

Permit Coordinator

Costa Mesa, CA Full Time | 2-4 years experience

Are you a passionate Civil Engineer looking for an exciting opportunity to grow with other likeminded individuals? At Commercial Development Resources we pride ourselves in creating a culture where every team member is valued and supported. Our commitment to excellence and dedication sets us apart in the industry. CDR offers competitive salaries and great benefits. We believe in rewarding those who contribute to our success. Visit our Team & Culture Page at www.cdrwest.com to learn more about us!

CDR is a civil engineering and land development management company located in Costa Mesa, California. Established in 2007, CDR offers a wide range of services including civil engineering, dry utilities, and landscape architecture. We serve both corporate developers and individual landowners, providing client-focused and results-driven solutions. With a growing base of repeat clients, CDR is recognized as a trusted development partner in Southern California, with projects expanding across the United States.

Role Description:

This is a full-time in-office role for a Permit Coordinator. In this position, you will be responsible for the research and due diligence of projects within the United States. Preparing written due diligence reports and site investigation reports. Following the project from entitlements and design through to completion. Presenting within the team and clients, managing permit submittal schedules and communicating with jurisdictions. The ideal candidate will have 3+ years of planning & permitting experience on complicated land development entitlements and permits in southern or northern California. Nationwide experience in different regions is a plus.

Responsibilities:

- Assertive and proactive attitude
- Ability to understand and navigate through multiple government agencies for the following:
 - Entitlement processes
 - Planning Department processes
 - Application preparation for various submittals
 - Submittal requirements for various types of projects
 - Administrative steps for permit issuance
- Client Management Skills
 - Have an on-going dialogue with clients
 - Be able to articulate plan check issues and provide solutions/game plan moving forward
 - Be able to strategize and guide clients through various stages of the plan check process
- Ability to Multitask
 - Manage multiple projects submittals at one time
 - Be able to prioritize projects and tasks
 - Be able to pivot when needed
- Travel to multiple agencies throughout Southern California for plan submittal/pick-ups
- Follow through on submittals
- Public Agency Staff Management Skills
 - Establish and nurture relationships with key city/governmental staff
- Committed to teamwork and project deadlines

Qualifications:

- Bachelor's degree, in Urban Planning, Civil Engineering, or Architecture
- 3+ years in Planning & Permitting experience in southern or northern California.
- Knowledge of ADA, CBC, CFC, and other relevant codes and regulations.
- Strong verbal and written communication with an eye for accuracy, consistency and attention to detail.
- Demonstrated ability to work collaboratively and independently.

To apply now, email your resume to hire@cdrwest.com

695 Town Center Drive, Suite 110 | Costa Mesa, CA 92626 | (949) 610-8997 | info@cdrwest.com