
TOWN OF INGLIS — NOW HIRING: Planning, Permitting, & Code Enforcement Officer

Position Title: Planning, Permitting, and Code Enforcement Officer

Department: Community Development / Planning & Zoning

Employment Type: Full-Time

Position Summary

The **Town of Inglis** is seeking a versatile and community-minded **Planning, Permitting, and Code Enforcement Officer** to join our team. This multi-faceted role serves as a cornerstone for our community's growth and layout. You will assist in long-range urban planning, evaluate zoning proposals, review permit applications, and perform field inspections to ensure code compliance. The ideal candidate effectively balances regulatory enforcement with a strategic vision for community development and strong public relations.

Core Responsibilities

- **Evaluate planning proposals** including zoning amendments, variances, conditional use permits, and subdivision site plans for alignment with the master plan.
- **Review permit applications** for building, signs, and land use to ensure accuracy and strict adherence to municipal ordinances.
- **Conduct field inspections** of residential and commercial properties to identify zoning, nuisance, and building code violations.
- **Investigate public complaints** regarding unpermitted construction, hazardous structures, and property maintenance issues.
- **Issue official notices** of violation, stop-work orders, and citations, and guide property owners through the compliance process.
- **Prepare evidence and reports** for public hearings, and present findings or testify before planning commissions, zoning boards, or local courts.
- **Educate the public** by providing technical guidance to residents, developers, and contractors regarding planning policies and permitting steps.

Qualifications & Requirements

- **Education:** High school diploma or GED required; an Associate's or Bachelor's degree in criminal justice, public administration, construction management, or a related field is preferred.
- **Experience:** Minimum of **2 years** of experience in code enforcement, building inspection, permitting, construction, or law enforcement.

- **Certifications:** Must possess a valid driver's license. Possession of or ability to obtain state/national code enforcement certifications (e.g., ICC, FACE) within 1 year of hire is highly preferred.
- **Skills:** Strong conflict-resolution and interpersonal skills; ability to read site plans and blue prints; proficiency with municipal permit-tracking software.

Employment Policies & Conditions

- **Drug Testing Policy:** All employees will be required to voluntarily submit to drug testing upon employment and on random occasions.
- **Equal Opportunity:** We are an Equal Opportunity Employer (E.O.E.). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.
- **Veterans Preference:** Veterans are highly encouraged to apply.

How to Apply & Submission Guidelines

Applications are available at the **Inglis Town Hall** or can be requested via email at townclerk@townofinglis.org. Completed proposals must be received in person or by mail at the Town Hall.

- **Submission Address:**
Town Hall
135 Hwy 40 W.
Inglis, Florida 34449
- **Operating Hours:** Monday–Thursday, 7:00 am – 5:30 pm (Closed Fridays)
- **Application Deadline:** November 15, 2026, at Noon

Late submissions will not be considered.
