

National Permit Technician Bulletin

Volume 1, Issue I

April, 2008

Newly formed ICC Permit Technician Ad Hoc Committee!

The International Code Council (ICC) recognizes that a permit technician is a valuable contributor to the day to day operations of permit offices across the nation. ICC Board of Directors members John Darnall, Committee Chair, and Vice President of Chapter Relations Laura Scott, Staff Liaison, have assembled an Ad Hoc Committee comprised of representatives from community development and or permit offices from as far south as Florida and as far north as Canada to actively review the needs of permit technicians and explore ways that the ICC can facilitate meeting those needs.



Committee members meet in Palm Springs, California February 19-20, 2008

Committee members were brought together for a first meeting November 8-9, 2007 in St. Louis, Missouri. This initial meeting provided an opportunity for committee members to meet one another and our chair to speak collectively to the group sharing his vision of the committee. With the guidance of John and Laura, it was determined the committee's mission would be to brainstorm the following concerns:

- Review current ICC certification practices to determine if they meet the needs of permit technicians and if not, are additional certification levels necessary for advancement.
- Review current training programs to determine if they are sufficient and explore additional training opportunities offered by ICC.
- Examine avenues to raise the profile of permit technicians and awareness of what they do.
- Explore ways to recruit new ICC members, permit technician chapters and encourage permit technician certification.
- Develop a standard permit technician classification in line with other code officials.



John Darnall addresses a group of permit technician's in Reno, NV during the ICC ABM

With the numerous items on the table, and the short amount of time at hand it was determined to work in smaller groups, with each group focusing on developing recommendations on separate areas of concern as a result, three groups were formed.

Committee members were assigned to a working group with one member designated as a chair for the group.

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Pictured from left to right, Patty Bond, John Darnall and Laura Scott

- Create a new ICC Permit Technician certification to include plan review for intake documentations.
- Create a national Permit Technician mentor program to share ideas and networking.
- A new ICC brochure called “Career as a Permit Technician” for ICC to add to the brochures available on the ICC web site and for distribution at ICC conferences.
- Create a “National Permit Technician Bulletin” which will be distributed throughout the US and Canada, and if accepted, posted to the ICC web site as a link.

The following 3 groups were created with specific areas of concern to focus on.

Group #1 objective: “ICC Permit Technician Certification”

Chaired by Judy Pozarich,
Yakima, WA

Group #2 objective: “Needs of Permit Technicians and how ICC can help”

Chaired by Bonnie Lanz,
Milwaukie, OR

Group #3 objective: “Training”

Chaired by Marlene Manzanares,
Jefferson County, CO

Our Ad Hoc Committee reconvened in Palm Springs, California February 19-20, during the 2008 Codes Forum – Code Development Hearings.

Each working group presented their thoughts and ideas to the larger committee and after much discussion and deliberating, we were successful in formulating a comprehensive list of recommendations that we trust will do justice in promoting the permit technician profession.

Recommendations

- That ICC bundle permit technician certification study materials as a package.
- Encourage new chapters and request that ICC provide each chapter with one set of study material for a lending library to promote more certifications.
- Compile a national list of permit technician job descriptions and propose to ICC a uniform recognized permit technician job description in line with recognition of building officials, inspectors, etc.

- Request ICC add a web page specifically designed for Permit Technicians and add direct links such as certification, training, ICC Permit Chapter Web sites, and any links specific to Permit Technicians.
- Changes to the current ICC brochure called “Careers in Code Enforcement” to include a description of the Permit Technician.
- Revise the fundamentals of I Codes for Permit Technicians to a 2 day class.
- Request ICC add two additional training classes available from ICC for Permit Technician training to include essential information as it relates to residential permit plan review and the process. The second, counter / supervisor administration supervision with an in-depth review of legal aspects and code administration.

Conclusion

Our esteemed chairperson, John Darnall, will present our recommendations to the ICC Board of Directors on our behalf in May 2008. It is our hope that based on the recommendations presented, the Board will acknowledge the valuable contribution a permit technician is to the building industry and will grant approval to ICC to assist in promoting the profession. This is by far not the end; its only the beginning!

