

## **Permit Technician (I or II)**

### **An Overview**

The Permit Technician I and II 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 plans, construction plans, perform basic engineering calculations, and operate related professional office software. The incumbent performs related work as required.

### **The Opportunity**

- 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.

## **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**

### **CERTIFICATES AND LICENSES REQUIREMENTS:**

- Completion of the Virginia Department of Housing and Community Development Core Academy and Permit Technician Course modules within the first 180 days.
- 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
  - This position requires the successful completion of pre-employment background checks including but not limited to driving record check, previous education and employment verification, and criminal background check.

Permit Technician positions may be filled at level I or II based on candidate's experience and qualifications.

Salary Level I - \$41,005.64 - \$72,163.26 Annually  
Salary Level II - \$44,970.12 - \$79,136.46 Annually