



JOB POSTING

Permits Coordinator

Full-time · Hamilton, ON, with site visits · \$72,000–\$85,000 + vehicle allowance

ABOUT RESIMATE

Resimate is a one-stop shop that delivers modular, off-site construction of backyard homes in Canada. We help homeowners build a backyard home for an aging parent or adult child, handling everything between the factory and the yard: lot assessment, design, engineering coordination, permitting, selections and installation. Our units are CSA A277 certified and we work across 12+ Ontario municipalities.

Our values are **Empathy, Experience and Excellence.**

THE ROLE

Permitting is the step that decides when our clients get to move in. As our Permits Coordinator, you will own every project from the draft site plan through to an issued building permit, as the single point of contact for drawings, engineers and municipalities. You will report to our CEO and work closely with our sales, construction and lot-assessment teams.

WHAT YOU WILL DO

Site capture and design

- Book and complete Matterport scans and site visits soon after a client signs on.
- Review surveys and lot data; flag setbacks, easements, grading and servicing constraints early.
- Prepare site plans and permit drawing sets in CAD, adapting pre-designed modular units to each lot.

Engineering and drawing coordination

- Produce BCIN-designed drawings in-house wherever the municipality allows.
- Scope and coordinate outside structural, civil/grading and foundation engineers where needed.
- Manage revisions between engineers, manufacturers, the client and our sales team.

Municipal permit submission

- Assemble and submit complete permit packages through each municipality's portal.

- Respond to plans examiner comments and resubmit quickly.
- Coordinate applicable-law approvals, including conservation authority, heritage and minor variance.
- Maintain a living playbook of the municipalities we work in: portals, fees, timelines and contacts.

Tracking and communication

- Keep each project's permit status current and report it at our weekly projects meeting.
- Track turnaround time by municipality and stage, and drive approval times down.
- Hand permits off to construction with everything needed for locates, staking and inspections.
- Explain permit status and timelines to homeowners in plain language.

WHAT YOU BRING

- Active BCIN, House category at minimum.
- 3+ years preparing and submitting residential building permits in Ontario.
- Working knowledge of the Ontario Building Code, zoning by-laws and the applicable law process.
- CAD drafting skills for site plans and full permit drawing sets.
- Revit experience strongly preferred.
- A track record of managing many permit files at once with engineers and municipal staff.
- Clear, friendly writing for homeowners and municipal staff.
- A valid driver's licence and access to a vehicle for site visits.

Nice to have

- Additional BCIN categories, such as Small Buildings or HVAC House.
- Experience with ADUs, garden suites or modular (CSA A277) units.
- Committee of Adjustment or minor variance experience.
- Matterport, SketchUp, or Buildertrend experience.

WHAT SUCCESS LOOKS LIKE

First year

- Own permitting for all new projects end to end.
- Measurably shorten our permit approval times across every municipality.
- Bring BCIN-eligible drafting and design work in-house.

COMPENSATION & BENEFITS

- **Salary:** \$72,000–\$85,000, depending on experience and BCIN categories.
- **Vehicle allowance** for site travel.
- **30 days** paid time off, plus a winter holiday shutdown.
- Company-provided software and tools, including Claude.
- A small, fast-growing team building housing that keeps families together.

HOW TO APPLY

Send your resume, BCIN number and two recent permit packages (can be fully redacted or shared under NDA if required) to **careers@resimate.build** with the subject line “Permits Coordinator.” We review applications as they arrive.

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