

## **BUILDING PERMIT TECHNICIAN**

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### **DEFINITION**

This class series, under general supervision, provides a variety of clerical support activities and services to the Building Division requiring specific knowledge of the technical aspects of the department's programs including; assisting the public in the application process for building permits and other developmental processes; assists in processing construction plans for commercial and residential projects; reviewing plans for the purposes of establishing valuation and computing plan check and various other fees; issues building permits "over the counter" for less complex structures such as patios, fences, pools, and small residential rooftop solar systems; interpreting codes for building contractors, architects, engineers, builders and the general public; and provides general planning information. Performs related duties.

### **DISTINGUISHING CHARACTERISTICS**

This position is a single position class and is responsible for performing a variety of technical and administrative duties under minimal supervision including calculating fees, reviewing permit applications, issuing building permits, and coordinating permit files. This person will be trained in the City's permit software and must have the capability of issuing building permits. Various general planning and plans examining skills are also required. Independent decision-making, good communication skills and an aptitude for customer service and essential requirements of this position. This classification differs from the next higher classification of Permit Inspector in that the latter performs more complex and detailed building division functions.

### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by employees in this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential functions for this class.*

1. Reviews permit applications for buildings and related construction involving installation, repair, replacement, and alteration for compliance with applicable codes and regulations; prepares building, mechanical, plumbing, and electrical permits.
2. Reviews applications for completeness and researches application and permit status; explains required inspections and construction requirements to owners, architects, engineers, contractors and the general public; prepares and maintains records and files for monitoring deficiencies and status of compliance.
3. Provides information to the public about the methods of construction and permit application procedures in person, over the telephone, or by way of email.
4. Performs "over the counter" plan reviews for simple projects such as patios, fences, pools, and small residential rooftop solar systems.

5. Issues building permits at the front counter once approved by the necessary staff members.
6. Provides explanations of the corrections needed on plans when requested by the public.
7. Provides general planning information to the public regarding zoning classifications and setback requirements for the building permit process.
8. Maintains familiarity with ordinance and procedural changes and implements those changes into existing procedures and processes.
9. Performs typing and clerical duties of a routine nature to complete the duties of the position.
10. Maintains office files and records as necessary.
11. Performs related duties as required and/or assigned.
12. Maintains field inspection records and reports as required for compliance with contract provisions and/or payment procedures; prepares plans; fields change orders and accounting records as authorized.
13. Performs, provides, and approves all necessary field testing of materials and constructing including compaction testing, concrete tests, percolation tests, testing of water and sewer lines.
14. Coordinates work with contractors, developers, other City departments, private and public accordance with standards, traffic section directives, and police or fire department requests.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Building Permit Technician. A typical way of obtaining the required qualifications is to possess a high school diploma and three years of increasingly responsible administrative experience in an engineering, building, or similar office OR an Associate's Degree in architecture, planning, construction technology, or a closely related field and one year of experience involving public contact.

### **Knowledge of:**

Principles, practices, and methods used in various land use and building construction areas, including: plumbing, electrical and mechanical; California construction codes such as the California Building Code, Energy Code, etc.; other applicable federal, state, and local laws, codes, and regulations including laws, ordinances, and codes related to building

construction and zoning; computer applications including word processing; public relations techniques and procedures; operational characteristics and use of standard equipment used in building inspection and the building trades; basic mathematics and statistical analysis; and occupational hazards and standard safety procedures.

**Ability to:**

Apply technical knowledge and follow proper technique to examine building plans and read and interpret building plans, specifications, codes, and ordinances; communicate effectively and tactfully with individuals and small groups verbally and in writing; handle multiple customers in a fast-paced environment; enforce necessary regulations with firmness and tact; establish and maintain effective working relationships with associates, officials, and the general public.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License.

Incumbents must possess a current certificate as a Building Permit Technician by a recognized code publishing organization such as the International Code Council (ICC), within one year of appointment.

**WORKING CONDITIONS**

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This position is typically situated in a standard office environment but requires standing, bending, walking, reaching, squatting, lifting, and repetitive hand movement in the performance of the daily duties. The incumbent will often work with constant interruptions.

Adopted July 18, 2017