

Class Code:
City of Anaheim
CLASS SPECIFICATION

CLASSIFICATION:
BUILDING PERMIT TECHNICIAN I/II

DEFINITION:

Building Permit Technician I: To provide customer assistance and service at the building permit counter; to respond to questions and inquiries regarding building permit application requirements and procedures; to receive and route plans to appropriate staff for review; and to issue approved building permits according to established procedures.

Building Permit Technician II: To provide information to the public regarding building ordinances, codes and regulations; to process and approve plans and permit applications; to check and approve plans and issue permits for patio covers, decks, garages, carports, retaining walls and block walls, swimming pools, spas and signs; to calculate and collect fees for permits and to reconcile daily fee receipts.

DISTINGUISHING CHARACTERISTICS

Building Permit Technician I: This entry-level class is responsible for providing customer assistance at the public counter or on the phone and for providing general information on permit application requirements and processes. This class is distinguished from the Permit Technician II in that the latter process more complicated projects, possesses an ICBO Certification, and has a minimum of two years of construction permit issuance experience.

Building Permit Technician II: This journey-level class is responsible for providing information to the public on building ordinances, codes, regulations and requirements; receive and review applications for building permits, approves and issues permits; calculates and collects fees; and performs plan review for minor projects. This class is distinguished from the Permit Technician I in that incumbents review and approve plans for minor projects, provide more in-depth code and regulatory information to the public, and have a minimum of two years of construction permit issuance experience. Certification as a Permit Technician is desirable. This class is distinguished from the Plan Checker I/II in that the latter conducts reviews of residential plans for compliance with established building codes and requires extensive experience in the building construction field as a journey-level trades person.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS – Responsibilities and duties may include, but are not limited to the following:

Provide information and assistance to the general public, contractors, engineers at the building permit counter and over the phone regarding permit application requirements and processes, building codes and regulations, plan requirements and permit fees

Receive and review building permit applications and related drawings for accuracy, completeness and compliance with established regulations; issue and record approved building permits; calculate, collect fees and reconcile daily receipts; categorize permit by type, valuation, census code, assessment and revenue collected; and issue inspection cards

Receive plan check submittals; route plans as appropriate for checking; receive approved plans to calculate fees; inform customers, builders and developers of plan check status by researching an automated system, logs and associated files

Prepare and maintain a variety of records on permit applications, plan submittals and approvals; research incomplete files including applicable fees due and new permits issued

Receive and approve plans and issue permits for patio covers, decks, garages, carports, retaining walls and block walls, swimming pools, spas and signs

Receive, type and file workers' compensation insurance certificates for construction projects

Research and issue certificates of occupancy

Perform related duties and responsibilities as required

JOB RELATED QUALIFICATIONS:

Building Permit Technician I:

Experience: Experience in performing clerical office duties and in reviewing, reading and understanding simple blue prints or interpreting and explaining simple building codes.

Knowledge of: Principles and practices of permit application review; Modern office procedures, methods and equipment, including computers; Data filing and retrieval; Principles of basic report preparation; principles and procedures of record keeping; customer service methods and techniques.

Ability to: Understand and interpret uniform building codes, ordinances and regulations; learn to analyze and review permits applications; respond to requests and inquiries from the general public; operate office equipment including computers, an automated tracking system and a variety of software programs including spreadsheet applications; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Building Permit Technician II

In addition to the qualifications for the Permit Technician I:

Experience: At the journey-level of skill in construction permit issuance for a public agency or its equivalent; or journey-level experience involving building design or construction work including general public contact.

Knowledge of: Principles and practices of permit application review and approval; uniform building codes, ordinances and regulations; basic blueprint/plan review.

Ability to: Analyze and review permit applications and approve as necessary; interpret and apply applicable building codes, ordinances and regulations; assess building valuations and figure appropriate permit fees; maintain complete and accurate records of plan checks and permit issuances.

License and/or Certification Required: Possession of an ICBO Permit Technician Certificate is desirable.

Physical Requirements: Work in an office environment; extensive public contact. Essential functions may require maintaining physical conditions necessary for standing or walking for prolonged periods of time; visual acuity for reading and interpreting permit applications.

Supervision Received: Works under the general supervision of the Permit Counter Supervisor who gives instructions and continuously reviews work in progress and completed work.

Career Ladder Information: Experience gained in the classification of Building Permit Technician II may serve to meet minimum qualifications for promotion to Permit Counter Supervisor.

FLSA Designation: Non-Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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