

Brooklyn Vaughn

Permit Technician II

📞 (559) 555-6724 ✉️ brooklyn.vaughn@example.com

🌐 linkedin.com/example/brooklynvaughn 📍 Fresno, CA 93721

STRENGTHS



Permit review

A careful intake review catches missing documents early, so technical staff can focus on sound decisions.



Public service

Clear explanations helped contractors and residents move forward, even when permit questions became difficult.



Records research

Archived drawings and property records became usable answers through patient searching and organized document handling.



Cashiering accuracy

Daily receipt checks connected payment records with permit entries, giving staff confidence in transaction data.



Lead support

During busy intake periods, queue prioritization and practical coaching kept work moving for newer technicians.

SKILLS

Permit processing

Plan review intake

Inspection records Fee calculation

Cashiering Public records

Construction drawings

Code application Customer service

Excel Outlook Records research

Plan scanning Lead direction

Statistical reporting

SUMMARY

Permit processing professional with three years of progressive public sector experience supporting building, electrical, plumbing, and related construction activity. Reviews applications, plans, specifications, energy documentation, maps, and supporting records for completeness and accurate routing. Processes permits, establishes inspection needs, maintains **inspection records**, calculates fees, accepts payments, and reconciles **cashiering** entries with computerized permit tracking systems. Researches **public records requests** involving permits, plans, calculations, soil reports, and legal property information. Communicates clearly with contractors, project sponsors, design professionals, agency representatives, and members of the public about codes, ordinances, procedures, inspections, notices, and enforcement processes. Uses Excel, Outlook, Windows systems, **point of sale** equipment, scanning tools, and technical documents to resolve intake questions, support reporting, document procedures, and keep permit operations moving.

EXPERIENCE

Permit Technician II

Central Valley Municipal Services 📅 October 2025 - Present 📍 Fresno, CA

Supports journey level permit intake and processing for building, electrical, plumbing, and related construction activity. Reviews technical documents, determines routing and inspection needs, handles fees and payments, researches public records, and provides **lead direction** during high volume operations.

- Reviewed building, electrical, and plumbing applications before technical routing and permit issuance.
- Evaluated plans, energy documents, and site data for review paths and inspection needs.
- Calculated size based fees, processed payments, and reconciled receipts with permit system entries.
- Researched archived permits, drawings, calculations, and property records for public requests.
- Explained routing, inspections, notices, and records procedures to contractors and residents.
- Prioritized intake queues, coached technicians, and compiled permit activity reports during peak periods.

Permit Technician I

San Joaquin Permit Services 📅 October 2023 - September 2025 📍 Verified permit fields, contractor data, project details, and supporting documents before acceptance.

Processed routine construction permits and supported accurate inspection scheduling, fee assessment, cashier reconciliation, public records research, and **customer service**. Read plans and maps, maintained electronic files, and escalated specialized code and enforcement questions appropriately.

LEADERSHIP & AWARDS

- Provided lead direction during peak permit intake periods, prioritizing assignments and coaching newer technicians.
- Supported procedure guidance and statistical reporting for permit issuance and inspection activity.

EDUCATION

Associate of Science in Construction Technology

Fresno City College 🎓 GPA: 3.5 📅 2023 📍 Fresno, CA

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Permit Technician II at Central Valley Municipal Services (11 Months)
- Permit Technician I at San Joaquin Permit Services (1.9 Years)

Coursework: Construction drawing conventions, building codes, electrical systems, plumbing systems

CERTIFICATIONS

- Microsoft Learn Excel for Administrative Professionals Learning Path 📅 2024
- Construction Plan Reading Certificate 📅 2025

TECHNICAL SKILLS

- **Permit Systems:** Computerized permit tracking, permit databases, inspection records
- **Construction Plans:** Architectural drawings, civil drawings, technical specifications
- **Building Trades:** Building permits, electrical permits, plumbing permits
- **Mapping Documents:** Assessor maps, plot maps, land use maps
- **Plan Measurement:** Architectural scales, engineering scales, dimensional review
- **Fees and Payments:** Fee schedules, point of sale systems, payment reconciliation
- **Microsoft Office:** Microsoft Excel, Microsoft Outlook, Windows
- **Records Management:** Public records requests, plan scanning, electronic records
- **Codes and Regulations:** Building codes, ordinances, administrative regulations
- **Reporting Tools:** Statistical reports, production statistics, procedure manuals

PROFESSIONAL AFFILIATIONS

- Public sector permit operations, supporting accurate records and accessible construction services.
- Construction technology community, applying plan reading knowledge in practical permit processing.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST