



Gabriella Stokes

Permit Technician II

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SUMMARY

Permit Technician with two years of administrative and technical experience supporting public facing building permit services, including more than one year processing applications within a municipal building division. Handles document intake, **administrative completeness** reviews, permit issuance, project routing, automated records, status reporting, and organized file maintenance. Explains **application procedures**, routine policies, documentation needs, and processing status clearly to residents, contractors, applicants, property owners, and design professionals. Coordinates submissions across building and related review functions, resolves missing information, and keeps applicants informed through each step. Holds **International Code Council** Permit Technician Certification and a valid **California Class C driver's license**. Brings accurate data entry, thoughtful customer service, and dependable records control to municipal permit operations.

EXPERIENCE

Permit Technician

Valley Ridge Building Services 📅 August 2025 - Present 📍 Turlock, CA

Supports front counter and electronic permit operations for residential and commercial submissions. Owns application intake, administrative review, authorized issuance, records accuracy, reporting, and communication across municipal review functions. Progressed into independent processing while building stronger judgment around documentation, routing, and customer needs.

- Reviewed residential and commercial applications for completeness before routing packages through appropriate municipal review functions.
- Maintained applicant, project, fee, routing, and status **records** in automated permitting systems for dependable information.
- Issued authorized permits after confirming approvals and documentation, then explained next steps and required materials.
- Coordinated submissions across building and related review groups, resolving missing documents before routine processing delays.
- Explained **procedures** and status updates to **contractors**, owners, designers, and residents using clear service focused language.
- Generated operational **reports** and organized electronic files, supporting workload tracking and efficient document retrieval.

Permit Services Assistant

Central Valley Permit Support 📅 October 2024 - July 2025 📍 Modesto, CA

Supported a public facing **permit services** desk handling construction documents, applicant questions, automated records, status logs, and routine reporting. Built practical knowledge of construction terminology and permit workflows through supervised document review, accurate **data entry**, and daily coordination with contractors, property owners, and municipal staff.

- Supported construction **document intake** while explaining routine **procedures** and escalating technical code questions to reviewers.
- Reviewed forms and supporting materials for basic completeness, organizing document sets for established routing workflows.
- Entered applicant and project information into automated systems, correcting discrepancies against source documents before review.
- Maintained permit files and status logs, helping staff locate current documents during applicant inquiries.
- Prepared routine **reports** and correspondence using consistent naming practices that improved continuity across staff members.
- Built construction terminology knowledge through daily contact with contractors, property owners, and municipal staff.

STRENGTHS

👥 Public Service

At a busy permit desk, clear explanations helped applicants leave with practical next steps and greater confidence.

♥ Document Control

Careful intake and organized files kept reviewers working from current information. Colleagues could find needed records quickly.

⚙️ Routing Coordination

When submissions raised questions, direct follow up resolved missing documents before routine processing slowed down.

📄 Records Accuracy

Source document checks caught discrepancies early, keeping automated permit records useful for staff and applicants.

✓ Permit Issuance

After confirming approvals, clear issuance steps gave contractors and residents a straightforward path forward.

SKILLS

Permit processing Public contact

Customer service

Document processing

Permit issuance Data entry

Project routing

Records maintenance

Report generation

[Building code terminology](#)

[Construction documentation](#)

[Application review](#) [Status reporting](#)

[Department coordination](#)

[Municipal operations](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Permit Technician at Valley Ridge Building Services (1.2 Years)

● Permit Services Assistant at Central Valley Permit Support (9 Months)

LEADERSHIP & AWARDS

- Advanced from permit services support into independent municipal permit application processing and authorized issuance within one year.
- Recognized through expanded responsibility for application routing, automated records, reporting, and public facing permit communication.

EDUCATION

High School Diploma

Turlock High School 🎓 GPA: 4.0 📅 2024 📍 Turlock, CA

Coursework: Building code requirements, construction documentation, administrative procedures, public communication

CERTIFICATIONS

- International Code Council Permit Technician Certification 📅 2026
- California Class C Driver's License 📅 2026

TECHNICAL SKILLS

- **Permit Administration:** Permit intake, permit issuance, application completeness
- **Document Management:** Document review, file organization, document routing
- **Municipal Operations:** Building division operations, public records, service procedures
- **Automated Records:** Permit records, status logs, information systems
- **Data Management:** Data entry, source verification, record updates
- **Reporting Tools:** Operational reports, status reporting, workload tracking
- **Customer Service:** Front counter service, applicant support, public information
- **Construction Documentation:** Construction forms, supporting documents, project files
- **Code Knowledge:** Building code terminology, routine code requirements, permit procedures
- **Communication Tools:** Applicant communication, department coordination, status updates
- **Review Workflows:** Administrative review, municipal routing, approval tracking
- **Licenses And Credentials:** ICC Permit Technician Certification, California Class C license, permit issuance training

PROFESSIONAL AFFILIATIONS

- Municipal permit services community, focused on clear public information and dependable application processing.
- Building operations professionals, connected through daily coordination with contractors, property owners, reviewers, and municipal staff.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST