

PERMIT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, perform technical and administrative support functions related to the processing and issuance of building permits, including reviewing building permit applications, zoning codes and related documents to ensure completeness and compliance with relevant codes, regulations and policies; calculating and collecting fees; processes applications; provides information to the public; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Permit Technician class is responsible for processing building permit applications and for providing information to the public concerning the building permit process, requirements, codes, and inspection procedures. Incumbents are expected to utilize and apply independent judgment in permit intake and processing, interpreting regulations and policies, and calculating fees. Work is characterized by extensive use of electronic information, permit tracking systems, and substantial direct customer contact.

The Permit Technician is distinguished from the Administrative Clerk series in that the latter handles more administrative-type support duties for about half or more than half of the time whereas the Permit Technician handles the more technical permits processing duties for the preponderance of the time. The Permit Technician is further distinguished from the Building Inspector series in that the latter is responsible for performing building inspections and conducting field investigations to ensure compliance with relevant codes, regulations, and laws.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Advise contractors, developers, engineers, architects and the public on permit process requirements; assist the public in completing applications for building permits; explain reasons for routine denial of applications, identify additional requirements, and explain process for reapplying.
- Interpret and apply relevant codes, regulations, policies and procedures as they relate to the processing of permit applications.
- Review application and construction documents for completeness and compliance with requirements; route applications to appropriate staff for additional processing, including detailed plan checking; monitor and assure performance of stated processing time goals; ensure that all necessary documentation and reviews are complete; issue permits after approval is secured.
- Make determination from plans and related documents on building area, occupancy group, etc, and calculates and assess fees by using or measuring scale plan dimensions, project classification, and schedule of fees; present and collect fees.
- Record client data, services provided and charges; review file content for completeness, accuracy and consistency; research permit application status.
- Research, retrieve and review historical records as necessary; verify parcel ownership and check for violations and inspection history upon request.
- Collect and compile data and prepare reports, including construction related statistical information, fees collected, and credits used.

- Conduct less complicated plan reviews such as simple room additions, tenant improvements, air conditioners, and pool/spa installations to ensure compliance with building and zoning code regulations.
- Serve as liaison between building permit applicants and the referral division, department and outside agency; assist in resolving problems related to the permit review and issuance process.
- Prepare routine correspondence and supporting documentation; maintain accurate records and files.
- Perform administrative support work as assigned.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Procedures related to the processing of building permit applications
- Basic knowledge of Federal, state and municipal codes, ordinances, and regulations related to building construction, electrical, plumbing, mechanical, heating, and gas installations
- Basic math
- Basic plan check processes and procedures
- Zoning ordinances and building inspection methods and procedures
- Manual and automated filing and permit tracking and recordkeeping systems
- Proper English usage
- Basic office practices and procedures.

Ability to:

- Routinely and accurately apply City procedures, processes and regulations
- Understand and explain the permit process
- Follow oral and written directions
- Make decisions and independent judgments within established guidelines
- Read and understand construction drawings and blueprints
- Calculate fees and apply fee formulas to buildings or projects
- Take the initiative to keep important work progressing to completion within proscribed time frames
- Learn and operate the permit tracking software and system
- Establish and maintain effective, tactful, and courteous relations with co-workers, the general public, homeowners, and contractors.

Minimum Qualifications:

Education and/or Experience:

Two years of increasingly responsible clerical or technical work which included extensive public contact, including one year working in community development, building permitting, plan checking, building inspection, construction engineering, or a similar field. Completion of college-level course work in building construction, technical engineering, architecture, planning, or other closely related field is preferred.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up

work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Certificates:

Possession of an International Code Council (ICC) Permit Technician Certificate is preferred at hire, and required within before completion of the nine-month probationary period.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Permit Technician	9/2008			4440	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____