

## Urban/ Waterfront Plan Examiner

### WATERFRONT PERMITS UNIT

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#### **Agency Description:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

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#### **Job Description:**

- Assisting Manager of Waterfront Permit Unit in reviewing construction applications and design plans for use of lands and physical facilities on the waterfront properties under NYC jurisdiction, in accordance with NYC Building Code and Zoning Resolution, and applicable laws
- Prepare Notice of Objections for new applications based on primary reviews as part of permitting process
- Assisting Manager of Waterfront Permit Unit in reviewing Temporary Place of Assembly plans for issuance, under supervision of the Waterfront Permits Unit's manager
- Process intakes and perform administrative review for applications
- Prepare Permits, Notice of Certificates of Completion upon satisfactory completion
- Assess the feasibility of waterfront proposals based on FEMA's regulations and compliance with resiliency requirement
- Coordinate work with NYC Dept. of Building, Dept. of Environmental Protection, and FDNY.

#### **Job Requirements:**

- Master's Degree in Urban and Regional Planning or Equivalent
- Computer Skills: GIS, AutoCAD, Adobe (InDesign, Illustrator, Photoshop), Office
- Basic Knowledge of/Coursework in the area of applicable laws and regulations dealing with NYC zoning ,specifically waterfront regulations and maritime developments

Please send Resume and Cover Letter to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

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110 William Street, 7<sup>th</sup> Floor, NY, NY 10038  
(212) 513 6300

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**