**Member Support**

WSAPT is here to help! Our organization is very active in providing our members benefits to assist and enhance their profession. Several ways that we provide services are:

- Educational seminars provided several times a year which are open to both members and non members of WSAPT
- Specialized certification training course is available once a year at alternating east and west sites for those interested in obtaining the ICC Permit Technician Certification
- WSAPT website access which includes:
  - Up to date news bulletins and newsletters
  - Seminars available in Washington
  - Employment Opportunities
  - Legislative issue updates
  - Discussion Board
  - Lending Library
  - Scholarship programs
  - Merchandise sales information on WSAPT items
  - Forms/Policies/Agendas/Meeting Minutes
  - Links to Permit Technician Chapters and other sites of interest
- WSAPT mentor program is available to any member who would like more information on volunteer opportunities or certification study groups
- National Permit Technician Focus Group Newsletter published once a year
- Women in Code Enforcement ICC Chapter available for membership
- Scholarships for higher learning available to members, children of members and other Washington State ICC Chapter members. ICC Permit Technician certification reimbursement program is also available.
- Member of the Year recognition
- Assistance with members who have survey questions on behalf of their jurisdiction
- Networking with your peers
- Encouragement to achieve your goals

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**Table of Contents**

- Overview of the Permit Technician Profession 2
- Chapter History 3-4
- Chapter Organization 5
- Chapter Purpose 6
- Chapter Benefits 7
- Certification 8-12
- Educational Offerings 13-14
- Chapter Goals and Responsibilities to ICC 15
- Member Support 16
Overview of the Permit Technician Profession

The Permit Technician Profession is often referred to as the “front counter staff”. This position has varied job titles but generally is considered the first person the customer comes in contact with. Duties for this profession may include; answering building code and zoning questions, intake, coordination and issuance of construction and other related permits, some degree of construction plan review, records management and customer and staff support.

It is important to note that customer service plays an integral part of this position and because of that the permit technician position is required to be skilled in various customer service techniques in order to effectively represent his/her organization.

Training and education for this profession may include; a proficiency in construction terminology, understanding and interpretation a wide variety of construction drawings and other related documents, skills in applying code requirements to such construction materials and general to specific knowledge of building and other related codes and ordinances. The use of various technology dealing with permit tracking software and general office practices are also basic requirements of this position.

The Permit Technician position is a valuable member of the office team environment. By possessing a wide variety of knowledge in different areas this profession provides a resource for both customer and staff during the permit process.

It is up to all of us to promote our profession and encourage increased visibility to ensure the awareness of our role as Permit Technicians is recognized within our communities, nationally and among our peers as a viable profession.

Chapter Goals and Responsibilities to ICC

WSAPT supports the goals and objectives of the International Code Council. Several ways that individual members can also show support include:

- Obtain ICC Permit Technician certification and other categories of certifications to enhance your commitment and professionalism
- Join ICC yearly as an individual certified member
- Attend an ICC Annual Business Meeting
- Participate in the ICC Code Development Process
- Contribute to the many ICC charities and funds
- Write an article for the ICC Chapter E-News or other ICC advertisements
- Participate in Building Safety Week activities
- Be supportive of your local ICC Chapter by attending educational opportunities
- Volunteer for local, state and national chapter and ICC committee positions
- Support community involvement programs which benefit the objectives of ICC and your chapter
**Educational Offerings**

**Advanced Training**

Our association also offers advanced training throughout the year for those interested in obtaining additional ICC Certifications in areas of:

- Inspection
- Plan Review
- Property Maintenance
- Code Enforcement
- Building Code Updates

Other training opportunities are also available for:

- Personal improvement skills
- Team training
- Record and file management
- Dealing with difficult people and other front office skills
- FEMA training
- Legal description training
- WA. Labor and Industries training on various topics
- WA. State Archives training
- Raising the awareness of the Permit Technician profession

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**Chapter History**

On November 3, 1995, Permit Technicians and Coordinators met at Alpental Lodge located at Snoqualmie Pass, Washington. This symbolic location represented the joining of our state’s west side and east side Permit Technicians and Coordinators and also marked the beginning of APT.

The main topics of discussion centered on forming a chapter of ICBO, creating a certification category of permit technicians and developing education offerings for permit technicians. The idea for chapter formation came about through the members of WABO (Washington Association of Building Officials) in June of 1994. Staff from the City of Bothell and Skagit County subsequently requested jurisdictions to support the permit technician formation and certification goals. Shortly after this request WABO forwarded their full support of permit technician certification to ICBO and the wheels were in motion.

During the Snoqualmie meeting, Roxanne Michael, Building Official for Skagit County opened the meeting by congratulating the participants on starting a movement that had the potential to become regional or nationwide and informed the group that “The whole country is watching this!” The group decided to call themselves “The Association of Permit Technicians” and adopted the motto, “APT, to be right the first time around”. An interim board of directors was formed and plans for incorporation were made.

