

Permit Technician I, II, III

An Overview

The Permit Technician I, II and III are part of a career ladder with increasing responsibilities. As a Permit Technician I or II, you will review and process applications for permits, issue permits, collect data, and respond to inquiries concerning the Virginia building and construction codes. Incumbents in this class must be able to read and understand plats, construction plans, perform basic engineering calculations, and operate related professional office software. As a Permit Technician III, you will manage specific permit program(s) as assigned with oversight from the, perform plan completeness and non-structural plan intake review with limited oversight. This position assumes supervisory responsibilities in the absence of the Permit Center Division Chief. The incumbent performs related work as required.

The Opportunity – Examples of Work

- Demonstrates knowledge and practice of outstanding customer service skills;
- Assist customers in reviewing necessary documents for approvals provided by other City departments prior to issuing permits from the Department of Code Administration;
- Provides information to the public regarding various Virginia building code regulations, City of Alexandria codes and the department's permitting policies, procedures and licensing requirements; responds to telephone inquiries regarding permits, process, procedures and handles complaints;
- Review, process and issue electronic construction related permits;
- Verify contractor and business licensing by the Commonwealth of Virginia and the City of Alexandria; Verify that plans are complete and all required information has been submitted;
- Interacts with outside architectural/ engineering and design firms, contractors and homeowners via in-person, telephone and e-mail; Refers callers to appropriate City agencies to handle request and/or complaints;
- Calculates permit fees based on established fee schedule;
- Determines the appropriate departments for review;
- Performs related work as required.

The Ideal Candidate

The ideal candidate should be able to acquire and apply knowledge of the City of Alexandria permit process and requirements to obtain construction related permits. Demonstrate completion of both the Virginia Department of Housing and Community Development Core Academy and Permit Technician Course modules and be able to understand and apply the Virginia Uniform Statewide Building Codes. The candidate should be able to achieve and foster partnerships with all customers, both internal and external, to provide a safe and healthy built environment.

Permit Technician I

To qualify for the Permit Technician I position, all candidates must possess a high school diploma or GED; experience in paraprofessional engineering, drafting, architectural work or construction and code related fields. Completion of the Virginia Department of Housing and Community Development Core Academy and Permit Technician Course modules within 180 days after their original appointment. Successful completion of the Permit Technician I certifications and requirements as prescribed in the current Permit Technician Career Ladder Matrix and successful completion of the National Incident Management Systems (NIMS) ICS 100 and 700 certifications within the employee's probationary period of twelve (12) months.

Permit Technician II

To qualify for the Permit Technician II position, all candidates must possess a high school diploma or GED; experience in paraprofessional engineering, drafting, architectural work or construction and code related fields. Demonstrate knowledge regarding residential plan review requirements; or at least one year of satisfactory performance as a Permit Technician I with the City of Alexandria; or any equivalent combination of education, training and experience. Successful completion of the Permit Technician certification. Completion of the Virginia Building Code Academy Residential Plan Review module. Permit Technician II certification and requirements as prescribed in the current Permit Technician Career Ladder Matrix.

Permit Technician III

To qualify for the Permit Technician II position, all candidates must possess a high school diploma or GED; experience in paraprofessional engineering, drafting, architectural work or construction and code related fields. Demonstrate a thorough knowledge regarding residential and commercial non-structural plan review as it relates to plan completeness reviews; or at least two years of satisfactory performance as Permit Technician II level with the City of Alexandria; or any equivalent combination of education, training and experience. Completion of a recognized drafting certificate program; or Virginia Department of Housing and Community Development residential or non-residential plan review certification.

About the Department

The City of Alexandria's [Department of Code Administration](#)'s focus is to assist customers to achieve compliance with the Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. The department contains five divisions: The Permit Center, Property Maintenance Inspections, New Construction Inspections,

Plan Review Services, and Administrative Services. If you are curious for a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

Notes

- Successful completion of the following within the employee's probationary period of twelve (12) months after their original appointment:
 - Permit Technician I certifications and requirements as prescribed in the current Permit Technician Career Ladder Matrix and as may be required from the Virginia Department of Housing and Community Development
 - National Incident Management Systems (NIMS) ICS-100 & 700 certifications