



Range: 17
FLSA: Non-exempt
Date: July 2025

Building Permit Technician

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

DEFINITION

Perform review of simple building construction and improvements within the City for compliance with the adopted building, mechanical, plumbing and electrical codes and related ordinances and laws, provides technical and administrative assistance to the Chief Building Official. Provide front counter assistance and customer service including the acceptance, processing and issuance of building permit applications and approved permits.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official.

ESSENTIAL MARGINAL AND FUNCTIONAL STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Serves as the department's first point of contact for customer interaction.
2. Performs basic building and zoning plan review functions, including review of construction drawings, site plans, and related documents for residential, commercial, and other types of development projects and improvements throughout the City within specified City and state regulations.
3. Identifies construction, plan, code, and regulatory deficiencies; prepares plan review correction lists of all deficient, incomplete or incorrect items and performs rechecks of corrected, revised plans and documents to ensure compliance with adopted building, electrical, plumbing, mechanical and related codes and ordinances prior to permit issuance.
4. Works with Chief Building Official to coordinate permit reviews, corrections, and approvals with other City departments and outside agencies having project jurisdiction prior to final permit approval and permit issuance to ensure complete approval and compliance with all adopted and required codes, ordinances, and statutes.

5. Determines, calculates, and documents all building permit, plan review and other related building fees in accordance with adopted fee schedules, policies and procedures.
6. Responds to and provides information to the public, contractors, architects, designers and homeowners regarding building codes and related regulations and ordinances; interprets and explains building code requirements consistent with City policy and procedure.
7. Creates permit files and distribute applications for review, updates and maintains permit records and permit activity.
8. Prioritizes and organizes work and assigned tasks for completion in order to best meet the City and customer service goals in accordance with City, state and federal regulations.
9. Tracks expiring permit applications; mails notices of pending expiration or personally contacts permit applicants; investigates unissued permits to determine status; closes out expired applications.
10. Assists Chief Building Official with the coordination of third-party plan review agencies as necessary to review final permit approval and permit issuance to ensure complete approval and compliance with all adopted and required codes, ordinances, and statutes.
11. Assists department staff with research and data collection.
12. Provides front counter assistance; assists customers with general department questions, requests, and complaints.
13. Performs a variety of clerical duties; answers phones, takes messages and forwards calls.
14. Processes, balances, and submits monthly reports regarding application and permit activity.
15. Performs simple building and zoning inspections as needed.
16. Works with and within City permitting software, policies, and procedures.
17. Performs related duties and responsibilities as required or otherwise assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, techniques, and safety standards related to simple building construction, repair, remodeling, and demolition.
- General principles of structural design and calculations, engineering, architecture, plan preparation and building construction.
- Simple building, plumbing, electrical, mechanical, accessibility and energy code requirements and the intent of such regulations.
- Federal, state, and local codes, ordinances and regulations related to building construction, repair, remodeling, and demolition.
- Related zoning, engineering, fire and health regulations and state licensing requirements and all other applicable policies, procedures, standards, and regulations.
- Hazards of the job and standard safety precautions.
- Principles and procedures of record keeping and document preparation.
- Building inspection, techniques, practices, and policies.
- Customer service standards and protocols.

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Work cooperatively with fellow employees to foster a positive work environment.
- Perform job in a courteous and professional manner.
- Encourage and facilitate an environment for building team efforts and problem solving of work-related issues by employees.
- Review, interpret and explain written documents, reports, and codes.
- Apply construction and code knowledge, follow normal plan review procedures to examine construction plans and documents and detect deviations from regulations, adopted codes and standard, acceptable construction practice.
- Clearly explain the requirements and intent of technical code requirements.
- Communicate clearly, verbally and in writing, code violations, plan deficiencies and construction requirements or methods necessary to obtain compliance with the adopted codes, ordinances, policies, and procedures.
- Enforce code and regulations with fairness, objectivity, firmness, politeness, and professionalism.
- Respond to and resolve difficult and sensitive complaints, conflicts and inquiries with courtesy and tact.
- Access, enter and research building permit and property data and information using a computer.
- Perform basic structural calculations utilizing tables, computer programs or manual calculations in order to determine the structural capabilities of joists, rafters, beams, headers, retaining walls, foundations, lintels and footings.
- Establish and maintain cooperative work relationships with those contacted during the course of the job.
- Maintain a mental capacity that allows the ability to make reasonable decisions demonstrating knowledge and intellectual capability.
- Maintain physical condition and appearance appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One or more years of experience performing front counter building/code functions, municipal plan reviews, building inspections, or construction experience involving plan preparation, inspection and code compliance related to building, electrical, mechanical, and plumbing trades.

Training:

Equivalent to the completion of twelfth grade supplemented by technical, vocational or apprenticeship training or significant experience in plan preparation, plan review, or building inspection.

Special Certifications:

Possession of an ICC Permit Technician certification within one year of appointment.

WORKING CONDITIONS**Environmental Conditions:**

Office environment utilizing office equipment, some general travel from site to site; exposure to dust, dirt, mud, noise, and inclement weather conditions; working at heights, around heavy equipment and construction materials and debris.

Physical Conditions:

Maintaining physical condition necessary for sitting, standing, walking, climbing, bending, stooping, kneeling, and crawling for prolonged periods of time; climbing stairs, ladders, steep inclines, bending and stooping; operating motorized vehicles; light to moderate lifting; general manual dexterity.