



ICC Ad Hoc Permit Tech Committee Report for the Board of Directors

To better meet the needs of the permit technician and raise awareness through certification, training and chapter activities, the committee recommends the ICC Board of Directors approve the following items and direct staff to begin implementation as soon as work programs and budget allow:

1. Bundle the permit technician certification study materials to make the study materials more affordable.
2. Request the certification committee review the reference documents for the permit technician exam for relevancy to the exam. Request the publications department define the purpose of the *2006 Permit Technician Study Companion* and, if applicable, have the certification committee consider it as a reference document for the exam.
3. Give each permit technician chapter one set of certification study materials related to the permit technician test to assist them in starting a lending library and promoting certification.
4. Submit the permit technician category to the list of national job descriptions. (The Committee has developed a permit technician job description.)
5. Request BIPS re-evaluate the current permit technician certification test. The job of today's permit technician is more technical in nature and the test is no longer meeting the demands being placed on permit technicians.
6. Review IAS to determine if certified permit technician is included or can be added to the IAS Building Department Evaluation criteria.
7. Create a page on the ICC web site dedicated to the permit technician, their career path, training opportunities and certification.
8. Revise the current 3-day, entry-level "Fundamentals of I-Codes for Permit Technician" course to a 2-day, basic class. Then, roll the technical issues from this existing class into a new course to be developed that covers over-the-counter basic permitting processes and procedures for permit technicians as it relates to residential permit submittal and plan review activities for patio covers, room additions, decks, garages, hot tubs and other items. Suggested title for new, second level course is "Fundamentals of Over-the-Counter Permits Process & Review."
9. Should current certification test be modified as suggested in #5 above, develop related training as necessary.

The following items are in progress and included for information only:

- Existing chapters are working towards developing a national network of permit technicians who can act as mentors to encourage certification as well as act as a resource for people who are interested in entering the permit technician profession.
- A new brochure entitled "A Career as A Permit Technician" has been submitted to VP Marketing for review and approval.
- A modification to the existing "Careers in Code Enforcement" brochure was sent to VP Marketing that would include the permit technician profession.

- An annual, electronic publication entitled “National Permit Technician Bulletin” is being produced through a volunteer effort by existing chapters to be posted on their websites. It will raise the awareness of the professional permit technician, create networking across the US and Canada, promote current chapters, encourage new chapters and highlight ICC education, training and certification opportunities. The committee has requested it be posted on the ICC website as well.
- The VP Product Development approved a complimentary booth space for the permit technicians at the 2008 ICC Annual Conference for the purpose of promoting the permit technician profession. Many members of the committee have already volunteered to assist with development of the booth at the annual meeting and as many as possible will be there to staff the booth.

It is also our recommendation that the status of the committee be maintained in its current Ad Hoc status for participation where necessary for implementation of the items of this report. Assuming new materials and training will be developed this committee can assist staff in its development.

The committee would like to thank the ICC Board of Directors for its support of this very important cause. By approving this Ad Hoc Committee the profile of the permit technicians was immediately brought to the attention of the members and the ICC Chapters. With your approval of the committee recommendations permit technicians around the country will gain much needed recognition for what they do and our chapters and the ICC will also be taking additional steps to achieve our mission of providing the highest quality codes, standards, products, and services. The committee would also like to recognize Sara Yerkes, Laura Scott and Patty Bond for their staff support of this committee.

Respectfully submitted,

John Darnall, CBO
Chair, ICC Ad Hoc Permit Tech Committee