More than sixty participants attended this meeting representing receptionists, permit technicians, permit coordinators, engineering aids and counter supervisors.
Building Officials in attendance shared their experiences in starting their own chapters of ICBO and committed to assist the group in their future endeavors to organize. Gerald McKee, a member of the ICBO Education Committee and Chair of the sub-committee on permit technician certification spoke to the group. While the permit technician subcommittee had been formed since 1993, little progress was made at that time. With the renewed interest and commitment from Washington, Oregon and the Pacific Northwest Mr. McKee was confident that the permit technician certification would become a reality. The group was charged with compiling information for a general job duty description that test questions could be based upon for certification.

In May of 1996 the first officers were elected, semi annual meetings were held and in January 1999 the ICBO chapter designation was official. In September of 1998 our members began obtaining ICBO Permit Technician Certifications. Our chapter will always be grateful for the support and encouragement from the members of WABO and ICBO. It has been a great journey and we look forward to the future endeavors with ICC in elevating the permit technician profession.

Certification Training

Washington State Association of Permit Technicians is committed to providing certification training on a yearly basis for our members. It is our hope that every member within our association will obtain Permit Technician Certification. This certification not only confirms your knowledge, it shows your commitment as a code professional. WSAPT recognizes this accomplishment during our membership meetings, newsletter publications and website postings. WSAPT offers a certification study preparedness course once per year alternating between the west and east sides of the state.

We contract with qualified instructors from ICC trainers, local building officials, chapter leaders and experts in the code field to ensure your training experience is informative, educational and productive.
**Certification**

Q: How often can I take the exam?

A: During any six (6) month period and for any one certification category, you may take the exam using the CBT method a total of two (2) times, if necessary, to pass the exam. Taking the examination in one category has no effect on testing for the six-month period for another category. Candidates who choose the paper and pencil administration method may take the same exam at each administration, if they so choose.

**Certification Scholarship Awards**

WSAPT offers two scholarships yearly for certification testing fee reimbursement for those members who successfully pass the certification test and are not reimbursed by an employer. Advanced study scholarships are awarded yearly on behalf of the Paula K. Strutzel Memorial Fund. For more scholarship information visit: [www.wsapt.org/scholarship](http://www.wsapt.org/scholarship)

**A Permit Technician’s Exam Advice**

The exam was designed to be “self-study”. This is something you can study for and achieve without a structured class. Since the exam is open book, just learn where and how to find the information, and you will do fine. Go with the answer that is most correct. The answers may be tweaked to be almost right, except for a word or two. If the answer says “may require” and the code says “shall require”, whichever best fits “shall” would be correct. The codes were written such that people shall comply with the code.

Good luck on the test!

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**Chapter Organization**

Our association membership is composed of persons currently working for a municipality or related industries. We have an elected executive board consisting of a President, Immediate Past President, First Vice President, Second Vice President, Recorder, and Treasurer. Each of these board members is a liaison to various committee chairs, which consist of the following committees:

- **Administration**: This committee shall be responsible for scheduling and reserving facilities for the semi-annual meetings; make arrangements for various activities at such meetings.
- **Bylaws**: This committee shall review all proposed changes to the bylaws for action by the board.
- **Code Development/Legislative**: This committee shall review all suggested IBC/IRC code revision amendments and bring legislative issue that may be of interest to the membership.
- **Education/Certification**: This committee shall develop and maintain all materials and programs necessary to initiate and carry on education and training.
- **Membership**: This committee shall maintain the membership roster and actively promote membership in the Association.
- **Newsletter**: This committee shall publish and distribute newsletter and other items of interest to the membership.
- **Peer**: This committee shall act as a host for the membership and other outside agencies by promotion and incentives.
- **Scholarship/Awards**: This committee shall promote scholarship opportunities and member of the year award to members of the Association.

Memberships within the organization includes the following categories:

- Governmental Voting
- Non-Voting
- Intern
- Student
- Honorary
- Retired
Chapter Purpose

This association is organized to:

- Support, organize and participate in educational seminars and training programs relating to practices, procedures, administration and enforcement of permitting activities and building codes
- Advance the standardization of this profession within the jurisdictions engaged in building, land use and development regulations
- Promote the value and professional recognition of Permit Technicians
- Encourage the application of distinctive knowledge and skills of Permit Technicians for the benefit of the jurisdiction, community and profession
- Promote the attainment of ICC Certification for Permit Technicians
- Support the goals and objectives of the International Code Council

Frequently Asked Questions

Q: How do I begin the process for certification?
A: The first step is to obtain a current copy of the Candidate Bulletin. You can download the pamphlet at ICC/Candidate Bulletin or for a paper copy, call ICC at 1-888-ICC-SAFE.

Q: How do I sign up to take the exam?
A: Before registering for an exam, be sure to review the Candidate Bulletin. Computer based format exams are scheduled by calling the Pearson VUE at 1-800-275-8301 (Pearson VUE is a professional testing agency that administers test(s) for ICC). See the Candidates Bulletin for full information on exam payment, cancellation policy, and location & date availability. Pencil and paper format exams can be scheduled online.

