
Zoning Inspector Resume

Job Objective

To be given the opportunity to work with other professionals within this field by obtaining the position of Zoning Inspector.

Summary of Qualifications:

- Remarkable experience in the building construction and planning
 - Profound knowledge of the various zoning regulations and the associated laws
 - Exceptional knowledge of preparation and processing of permit applications
 - Ability to investigate zoning violation and facilitate legal proceedings
 - Ability to collect the data, evaluate it and then draw the necessary conclusions
 - Excellent skills to prepare and maintain records
 - Skilled to interpret all technical information
 - Ability to maintain relationships with the general public, county department and various other agencies
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Work Experience:

Zoning Inspector, October 2006 – Present
Dandy Project, Atlanta, GA

- Maintained accurate land use maps to ensure compliance with the zoning ordinances and legal regulations.
- Monitored all the complaints regarding the zoning violations and investigated all complaints.
- Administered the permits by collecting the necessary fees and ensuring that the zoning permits are met with the required standards.
- Prepared all the paperwork in the case of the zoning violations and processed the letter for the same.
- Ensured that all the specification for the rezones and zoning units are adhered to and monitored it on a regular basis.
- Coordinated various planning and Zoning Commission meeting with the Board of Supervisors.

Zoning Inspector, August 2002 – September 2006
Indy Gov, Atlanta, GA

- Reviewed the various applications for permits such as home occupation permits, zoning permits and trailer permits.
 - Assisted the developers, contractors and the general public in their inquiries on the Zoning Ordinance, provided the necessary advice on the phone.
 - Administered the Zoning ordinances and conducted investigations against those who violate the regulations.
 - Coordinated with the other department and carried field inspection to ensure that it is in accordance to the town regulations and then issued a permit if satisfactory.
 - Coordinated with the Zoning Administrator in developing and updating the Official zoning map.
 - Processed the landscape bonds when required and conducted various inspections on the bonds when released.
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Education:

Bachelor's Degree in Urban Planning, Santa Ana College, Santa Ana, CA

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