



Permit Specialist (Bellevue, WA)

Tube Art Group is a leading full-service sign manufacturing and installation company with decades of experience delivering high-quality signage solutions. We specialize in custom sign design, fabrication, and installation, serving a diverse range of industries, including retail, corporate, healthcare, tech, entertainment, and commercial real estate. With a reputation for craftsmanship, innovation, and exceptional project management, Tube Art Group partners with clients to deliver impactful branding and wayfinding solutions that enhance their spaces.

At TAG, we firmly believe that our people are the essence of our organization. We are committed to building an environment where our employees can thrive, feel valued, and achieve their career aspirations, all while enjoying the journey. Creating such an environment is not just a goal but a fundamental element of our strategy to realize our growth objectives.

Currently we are seeking a **Permit Specialist** to join our team in Bellevue, Washington. Reporting to the Vice President of Operations, the Permit Specialist is responsible for coordinating and securing permits required for sign projects across multiple cities, counties, and jurisdictions. This role requires a high level of organization, attention to detail, and the ability to interpret and navigate complex municipal codes and processes. The Permit Specialist will serve as the primary liaison between the company, clients, and governmental agencies to ensure projects are permitted accurately and on time.

Key Responsibilities:

- Research city, county, and state codes and ordinances to determine signage requirements and restrictions.
- Prepare and submit complete permit and department of transportation lane closure applications, including drawings, specifications, and supporting documentation.
- Communicate directly with city planning departments, building departments, and other regulatory agencies to track and expedite permit approvals.
- Maintain accurate records of permit submissions, approvals, fees, and status updates.
- Coordinate with project managers, operations specialists' designers, salespersons, and clients to ensure permit requirements are met before fabrication and installation.
- Manage timelines to ensure permits are obtained in alignment with project schedules.
- Resolve permitting challenges by providing alternative solutions or negotiating with agencies when necessary.
- Provide regular updates to internal teams and clients regarding permit status.

Qualifications:

- High School Diploma or equivalent required. Associate or Bachelor's degree in a related field preferred.
- 2+ years' experience in permitting process, planning, project management or related administrative role (signage or construction industry preferred).
- Familiarity with municipal codes, zoning regulations, and building permit processes.
- Strong organizational and time management skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills for interaction with government agencies and clients.



- Proficiency with Microsoft Office Suite (Excel, Word, Outlook) and ability to learn permitting software or portals.
- Attention to detail and problem-solving skills.
- Ability to work independently while collaborating effectively with cross-functional teams.

Working Conditions/Physical Requirements:

- Ability to work minimum office hours of Monday – Friday, 8am – 4:30pm.
- This position follows a hybrid schedule with on-site work requirements.
- Requires a valid Washington State driver's license and an acceptable driving record for permit submissions and city meetings.
- Must pass pre-employment background check and comply with the company's drug and alcohol policy.
- The duties of this position require the employee to constantly operate a computer and other office equipment, as well as the ability to remain in a stationary position 50% of the time. The duties of this position also require the employee to frequently communicate with employees and clients, and the employee must be able to exchange accurate information in these situations.

Why Join Us?

We offer a competitive salary, \$26.00 - \$32.00 DOE, annual discretionary bonus, along with a comprehensive benefits package that includes medical, dental, vision coverage - with company covering approximately 90% of monthly premiums – as well as life and AD&D insurance, long-term disability, and a 401(k) plan. Our team members enjoy 2 weeks of paid time off to start with, 6 company-paid holidays, and the opportunity to work on high-visibility signage projects for well-known brands. Joining us means becoming part of a company where your contributions are recognized and where the work you do makes a visible impact in the community.

To Apply:

To apply, please submit your resume to hr@tubeart.com, or apply directly via our website: www.tubeart.com.

More about us:

The pillars we use to guide decision making can be found in our vision, mission and values.

Vision: To help people enjoy, identify, and navigate the spaces around them.

Mission: To craft complete branding and signage solutions that align people with the space they are in.

Values:

Forward Thinking: We use our strategic approach, vision, innovation, and adaptability to effectively navigate the ever-changing needs of our employees, clients, and our partners.

Authentic: We genuinely care about our work, each other, our clients, and our partners. Regardless of the challenges we face, we abide by our strong moral principles and always do the right thing.

Collaborative: We leverage the strengths of our employees, clients, and partners to deliver exceptional products and services that represent all facets of our company. We believe that when we bring diverse minds together, we create timeless products and achieve higher levels of success.

Dedicated: We have an unwavering commitment and devotion to our company, our clients, our partners, and each other.



Expertise: Our team demonstrates exceptional competence, mastery in our craft, and proven problem-solving techniques to deliver an extraordinary product.

Equal Opportunity Employer:

Tube Art Group is an Equal Opportunity Employer. We welcome and encourage applications from candidates of all backgrounds. We are committed to a workplace free from discrimination and harassment and comply with all Washington State and federal employment laws.