

## **BUILDING PERMIT TECHNICIAN**

### **DEFINITION**

Under general supervision, to provide customer assistance with building plan review and permit applications; to distribute building plans for plan checking; to receive applications and calculate fees; to issue over-the-counter permits; to perform basic plan checks for non-complex projects and minor residential additions and alterations; to provide organizational and technical support to the Building Inspection Division; to perform a variety of fiscal, statistical, and office support work; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is a fully experienced working level Building Permit Technician classification. Incumbents perform specialized support work in receiving permit applications, calculating fees, and providing information to the public as well as perform a variety of office, administrative, and fiscal support assignments. Incumbents are expected to become familiar with the policies, requirements, and procedures of the Building Division.

### **REPORTS TO**

Assistant City Manager/Community Development Director.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **ESSENTIAL FUNCTIONS**

Provides a variety of customer assistance in receiving permit applications, calculating fees, and issuing permits for the Building Division; answers inquiries and provides information about permit application procedures, fees, and requirements, referring customers to other department staff when necessary; issues over-the-counter permits according to federal, state, county, and City codes, laws, and regulations; researches property and building permit history for individuals and companies; reviews contractor license information and approvals for business licenses and building permits; receives documentation for a variety of commercial and residential projects, logging data, calculating fees, and distributing documents to appropriate staff; orders and maintains supply inventories; receives building plans, calculating plan check and building permit fees for plans submitted for review and noting type of construction and square footage or evaluated costs; types reports, letters, purchase orders, legal documents, and a variety of other documents from rough draft or copy; maintains and updates a log of building plans being reviewed by the Building Division; contacts other agencies or individuals to obtain documents or information; checks building plans and issues

building permits for minor residential additions and alterations, utilizing applicable standards and design aids; complies and verifies statistical and/or financial data for various reports; maintains records and files of building plans and documents; responds to public inquires regarding status of submitted projects and provides general information; inputs fee data for computerized record keeping; performs a variety of office and administrative support work for the department; and operates office equipment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; frequent contact with other staff and the public.

### **MINIUM QUALIFICATIONS**

#### **Knowledge of:**

- Building materials and modern methods of building construction.
- All Uniform Code, Title 24 and Zoning Ordinance.
- Operations, procedures, and requirements of the Building Inspection Division.
- Building plans, blueprint, site plans, maps, and civil drawings.
- Modern office methods and procedures.
- Computerized record keeping and fiscal systems.
- Mathematics related to the calculation of permit fees.
- Public relations techniques.
- Computers, word processor, spreadsheet, and database.

#### **Ability to:**

- Maintain systematic records.
- Read and interpret blueprints and plans.
- Advise on standard construction methods and requirements.
- Maintain cooperative working relations with builders, contractors, and the general public.
- Enforce necessary regulations with firmness and tact.
- Ability to obtain ICBO certification.
- Quickly obtain basic knowledge of codes and ordinances related to the issue of building and other permits.
- Perform basic plan checks for non-complex projects.
- Interpret City code enforcement requirements and interpret and explain

- applicable codes and ordinances.
- Perform complex, technical support work in the issue of City building permits.
- Perform a variety of fiscal, administrative, and office support work.
- Make arithmetical calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- One (1) year of responsible work experience in building design and plan checking support work, providing public assistance with the receipt of applications and the issue of permits including experience with computers, word processor, spreadsheet, and database.

**SPECIAL REQUIREMENTS**

- None.

**Education:**

- Equivalent to graduation from high school.

**License:**

- Possession of a valid California driver's license.

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