

Permit Technician - 14

EXAM ID	CATEGORY	STATE	TYPE	CODE YEAR
14	Code Enforcement National/All National Certification			2021 ▾

- [INFO](#)
- [OUTLINE](#)

SCOPE

The Permit Technician possesses the ability to exercise independent judgement in evaluating situations and in making determinations at the issuance counter, and understands the basic construction components and practices associated with the project. Provides technical assistance in the issuance of construction and development permits to ensure compliance with the provisions of State and local jurisdictions' adopted development regulations and codes.

REFERENCES

Legal Aspects of Code Administration, 2017 Edition	\$52.25
Basic Code Enforcement Second Edition	\$58.25
2021 International Building Code® (Soft Cover)	\$192.00
2021 International Zoning Code®	\$53.75

COMMENT

---See Note at Bottom of Outline for Details on the International Building Code

You may use either the Basic Code Enforcement and/or Basic Code Enforcement workbook

Any copyrighted, bound book may be used at a test site. Exam questions will only come from the listed approved references, and exam appeals may only be based on the listed approved references.

QUESTIONS 60
TIME LIMIT 2 Hours
OPEN BOOK? Open

AVAILABLE METHODS

Proctored Online Testing

\$290.00

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General Administration

39%

Customer Service

Interview customers and determine their needs and assess the scope of their project and direct them. Communicate with customers and staff using the appropriate terminology. 7%

Educate customers. Employ organizational skills.

Project Applications

Verify that the project has all prerequisite approvals. Verify that application and the project information provided is complete and is acceptable. Verify professional and contractor licensing where necessary. 9%

Basic Building Concepts

Review the basic building concepts on plans for content. Verify basic details, elements or components of plans for completeness. 8%

Permit Issuance and Fees

Process documents for required approvals. Calculate and verify valuations and fees and accept financial guarantees. Issue permits. 8%

Inspections and Certificate of Occupancy

Accept inspection requests. Verify that special inspections are performed where required. Track permit status. 7%

Coordinate approvals for and prepare the Certificate of Occupancy.

Legal Aspects

22%

Public Information and Legal

For new and existing projects, answer questions about the need for approvals, permits and inspections, general code compliance of designs, procedures and materials. Address liability and public disclosure issues when necessary. 10%

Records Management

Verify that the necessary documents are retained for the period required and available as needed. 4%

Record Research

5%

Research and document project history and code compliance.

Appeals and Revocation

Process appeals and suspension or revocation of approvals, 3% decisions and/or permits.

Plans and Documents

25%

Review Related Documents

Verify content of plans, engineered construction drawings and/or specifications for submittal. Determine the need and/or level of review. 9%

Occupancy Group and Type of Construction

Verify that the occupancy classifications and the types of construction are designated on the plans and/or permit documents. 6%

Read Maps

Read and identify map and plat/tract specifications and components. 5%

Perform Calculations and Use Scales

Use architectural and engineering scales to determine basic dimensions and calculate areas and percentages. 5%

Zoning and Site Development

14%

Land Use

Explain the site plan review process or developmental plan review and land use codes. 4%

Right-of-Way, Utilities and Easements

Determine public right-of-way and private and public easements. Regulate construction in public right-of-way. 5%

Site Plan Review

Verify structure location on the lot, zoning and engineering requirements. Verify required set back and percentage of lot coverage. Recognize the need for variances. 5%

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