For updated information on the Committee visit the ICC web site at :

The committee groups go to work

Much brainstorming and sharing of ideas occurred in the working groups. Needless to say, our short time together in St. Louis was only a starting point for these discussions and after our initial face to face meeting, the working groups continued to work diligently via e-mail exchanges and conference calls.

Volume 1, Issue I

ICC Permit Technician Ad-Hoc Committee Members

Chairperson:

John Darnall
Tumwater, WA

Staff Liaisons:

Laura Scott

Vice President of Chapter
Relations, Ohio Field Office,
Westerville, OH

Patty Bond

Manager Chapter Programs,
Ohio Field Office, Westerville,
OH

Committee Members:

Margie Badurina
Grove City, OH

Brenda Chapman
Winter Garden, FL

Lori Cherniak
Winnipeg, Manitoba, Canada

Wayne Cichon
Poughkeepsie, NY

Sylvia Hill
Greensboro, NC

Bonnie Lanz
Milwaukie, OR

Cynthia Linker
Black Hawk, CO

Cecilia Lukoskie
Shoreview, MN

Marlene Manzanares
Jefferson County, Co

Jennifer Martin
Lenexa, KS

Terry McCullogh
Reno, NV

Samantha Morrow
Garland, TX

Dawn Neil
Basking Ridge, NJ

Judy Pozarich
Yakima, WA

Christine Rose
Fargo, ND



Pictured from left. Marlene Manzanares, Cecilia Lukoskie, Bonnie Lanz, Judy Pozarich, Brenda Chapman, Lori Cherniak and Patty Bond enjoying a relaxing lunch in Palm Springs, California

ICC and KCMAPT Co-Sponsor Second Permit Technician Institute

The International Code Council (ICC) and the Kansas City Metro Association of Permit Technicians (KCMAPT) co-sponsored a Permit Tech Institute April 7-9, 2008 at the Four Points by Sheraton Kansas City Airport in Kansas City, MO. Thirty-five permit techs and others interested in learning more about the building codes came from across the United States to participate in the first Permit Tech Institute of 2008. This is only the second time this Institute has been presented and KCMAPT has sponsored

both Institutes in the Kansas City area each time.

“We are very proud to have been an integral part of making this Institute successful for ICC. The members of our chapter’s education committee have worked hard to make the people attending feel welcome and to facilitate the learning and networking that takes place,” said Jennifer Martin, KCMAPT President. KCMAPT hosted a Roundtable Discussion following the first day of class offering participants a casual and relaxed environment to candidly

speaking about challenges they’ve faced in the workplace and to share ideas and processes with each other, in addition to networking.

Mr. Tim Ryan, Codes Administrator for the City of Overland Park, KS and ICC Director, instructed the first two days of the 2008 institute and Ms. Susan McLaughlin, Supervisor of Training for the State of New Jersey Department of Community Affairs, taught the third day.

The Permit Tech Institute is designed to provide the permit technician with the knowledge, skills and abilities needed to perform their jobs in code administration: legal aspects, code language, code enforcement, reading construction documents, reviewing submitted documents and the permitting and inspection process. Participants become familiarized with the International Building Code and the International Residential Code and sharpen customer relations skills.



Thirty-five individuals from across the US attended the Permit Technician Institute April 7-9, 2008 in Kansas City, MO

Permit Technician—The Building Safety Utility Infielder

Don't you just hate sports metaphors? I sure do. Talk about overused, cliché-ish babble that usually either doesn't say anything or doesn't come close to depicting the meaning you wish. Trust me, I'd be the last person to use an inappropriate metaphor to clarify an image so it worries me a great deal that I'm embarking on a mission now that risks doing just that. Honestly, this base-

ball metaphor thing came immediately to mind (and it is the right season after all). It may also come to mind for you readers as you think back on your experiences as, or with, permit technicians that you have known.

The permit technician is simply the ultimate utility infielder on your team, if you make it so. Play any position? You bet. The

prototypical permit technician is comfortable in the role of permit issuer, receptionist, secretary, records custodian, inspector, advisor, interim manager, liaison between office and field staff, and more. Is that even close to the limit? Probably not. The limits of this position are probably just beginning to be explored. Great permit technicians may come to invent new positions and new roles to play in any office. The great ones have a tendency to explore, adapt, and overcome those problems we may have taken as givens in our permit office operations, some of the things that we thought we just had to live with.

