

Duties and Compensation of Building Assistant Contractor

The Town of Cedar Fort is looking for a Building Assistant to help with building permits. This will be a contractor, not a Town employee. See the following for the duties and compensation for this position:

Duties:

- Hand out permit application forms
- Ensure application is filled out completely
- Research property records and printing deeds
- Help research water rights
- Help answer emails and phone calls
- Ensure building is complete:
 - Following up with Inspections
 - Issue Certificates of Occupancy
- Scan completed applications
- Be available for Town Office hours (Tuesdays, 6 pm – 7 pm)
- Act as zoning/building code enforcement

Compensation:

- Per-permit rate (add to town Permit fees):
 - Residential: \$200
 - Residential Modification \$150
 - Agricultural: \$30
 - Outbuilding: \$50
 - Miscellaneous: \$20
 - Solar: \$50
 - Utilities: \$50
- Pay on approval of permit (when permit issued)
 - If no permit is issued (denied), received pay is 50% of permit rate