Q: When can I take the exam?
A: Pearson VUE offers the computer based format exam at various sites located throughout Washington State, Tuesday through Saturday. ICC offers paper/pencil format, currently available only in Bellevue, WA.

Q: Can I reschedule or cancel my exam?
A: Refer to the Candidate Bulletin for Computer based exam and Paper/Pencil exam cancellation/rescheduling information. Refunds differ, be sure to read the bulletin!

Q: Can I get my results over the phone?
A: No. Due to a Student Privacy Act, ICC cannot release any results over the phone.

Q: When do I receive my results?
A: All paper/pencil results are mailed within 4 weeks of the test date. Computer exam results are given immediately on site.

Q: Are there any practice exams or courses to study for the exam?
A: Yes, ICC Campus Online offers a Permit Technician online study course. Check the website for up-to-date fees and course information @ www.icc.org/training/campus
**Certification**

**Records Management**
Verify that the necessary documents are retained for the period required and available as needed.

**Record Research**
Research and document project history and code compliance.

**Appeals and Revocation**
Process appeals and suspension or revocation of approvals, decisions and/or permits.

**Plans & Documents - 15 questions, 25%**

**Review Related Documents**
Verify content of plans, engineered construction drawings and/or specifications for submittal. Determine the need and/or level of review.

**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.

**Read Maps**
Read and identify map and plat/tract specifications and components.

**Perform Calculations and Use Scales**
Use architectural and engineering scales to determine basic dimensions and calculate areas and percentages.

**Zoning & Site Development - 9 questions, 14%**

**Land Use**
Explain the site plan review process or developmental plan review and land use codes.

**Right-of-Way, Utilities and Easements**

**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.

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**Chapter Benefits**

There is no better time to join the Washington State Association of Permit Technicians! WSAPT is an exciting organization designed to assist Permit Technicians succeed in their profession by providing training, networking, support and a wide variety of educational opportunities.

**MEMBERSHIP WITH A PROFESSIONAL ORGANIZATION:**
- Promotes and supports the ideals of the ICC.
- Promotes development of professional skills.

**EDUCATION BENEFITS:**
- Permit Technician educational conferences and training days held throughout the year.
- A wide variety of meeting topics specifically designed to educate participants.

**CONTINUING EDUCATION CREDITS FOR ICC CERTIFICATION:**
- Obtain CEU credits by attending conferences or serving as a board or committee member.
- Access to the WSAPT Lending Library of study materials for obtaining certification.

**EDUCATIONAL SCHOLARSHIPS FOR MEMBERS AND CHILDREN OF MEMBERS:**
- One $250 award per year.
- ICC Permit Technician Certification fee paid for members of jurisdictions that do not cover the initial cost of passed certification testing. (two per year)

**NETWORKING** with other jurisdictions offering technical support and resources. These resources are used frequently by our members to help develop new processes or forms.

**WSAPT NEWSLETTER & WEBSITE** offers articles on self-promotion, educational opportunities and insight into other areas of interest that permit technicians deal with. The website offers a discussion and survey board, education opportunities available and all the latest news and updates from WSAPT and other ICC chapters around the nation.

**WSAPT MEMBER PROMOTIONAL ITEMS**, membership certificate, member directory (great for networking!), incentive gift each conference.

**WSAPT OFFICER / COMMITTEE & MEMBER VOLUNTEER OPPORTUNITIES** Remember, WSAPT is only as good as its members. You can make a difference by contributing to this organization by volunteering!
Certification

The Code Council certification program is the oldest, largest, and most prestigious credentialing program for construction code administration and enforcement professionals in the United States. Code Council certification examinations are maintained to the highest standards and include continuous review by committees of experienced professionals.

Becoming an ICC certified Permit Technician is a significant personal and professional accomplishment. If you have the drive, ability, and dedication it takes to earn this certification, you will join a select group of professionals who have attained a high level of excellence and achievement validated through the certification process. Permit Technician certification is the key to enhanced professional stature.

Benefits of Obtaining Certification

- Verification of personal and professional accomplishment
- Validation of technical expertise
- Recognition on a national level
- Increase in potential career opportunities
- Expanded knowledge
- Confirmed commitment to protect the public health, safety, and welfare
- Commitment to raising the awareness of the Permit Technician profession.

The International Code Council (ICC) administers the Permit Technician Certification exam. For up to date testing and certification information log on to: www.iccsafe.org, click on “Certification and Testing”, “Code Professional”, “ICC National Certification Information Bulletin”.

Exam Basics

- 1 examination
- Open book
- 2 hour limit
- 60 multiple choice questions

General Administration - 23 questions, 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. 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.

Basic Building Concepts
Review the basic building concepts on plans for content. Verify basic details, elements or components of plans for completeness.

Permit Issuance and Fees

Inspections and Certificate of Occupancy
Accept inspection requests. Verify that special inspections are performed where required. Track permit status. Coordinate approvals for and prepare the Certificate of Occupancy.

Legal Aspects - 13 questions, 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.