The value of the position depends, of course, on the expectations of its creators and the abilities of its incumbent. When you create such a position, do so with an eye to it being or becoming all that it can be and more that you thought it could. Honestly assess the needs of your particular department and jurisdiction and attempt to meet those needs with this versatile position. Fill the position with that person who can provide the right combination of abilities, knowledge and drive to make the most of the position's potential.

I have been fortunate to be administrator for such a person in such a position.

Whenever a task approaches, whether included in her job description or not, she has always risen to the need. Just like that utility infielder, the great permit technician will play any position you need to fill without regard for the limits of a job description. They will meet the need. So what lesson is there to be learned? Design the position to address the needs you can identify, regardless of how varied. Do not design for, or hire for, a single-purpose position. In addition to creative roles for the position, you can build in redundancy to allow for coverage of another, existing position or positions. The broader-based the needs the more germane this position can become to addressing those needs. The only limitations on this position are those you build into it.

When filling the position look for the person with the broadest experience base and the greatest desire to help shape the position into what you envision that it can become. Don't limit yourself—or them—with a too-conservative and narrow focus. The end result will be best for the team when you add just the player you need.

Ron C Strand,
Inspection Administrator
Fargo, ND



2008 Permit Technician Education And Training Opportunities In Your Area

DATE	SPONSOR	LOCATION	CONTACT INFORMATION
April 17–18, 2008	WSAPT Spring Conference	Ocean Shores, WA	www.wsapt.org
April 20–23, 2008	Building Officials Assoc. of British Columbia	Kelowna, BC, Canada	Eddie.ho@ubc.ca
April 21–25, 2008	AZBO Spring Education Institute	Prescott, AZ	Mike.Baker@cityofprescott.net
April 30–May 2, 2008	NJ Building Safety Conference	Atlantic City, NJ	www.njata.us or dneil@bernards.org
May 1–2, 2008	OPTA, Spring Conference	Florence, OR	www.OPTAonline.org
May 14, 2008	COCAPT, Spring Conference	Erie, CO	www.cocapt.com or dbrooks@co.arapahoe.co.us
May 19–23, 2007	Construction Research Management & NCTPC	Arlington, TX	www.nctptc.org or training@NCTPC or www3.uta.edu/bpi2/index.aspx
June 3, 2008	Pennsylvania Construction Codes Academy	Greensburg, PA	info@paconstructioncodesacademy.org
June 6, 2008	WSAPT	Lacey, WA	www.wsapt.org
October 16–17, 2008	WSAPT	Winthrop, WA	www.wsapt.org
October 30, 2008	MBPTA Annual Education Meeting	Mounds View, MN	www.mbpta.org
October 30–31, 2008	OPTA Fall Conference	Wilsonville, OR	www.OPTAonline.org

For more information on class description, contact the chapter web site or email. The conference's listed above are only a few training opportunities in your area. For more training opportunities contact your local permit technician chapter or building official association.

Note: some of the conferences listed above have been scheduled but the classes have not been finalized.

Oregon Public Outreach Program



ThinkPermit
 Protect your home. Protect your family.
www.thinkpermit.com

5 Reasons to Obtain Permits:

- Safety-** For your family and home
- Inspections-** Performed by Certified Inspectors
- Value-** Protects your biggest investment
- Peace of Mind-** Knowing the job was done right
- Sets Consistent Standards-** Ensures safe construction standards

In the spring of 2002, a group of building officials in Oregon became involved along with numerous other stakeholders in the development of a public outreach campaign called “Permits Protect”. After nearly 5 years of involvement in that program, a determination was made to create an entirely new program specifically tailored to the needs of code officials. So, in 2007, a new public outreach program called “ThinkPermit” was created by the Oregon Building Officials Association.

The program was created to serve three distinctive purposes: (1) Increase public awareness of the benefits of permits, (2) Improve the im-

age of code officials and (3) Increase public knowledge about permits through public education. Current outreach activities include a public information booth, as well as newspaper, magazine, radio advertising and extensive ads on public transportation.

Public Outreach and increased customer service requires an ongoing commitment. They are not just extensions of our job, they are integral parts of it.

