

## COUNTY OF SOLANO

### BUILDING PERMITS TECHNICIAN II

Rev. 1/07

#### **DEFINITION**

Performs a variety of technical duties to support the Building Division; assists engineers, architects, contractors, and homeowners by providing routine and technical information related to the issuance of permits; provides technical information regarding routine building code requirements and ordinances; assists the public in completing applications and other required forms.

#### **CLASS CHARACTERISTICS**

This journey level class is characterized by the responsibility to process building permit applications and for providing information to the public concerning the building permit process, requirements, codes and inspection procedures. The Building Permits Technician II is distinguished from Senior Building Permits Technician in that the latter must have ICBO Certification and is responsible for performing as a lead worker and providing functional oversight of professional and support staff and ensures compliance with zoning, subdivision, land use and building construction laws.

#### **SUPERVISION RECEIVED AND EXERCISED**

Reports and receives general supervision from the Building Official; may receive technical or functional supervision from the Senior Building Permits Technician or other technical or professional staff.

Exercises no supervision over others.

#### **EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Receives, reviews and evaluates building permit applications for completeness and correctness; reviews blueprints for completeness and accuracy; clears all building permit applications; issues permits after necessary approval is secured; calculates square footage and determines cost per square foot based on use, occupancy and type of construction; determines and collects building fees; notifies applicant when the building permit will be issued. Verifies parcel ownership and checks for violations and inspection history; processes over-the counter permits for repair in-kind, electrical, plumbing and mechanical for all use and occupancy applications; determines which agencies must review applications and routes building plans to various departments and agencies to process.

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Provides information to the public concerning building permit process requirements, codes and inspection procedures; assists the public in completing applications for building permits; receives various complaints and routes to the appropriate authority to resolve; explains reasons for denial of applications; explains additional requirements and the process for reapplying.

Establishes account records; assigns/records permit identification code; records client data, services provided and charges; reviews file content for completeness, accuracy and consistency; sorts, stores and/or retrieves documents or records by alpha, numeric or other classification methods.

Performs 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.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Basic building codes, ordinances, regulations, laws, and rules.

Basics of construction drawing and blueprint reading.

Principles and techniques of building inspection work.

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.

#### **Skills to:**

Utilize basic office equipment.

#### **Ability to:**

Understand, research and explain laws, regulations and policies governing building and zoning program operations.

Read and review building plans and specifications for completeness.

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Understand and apply building codes and ordinances for permits, plans and public inquiries.

Locate property on an assessors parcel map and from property descriptions.

Calculate square footage.

Accurately add, subtract, multiply and divide.

Make decisions and independent judgments in accordance with codes and established policies and procedures.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Refer clients to appropriate authority when needed.

Prepare brief narrative and statistical reports.

Maintain accurate records and document actions taken.

Research regulations, procedures and/or technical reference materials relating to building inspections.

### **Experience and Education/Training**

#### **Experience:**

One year experience equivalent to a Building Permits Technician I in Solano County. One year of college course work in construction technology, blueprint reading, drafting, building inspection may be substituted for six months of experience.

#### **Education/Training:**

High School diploma.

Twelve (12) Units in construction, building codes, and/or blueprint reading from a Vocational or technical school. .

### **SPECIAL REQUIREMENTS**

Will be required to pass a physical exam and pass a drug test as a condition of hire.

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**SUPPLEMENTAL INFORMATION**

Incumbents in this class are re-allocated from the position of Building Permits Technician I upon the successful completion of one-year of satisfactory performance in the Building Permits Technician I class.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

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Director of Human Resources

**Established Date:** July, 1992

**Revised Date:** January 10, 2007

**BOS Date:** February 13, 2007