the variance(s) from the sign by-law.
- Determines minimum site distances required for new agricultural activities proposed.
- Enter applications into CityView for zoning compliance, pool enclosures, sign licences and sign building permit applications.
- Ensure all inspections have been performed successfully prior to closing permit files for subdivisions and advise engineering of any outstanding items prior to the security deposit release.
- Assists building officials by verifying that setbacks and top of wall dimensions on Ontario Land Survey are acceptable to engineering guidelines and zoning by-law requirements for builders prior to framing inspection.
- Assigns and reviews municipal numbering of all properties within the Town, and enters addresses into County Address Management website.
- Accept and issues sign licences and sign permits and pool enclosure permits and ensures compliance with by-laws and legislation.

Key Competencies and Qualifications

- Diploma in building construction, planning or related.
- Completed qualifications as referenced in Division C Section 3.1.4.1 in a category of qualifications set out in Column 2 Table 3.5.2.1, 2012 Building Code. Candidates will have completed General Legal Processes and House.
- Preference given to those with a Land Use Planning and Zoning Enforcement Course.
- One (1) year experience in a design, construction, planning or regulatory environment or related.
- Experience with interpretation of zoning by-laws would be considered an asset.
- Basic knowledge of Ontario Building Code with particular emphasis on Building Code Act including Parts 1 and 2.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, contractors and the public.
- Possess strong communication skills and be able to effectively, professionally and courteously work with all levels of staff, contractors and the general public.
- Demonstrated proficiency with information technology including Microsoft Office Suite and CAD.
- Ability to complete a Criminal Record and Judicial Matters Check upon hire.

This position offers an hourly rate of \$32.35 to \$39.32 (2025 rates) working 35 hours per week plus health and dental benefits.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is April 23, 2025.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.