



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	JR100142
Position:	Permit Application Technician
Type of Vacancy:	Permanent
Work Schedule:	35 hours per week
Salary/Wage Range:	\$35.60 to \$37.00 per hour Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	July 31, 2025
Closing Date:	August 21, 2025

As one of *Hamilton – Niagara's Top Employer's for 2025*, the City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community. Its economic foundation is anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world, and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to <https://niagarafalls.wd10.myworkdayjobs.com/CNF>. Applications must be submitted online and will be accepted until **August 21, 2025**.

The City of Niagara Falls is dedicated to creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521.

Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest; however, only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE:

Permit Application Technician

Position Summary:

- Under the direction of the Chief Building Official receives, dates all permit applications, reviews minor permit applications and serve as the front-line person for Building Services.

Responsible For:

- Responsible for receiving, dating, accepting or refusing, and processing into Land Manager all building permit applications on behalf of the Chief Building Official in accordance with Section 1.3 of the Ontario Building Code, and the Building Division Standard Operating Procedure, and forward to the Building Services Clerk for plan review assignment.
- Calculate building permit fees, and deposits, according to the Building By-law, for Part 9 residential buildings such as: garages, decks, minor alterations, accessory structures, farm building, and additions to one and two storey dwellings, signs, and pools permit applications.
- With the assistance of a Plan Examiner or Senior Plan Examiner calculate building permit fees, deposits, and development charges according to the Building By-law, Municipal, and Regional fees according to the Regional and Municipal Development By-law for building permits classified a Part 9 or Part 3 in the Ontario Building Code.
- Conduct plan examination, issue status letters, and issue permits in compliance with the Ontario Building Code, and zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws, for Part 9 residential buildings such as: decks, water and sewer services work, accessory structures, signs, and pool permits application.
- Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements of the Ontario Building Code, application submission requirements, zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws.
- Engage the Senior Zoning Administrator for all zoning inquiries other than up to and including R3 (Residential Mixed Zone) enquires.
- Request municipal addresses for newly created infill lots from GIS Department.
- Liaison with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors.
- Will perform other duties and responsibilities as assigned

Position Requirements:

- Minimum is a two (2) year college diploma from a recognized Building, Construction or Architectural program.
- Successful completion of the Ministry of Municipal Affairs and Housing's (MMAH) General Legal / Process for Inspectors and House examinations and registration as an Inspector with the MMAH.
- At least one (1) year related experience.
- Proficiency in reading and interpretation of drawings, specifications, surveys, municipal by-laws, technical documentation, and applicable laws. Working knowledge of Land Manager/Cityview and GIS mapping Software.
- Intermediate skills in Word and Excel.
- Strong oral and written communication skills.

Working Conditions:

- Standard office environment.

Equipment and Tools Used:

- General office equipment and computer applications.