Guy Sperb,
Building Official,
City of Oregon City
OBOA Outreach Committee
Chairman



National Permit Technician Bulletin

How To Become A Certified Permit Technician

Books needed for the exam

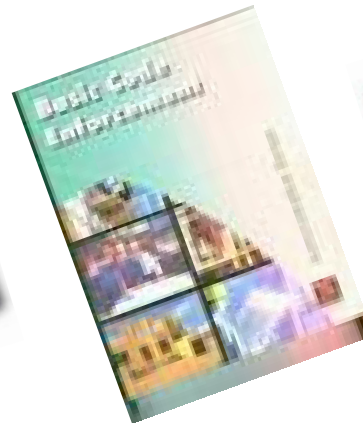
- 2006 IBC (chapters 1-3, 6, 12 and 34)
- 2006 IZC
- 2002 Legal Aspects of Code Administration
- Basic Code Enforcement 8th printing

Additional Study Material and info

- ICC Study CD
- ICC Permit Technician Study Companion
- Permit Tech Study Companion
- ICC on line Practice Exams visit www.icccampus.org/
- Visit www.iccsafe.org/certification/professional for more test information or www.promissor.com for test site locations.

Exam Details and Fees

- \$170.00 computerized
- 60 multiple-choice questions—open book—2 hour limit
- General Administration 39%
- Legal Aspects 22%
- Plans and Documents 25%
- Zoning and Site Development 14%



Book Costs

2006 International Building Code (soft cover)

Price: **\$100.00** (Member Price: **\$75.00**)

2006 International Zoning Code (soft cover)

Price: **\$26.50** (Member Price: **\$19.75**)

Legal Aspects of Code Administration, 2002 Edition

Price: **\$38.00** (Member Price: **\$28.00**)

Basic Code Enforcement Textbook

Price: **\$38.00** (Member Price: **\$28.00**)

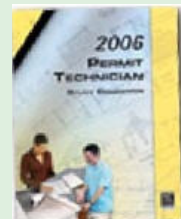
Other Helpful Study Guides

- ◆ Permit Technician Study Companion
Price: **\$48.00** (Member Price: **\$38.00**)

- ◆ Legal Aspects of Code Administration Companion Guidebook
Price: **\$20.00** (Member Price: **\$15.00**)

- ◆ On line Permit Technician Practice Exam
ICC Campus on line
<http://www.icccampus.org/>
Price: **\$59.00** for 99 days use

- ◆ **Check with your local Permit Technician Chapter for Permit Technician Certification Study Sessions.**



www.icccampus.org

Permit Technician Certification Renewal Information

Permit Technician certificates are valid for three years. The International Code Council (ICC) will send out a notice and renewal application a few months prior to the expiration date. If the notice is not received, renewal applications can be obtained from the ICC website.

Certification renewal is obtained by participating in continuing education and professional development activities to accrue CEUs during the three-year period prior to the renewal application date. Acceptable continuing education and professional development activities include training and education that achieves relevant professional knowledge, skills and abilities beyond those required for initial certification.

Documentation of each activity must be kept by the individual for three years from the date the certification renewal is requested. This information is subject to random audits by the ICC and must be submitted upon request.

The ICC provides a list of eleven different options for continuing education and professional development activities for certification renewal. Two of the most

popular options are listed below. For a complete list of options please visit the ICC web site.

Option 1

Participation as a student in a seminar or technical session delivered by ICC, ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization or any related federally sponsored program. 0.1 CEUs for each clock hour of attendance.

This includes attendance at ICC certified sessions sponsored by an ICC Chapter. The ICC also provides online training for over 100 technical and non-technical courses. Visit www.ICCcampus.org for a list of courses.

Option 9

In-house training during employment as a code official, plans examiner, permit technician or inspector. 1.0 CEUs per three-year period.

“In-house” training applies to any form of training provided by the employer for skills required to perform the duties of a permit technician. This includes direction by the employer on in-house procedures, develop-

ment codes, etc. or as instructed by an outside institution on courses such as building codes, administration, desktop applications, office skills and personal development as it relates to the duties of a permit technician. Visit www.ICCcampus.org for a list of courses.

If you have a change of name, address or phone number you must mail the information to ICC. Be sure to include your old and new information along with your certification number.

