City of Fontana Jobs — Permit Technician — Los Angeles, CA, USA

Description

A **Permit Technician** is a useful career option to research when searching**City of Fontana Jobs** opportunities in **Los Angeles, CA, USA**. Key duties generally involve reviewing incoming permit forms, maintaining development request records, and sharing changes with the right people. This work rewards consistency, permit processing, and thoughtful communication with colleagues.

Responsibilities

- Review incoming permit forms.
- Maintain development request records.
- Check submitted forms and supporting references for accuracy and missing details.
- Keep a clear record of updates, approvals, or items requiring further review.

Qualifications

- Good numerical accuracy and confidence interpreting administrative forms.
- Ability to maintain organized records and follow established procedures.
- Practical familiarity with permit processing and documentation.

Experience

Previous exposure to documentation or routine process documentation can help candidates prepare.

Skills

Permit processing, documentation, administration, Permit Technician, Document review, compliance records, data accuracy

Organization Website

Explore City of Fontana career and organization information.

Hiring organization
City of Fontana

Employment Type

Industry
Government Administration

Job Location
Los Angeles, CA, United States

Date posted
November 9, 2026

Valid through
2026-11-30