

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**BUILDING PERMITS TECHNICIAN I**  
Effective Date of Revision: XX/XX/XXXX

**CLASS SUMMARY:**

Under immediate supervision, incumbents in the class of Building Permits Technician I, learn a variety of technical duties to support the Building Division; learn how to assist engineers, architects, contractors, and homeowners by providing routine and technical information related to the issuance of permits; learn how to, and what technical information to provide regarding routine building code requirements and ordinances; learn how to assist the public in completing applications and other required forms. Employees may be promoted from the entry level to the journey level without further examination in flexibly-staffed classes.

**DISTINGUISHING CHARACTERISTICS:**

This entry level class to the Building Permits Technician series and is characterized by the responsibility of learning how to process building permit applications and for learning how and what information to provide to the public concerning the building permit process, requirements, codes and inspection procedures.

This class is distinguished from the:

- Building Permits Technician II class which must have the knowledge to perform the tasks of a Building Permits Technician I, but is responsible for performing these tasks with little or no supervision.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by a Building Official; but may receive technical or functional oversight from other technical or professional staff.
- No supervision is exercised over others.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Learns to receive, review and evaluate building permit applications for completeness and correctness; learns to review blueprints for completeness and accuracy; learns to clear all building permit applications; learns to issue permits after necessary approval is secured; learns to calculate square footage and determine cost per square foot based on use, occupancy and type of construction; learns to determine and collect building fees; learns to notify applicant when the building permit will be issued.
- Learns to verify parcel ownership and to check for violations and inspection history; learns to process over-the counter permits for repair in-kind, electrical, plumbing and mechanical for all use and occupancy applications; learns to

determine which agencies must review applications and to route building plans to various departments and agencies to process.

- Learns what information to provide to the public concerning building permit process requirements, codes and inspection procedures; learns to assist the public in completing applications for building permits; learns to receive various complaints and to route to the appropriate authority to resolve; learns to explain reasons for denial of applications; learns to explain additional requirements and the process for reapplying.
- Learns to establish account records; learns to assign/record permit identification code; learns how to record client data, services provided and charges; learns to review file content for completeness, accuracy and consistency; learns to sort, store and/or retrieve documents or records by alpha, numeric or other classification methods.
- Learns to perform a variety of general clerical tasks; operates typewriters, data/word processors, copiers and other office equipment; composes routine correspondence and/or prepares notices/forms of action taken; performs administrative tasks in support of work unit operations.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

- **Education:** High School diploma, GED, or equivalent.

**AND**

- **Experience:** One year of public contact work experience, which relates to land use regulations, the building process, construction, drafting or mapping. Six (6) of college course work in construction technology, blueprint reading, drafting or building inspection may be substituted for six months of experience.

#### **SUPPLEMENTAL INFORMATION:**

- Incumbent in this classification are expected to possess the skills, knowledge and abilities, have satisfactory performance as a Building Permits Technician I, and possess a valid International Code Council (ICC) Permit Technician Certificate to be eligible to be flexibly promoted to Building Permits Technician II.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Some knowledge of basic building codes, ordinances, regulations, laws, and rules.
- Some knowledge of basic construction drawing and blueprint reading.
- Some knowledge of the principles and techniques of building inspection work.
- Some knowledge of basic building methods and procedures.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.

- Working knowledge of office methods, procedures, and techniques; manual and automated filing systems; office equipment operation; business correspondence; record-keeping practices; correct English usage; standard operating policies, procedures and administrative structure.
- Bookkeeping practices as they relate to fee collection.

**Skill and/or Ability to:**

- Utilize basic office equipment to include computers and related software applications. Learn to look up, understand, apply, and explain laws, regulations and policies governing building and zoning program operations.
- Learn to read and review building plans and specifications for completeness.
- Learn to understand and apply building codes and ordinances for permits, plans and public inquiries.
- Learn to locate property on an assessor's parcel map and from property descriptions.
- Learn to calculate square footage.
- Learn to make decisions and independent judgments in accordance with codes and established policies and procedures.
- Learn to communicate information and ideas clearly, concisely, and effectively with people of diverse socio-economic backgrounds and temperaments both orally and in writing.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations. Learn to establish, maintain, and foster effective, positive, and harmonious working relationships with those contacted in the performance of required duties.
- Learn and when to refer clients to appropriate authority when needed.
- Learn to prepare brief narrative and statistical reports.
- Learn to maintain accurate records and document actions taken.
- Learn to research regulations, procedures and/or technical reference materials relating to building inspections; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Accurately add, subtract, multiply and divide and perform routine mathematical calculations in order to collect fees, disburse change, etc.

**PHYSICAL REQUIREMENTS:**

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.

- Lifting, Carrying, Pushing and Pulling -- Sedentary Work: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

**WORKING CONDITIONS:**

- Office Work: Employees in this class will most often be working in an office setting.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: January 10, 2007
- Date Adopted by the Board of Supervisors: February 13, 2007
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 572010