



## Building Permit Technician II

Department/Division:	Public Works/Building and Safety
Reports To:	Building and Safety Superintendent
Provides Direction To:	Not Applicable
Date Revised:	September 8, 2022

### GENERAL PURPOSE

Under general supervision, performs a wide range of building plan checks for residential, commercial, industrial, high rise, and special land and open space uses; researches permit requirements, calculates fees and schedules and tracks inspections; prepares monthly and annual revenue reports; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Building Permit Technician II is a full journey level technical classification. This classification is differentiated from the Building Permit Technician I in that it performs a broader range of plan reviews involving more specialized site conditions and construction standards. The Building Permit Technician II works under lesser supervision and prepares more varied administrative reports and records.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Provides quality customer service to the public regarding building and plan check submittal and review process, permitting steps, and code enforcement practices.
2. Reviews a wide range of plan checks involving residential, as well as commercial, industrial, high rise, and open space land uses and development plans.
3. Performs overview of plans for compliance with established submittal standards, and assists others involved in related community development activities, and researches codes and case files for prior actions involving properties.

4. Processes building permit applications using the City's permit tracking software application and directs parties to appropriate parties and other agencies given more complex questions as required.
5. Computes construction valuations based on industry standards; and verifies City, State, and Federal regulations pertaining to the issuance of permits to licensed contractors and property owners for building and construction projects.
6. Schedules inspections using tracking software and coordinates review and approval process with City departments and consultants; maintains department calendar.
7. Maintains permit applications and plans for plan checks, and archive records; tracks status of plan check and notifies applicants when permits are ready.
8. Prepares and processes legal notices, Certificates of Occupancy, and newly assigned addresses following City and County standards.
9. Researches and provides information in monthly and quarterly reports and industry surveys for other City departments and agencies; and completes special projects.
10. Composes letters, reports, and memos related to building permit activities and case files.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Plan checking and permit approval processes and procedures applied to a range of residential, commercial, industrial, and high rise land use and development activities; business inspection scheduling practices and data base research and reporting methods; general construction practices, methods, and terminology; building related codes and ordinances enforceable by the City, including the California Building, Electrical, Plumbing, and Mechanical Codes as well as federal, state, and local laws and regulations; record keeping principles and practices; modern office procedures and methods; permit processing and fee structures; data processing systems/applications.

### **Ability to:**

Conduct plan checks for a variety of types of land use development activities; interpret and explain building policies and procedures; read and interpret building plans, specifications, and building codes; classify, enter, compute, tabulate, and categorize data; apply policies, procedures, and standards to specific situations; work effectively and independently in the absence of supervision; quickly and accurately calculate fees and valuations; operate a computer and use a variety of word processing, spreadsheet,

and permit applications software for scheduling, research, and tracking purposes; communicate clearly and concisely, both verbally and in writing; deal tactfully and courteously with internal and external customers; maintain related files and records; establish and maintain effective working relationships with staff, property owners, developers, contractors and others.

**Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to attainment of high school graduation.

**Experience:** Three or more years of related building plan check and permit technical work, including the use of related software applications.

**License/Certificate:**

Possession of a Permit Technician Certificate issued by the International Code Council (I.C.C.).

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, controls and standard office equipment; and reach with hands and arms. The employee occasionally lifts and carries plans, permits, and other documents typically weighing less than 20 pounds. The employee is occasionally required to stoop, kneel, and crouch. The employee is frequently required to sit, stand, walk, and talk or hear. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and verbal communication skills; read and interpret data, information and

documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public, and occasionally deal with dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The employee works under office conditions involving a public counter and high telephone volume. The noise level is moderately quiet at below 80 decibels.