

## Senior Permit Screener

<b>Job Requisition</b>	JR100428 Senior Permit Screener (Open)
<b>Job Family</b>	Building Services
<b>Start Date</b>	2026-04-24
<b>End Date</b>	2026-05-16
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://niagarafalls.wd10.myworkdayjobs.com/CNF/job/Wayne-Thomson-Building/Senior-Permit-Screener_JR100428">https://niagarafalls.wd10.myworkdayjobs.com/CNF/job/Wayne-Thomson-Building/Senior-Permit-Screener_JR100428</a>

**Description**

If you are currently employed with the City of Niagara Falls, please apply internally through the Workday Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

Closing Date (closes at 11:59 pm on date noted below):

**May 15, 2026**

Job Type:

**Permanent**

Department:

**Building Services**

Hourly:

**\$47.88 - \$57.30**

Union:

**Canadian Union of Public Employees Local 133**

Hours per week:

**35**

Openings:

**1**

\*This position is currently under Joint-Job Evaluation Committee (JJEC) review\*

The following 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 Summary:**

Under the direction of the Chief Building Official, this position is responsible for pre-screening building permit applications and delivering high-quality client service throughout the permit process. The Senior Permit Screener reviews potential permit application submissions for all building classifications to ensure compliance with the Ontario Building Code (OBC) and applicable law. In addition, the position acts as the lead for assigned applications, coordinating and guiding applicants from initial inquiry to permit issuance while providing expert advice and technical assistance to support a seamless and efficient customer experience.

Responsible To:  
Senior Manager of Building Services

Responsible For:

- Perform detailed reviews of building permit applications for institutional, commercial, industrial, multiple residential, and mixed-use developments to assess acceptance in accordance with applicable legislation and the City's building permit by-law.
- Provide backup support to the Permit Technicians, as needed, by pre-screening permit applications that fall outside the scope of the Project Lead – Senior Permit Screener.
- Serve as the main point of contact for applicants, designers, and developers providing guidance throughout the entire permit process while promoting a customer-first approach by providing guidance and support to both novice and experienced applicants.
- Provide clear, accurate, and timely information related to submission requirements, review timelines, and procedural steps.
- Consult with customers to review potential submissions to ensure a complete and a comprehensive building permit package prior to acceptance of an application.
- Provide technical information and directions to customers in person, by e-mail and over the telephone.
- Perform research for and prepares technical reports as required or requested.
- Liaise with building inspectors and plan reviewers in the resolution of design and construction issues and permit status.
- Maintain current knowledge of the Ontario Building Code, the Building Code Act and the standards referenced therein.
- Issue a "Pre-screen Report", based on the detailed review noted above.
- Prepare conditional permit agreements, and issues building permits in compliance with the OBC and applicable law.
- Responsible for receiving, dating, accepting or refusing, and processing Alternative Solutions applications.
- Ensure appropriate building permit application fees assessed and collected in accordance with the Building Permit By-law.
- Review permit applications for OBC compliance and provide comments on behalf of the Chief Building Official, for site plan agreements, rezoning, land severances, minor variances, and Niagara Escarpment Commission, for proposed multi-residential, assembly, institutional, commercial, industrial developments.
- Attend pre-consultation meetings with other departments for comments on new multi-residential, assembly, institutional, commercial and industrial developments.
- Attend and serve as the department's lead representative at Technical Building Advisory Committee (TBAC) meetings.
- Perform the duties of the Senior Plan Examiner, when required, including conducting plan examination of fire sprinkler systems, standpipe systems, fire alarm systems, ventilation control, fire protection of commercial cooking operations, and other life safety systems, as required in the Ontario Building Code and NFPA Standards, if required.
- Assist the PBD Clerk in the review of acceptable documentation to close permits for the release of performance deposits to close the permit file.
- Perform other duties as assigned.

Position Requirements:

- Minimum three (3) year college diploma in Architectural or Construction Engineering Technology or related field.
- Successfully completed the following Ministry of Municipal Affairs and Housing courses: General Legal/Process for Inspectors, House, HVAC - House, House – Plumbing, Small Buildings, Large Buildings, Complex Buildings, Plumbing - All Buildings, Building Services,

Building Structural, and Detection, Lighting and Power.

- Certification or eligibility for certification with the Ontario Building Officials Association as a Certified Building Code Official (CBCO) is preferred.
- Minimum five (5) years' experience in plan examination of architectural, structural, and mechanical systems compliance for multi-residential, assembly, institutional, commercial, industrial, accessory buildings, designated structures, farm buildings.
- Strong knowledge of Standards such as: NFPA 13, 13R, 14, 80, 92A, 96, ULC S524, ULC Listed assemblies, CSA, HRAI, and ASHRAE.
- Proficiency in reading and interpretation of drawings, specifications and other technical documentation.
- Working knowledge of applicable law, CityView and Land Manager software.
- Strong interpersonal and communication skills with a demonstrated commitment to customer service.
- Ability to interpret the various Acts, including but not limited to the Provincial Offences Act, Municipal Act, ability to interpret the Rules of Evidence with the Ontario Court of Justice, Summons' issuance and courtroom procedure(s).

Equipment and Tools Used:

General office equipment and computer applications.

Working Conditions:

Standard office environment.

How to apply:

Please submit your application including a cover letter and resume through Workday using the apply button above.

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](mailto:HRDepartment@niagarafalls.ca) or 905-356-7521 ext 4317.

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, but only those advancing through the selection process will be contacted.

<b>Worker Sub-Type</b>	Permanent
<b>Location</b>	Wayne Thomson Building
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Building Services (Frank Peter)