



**Job Title:** Permitting Coordinator

**Job Type:** Full-Time

**Work Location:** In-Person

### **About Coastal**

Coastal is an established civil engineering firm built on the experience, knowledge, and professionalism of our highly skilled engineers and support staff. We are committed to providing our clients with the personal attention they expect along with the technical expertise required to successfully deliver high-quality professional services.

Our team has developed specialized knowledge and extensive experience working on projects throughout West Central Florida, particularly in Pasco, Pinellas, and Hernando Counties. With a strong history of accomplishment and integrity, Coastal is dedicated to providing services in a competent and professional manner while consistently meeting or exceeding the expectations of our clients and local agencies.

Employees at Coastal benefit from a collaborative, supportive work environment where teamwork, professionalism, and quality service are highly valued.

### **Position Summary**

Coastal is seeking a motivated and detail-oriented Permitting Coordinator to support our Project Engineers with the coordination and preparation of project-related information for rezoning, permitting, platting, and construction administration. This position plays an important role in organizing project documentation, tracking regulatory submissions, and supporting the successful delivery of land development projects.

### **Key Responsibilities**

- Assist Project Engineers with documentation and coordination related to rezoning, permitting, platting, and construction administration.
- Prepare, submit, and track permit applications and regulatory submittals.
- Maintain organized project files, records, and correspondence.
- Coordinate meetings and assist with project schedules and deadlines.
- Communicate with local agencies regarding project applications and approvals.
- Provide administrative and project coordination support to the engineering team.

### **Qualifications**

- Prior permitting experience is preferred.
- Experience using Accela permitting systems is highly desirable.



- Familiarity with agencies such as Pasco County, SWFWMD, or FDEP preferred.
- Strong organizational, communication, and time management skills
- Proficiency with Microsoft Office (Word, Excel, Outlook)

### **Compensation & Benefits**

The minimum starting pay for this position is \$25.00 per hour, with higher compensation available based on experience, references, and knowledge of permitting and job responsibilities.

Coastal offers a competitive benefits package for eligible employees, including:

- Retirement savings plan
- Company bonus program
- Health insurance, with Coastal paying 80% of the employee premium.
- Paid Time Off (PTO):
  - 15 days of PTO per year for new employees
  - One additional day added each year after the first year for the next five years.
  - Up to 20 total PTO days per year

### **How to Apply**

Qualified candidates are encouraged to submit their resume and relevant experience for consideration to [info@coastaldesignconsultants.com](mailto:info@coastaldesignconsultants.com).

