



CLASSIFICATION NO. 053  
Established: 2/00  
Revised: 5/05, 4/18, 8/24, 12/25  
FLSA: Non-Exempt  
EEO: 5

## **PERMITS TECHNICIAN**

### **CLASS CHARACTERISTICS**

Under general supervision, to provide information to the general public about State of Oregon adopted codes, rules and laws governing construction of buildings and facilities, site and septic systems, permit applications, inspection processes and procedures, siting of manufactured dwellings, and disposal, grading or erosion control regulations; to check submitted plan review packages for completeness and compliance; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Permits Technician is an advanced journey-level classification that assists and informs customers about County permit processes and applications, codes, rules and laws within the Department of Transportation or the Water Environment Services areas. The incumbents verify that pre-requisite approvals are met, plans and drawings are complete and ready for review, performs some minor/simple plan review, and provides information about the submittal and inspection processes. The Permits Technician processes permit renewals and permit extension requests.

The Permits Technician differs from the Permits Specialist, which serves as the first point of contact to the general public with permit applications and record keeping functions related to permits, inspection reports, code complaints and enforcement processes, but does not have responsibility to intake completed plans, and verify that all plan review packages are complete and ready for review. It is further distinguished from the Permits Technician, Senior which serves as the technical expert for permitting software, with responsibility for troubleshooting issues for Technology Services, as well as regular involvement with complex permit processes and projects. The Permits Technician also differs from the Plans Examiner – Residential, which reviews residential building plans for compliance with structural, mechanical and life safety codes, requiring more advanced certification.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists builders, contractors, developers, and the general public at the customer service counter, or on the phone, with information on general construction documents and processes, current applicable State statutes/codes, County rules and regulations; answers questions regarding septic tank, grading, erosion control processes, soil feasibility studies, soil investigations, public sewer extension, sanitary and storm sewer connections, existing septic system reviews and procedures; and policies and procedures related to plan review with the county.

2. Reviews construction documents, site plans, and permit applications for completeness and compliance to required documentation, numbers and types of plan drawings to comply with state, local, and County codes, ordinances, and regulations; assists in distributing additional or revised plan review information to appropriate staff; determines when State or other agency permits are required before a local permit can be issued; refers customer to appropriate agency; identifies which plans require approvals from other state, county, or municipal organizations before submission for plan review; reviews Planning Department applications ensuring proper submittal documentation for consistency with control regulations, DEQ rules and County codes.
3. Issues building, mechanical, manufactured dwelling, demolition, grading, plumbing, electrical, site and septic system permits and inspection completion certificates based on information provided by the customer; determines type(s) of permits needed; calculates and collects permit fee estimates and charges; issues receipts and balances cash drawer receipts; monitors the permit and plan review status and provides current information to staff and the public; updates, maintains, and monitors the permit tracking system; enters information into permit files.
4. Researches county records, computer files, files, and other sources for building information to respond to customer inquiries; verifies when contractor licensing is necessary confirms licensing status and verifies contractor has correct licensing for type of permit application submitted; prepares reports and completes correspondence regarding field investigations; maintain records, inspection reports, certificates and other program records.
5. Receives complaints from the general public regarding violations of County codes and ordinances; compiles records of property and owner(s)/violation(s); requests inspections to verify violations; prepares correspondence to violator when violations are confirmed; routes complaints/files to higher level staff; follows up on complaints until violations are resolved.
6. Assembles residential and commercial plans for permit issuance by transferring all marks and stamps, assembling addenda and written materials, and verifying that all other department reviews have been completed and approved.
7. Participates in developing procedures, routines, forms, and record keeping systems, which assist in the plan review process; may assist in writing and implement procedures for new processes.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working Knowledge of: State building codes for residential and commercial construction; county building permit procedures and policies; county land use regulations; blueprint reading and standards; documents and drawings required for plan review purposes; county building inspection processes and procedures; Department of Environmental Quality regulations, septic systems design standards and procedures; standard office practices and procedures; record keeping, computerized or automated information systems and databases; business English, spelling and arithmetic.

Skill to: Accurately explain building codes, ordinances, permit processes and procedures; review construction documents to assess completeness of applications; read and interpret blueprints and information on varied technical documents, maps and records for completeness; gather and compile technical information for permit applications; interpret rules, requirements

and Clackamas County Ordinances; operate office equipment and machinery; establish and maintain manual and computerized records; receive, calculate and reconcile payments; communicate effectively, both orally and in writing; develop office policies and procedures; establish and maintain effective working relationships with the public, other agencies, county departments, and other county employees.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Positions within the Building Codes Division require possession of ICC (International Code Council) Permit Technician certification within six (6) months of hire.

### **OTHER INFORMATION**

The Permits Technician is part of a promotional path within the Building Codes Division. Incumbents in the Permits Technician classification may be promoted to open positions in the Plans Examiner – Residential classification upon satisfactory completion of an approved training and development plan. Possession of the required knowledge, skills and abilities at the higher level must be documented in an approved promotional evaluation.