International Code Council
Attn/ Certification Renewals
5360 Workman Mill Rd.
Whittier, CA 90601
Phone:1.888.422.7233, ext.
33815

Fax: 1.562.692.2845

E-mail: certrenewal@iccsafe.org

Web: www.iccsafe.org

Dianna Howse,
OPTA Member,
Permit Specialist
Tigard, Oregon

“Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which fulfilled, can be translated into benefit for everyone and greater strength for our nation.”

John F. Kennedy

National Permit Technician Bulletin

ICC Permit Technician Chapter News

Currently, 7 states have organized an ICC Permit Technician Chapter. All 7 chapters network together toward the same goal of uniformity among permit technicians, continuing education, training, recognition and ICC permit technician certification.

Organizing an ICC chapter is clearly no simple task. It takes leadership, commitment, dedication, teamwork and a strong desire to achieve a goal for the betterment of ones self and other colleagues in the same profession. Along with many hours of donated time for the cause.

I like to think of these efforts as “purposeful efforts” - *the rewards far outweigh the work!* I know I can speak for the other 6 chapters in saying there is nothing more gratifying than having members go out of their

way and personally thank you for all the education, training, networking and support we provide for our membership. Additionally, we have gained life long friendships not only in our own states but throughout the US and Canada.

Make a difference in your own state or providence. Become involved and start an ICC Permit Technician Chapter in your area and join in on the fun, education and rewards. Contact Laura Scott, ICC Chapter Relations Vice President at LScott@iccsafe.org for more information on how to get started, or any of the current permit technician chapters already in place would be more than happy to assist you in your new endeavor.

Bonnie Lanz, 1st Past President OPTA

ICC Permit Technician Chapter web sites

- Colorado Association of Permit Technicians, Inc.—www.cocapt.com
- Kansas City Metro Association of Permit Technicians—www.kemapt.org
- Minnesota Building Permit Technicians Association—www.mbpta.org
- New Jersey Association of Technical Assistants—www.njata.us
- North Central Texas Permit Chapter—www.nctptc.org
- Oregon Permit Technician Association—www.OPTAonline.org
- Washington Association of Permit Technicians—www.wsapt.org

The Importance of ICC Permit Technician Chapters

*“I will not follow
where the path may
lead, but I will go
where there is no
path, and I will
leave a trail.”
Muriel Strode*

The permit technician classification is a valuable and unique position generally described as a support position for technical staff within a governmental jurisdiction. These positions, while members of the ICC family of certified groups, have a special need for specific training, networking and support from other permit technicians within their local jurisdiction, state and existing permit technician chapters from around the nation.

One of the most effective ways to accomplish this invaluable training and networking is to form a state or regional ICC permit technician chapter. While current ICC chapters for building officials, plans examiners and inspectors are wonderful resources for technical training it is the specific educational needs of permit technicians that necessitates chapter formation.

The benefits of such chapters are very clear with permit

technicians across the United States participating in various training and educational opportunities that have improved their skills, helped to achieve certification status and opened new doors for a variety of opportunities for career advancement.

As members of the Washington State Permit Technician Association, we have found that our members who obtain the support of the chapter and actively participate in the opportunities afforded to them become leaders in their communities as well as their workplace. Through WSAPT we have offered a wide variety of education from customer service topics to beginning inspection and plan review.

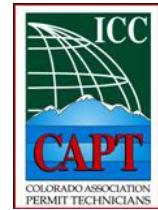
I personally am very honored to be associated with such a great organization as WSAPT and I feel truly grateful by the commitment of our members, committees and board members who tirelessly promote

our opportunities throughout Washington State and beyond.

Permit Technicians are essential resources and members of the customer service team who act as the front line eyes and ears to the public. This responsibility is not taken lightly and with education, certification recognition and chapter formation it would only enhance and reinforce the success of every participating jurisdiction and member.

GET INVOLVED! GET CERTIFIED! Learn how to form a chapter by contacting ICC Chapter Programs @ <http://www.iccsafe.org/government/chapters>, your local ICC Chapter or building official. They are great resources to assist you on your way to success.

Judy Pozarich, President
WSAPT



Colorado Association of Permit Technicians, Inc. (CAPT)

In April of 1998, a group of men and women with a common goal and a lot of enthusiasm held a meeting to share ideas and knowledge for a position called Permit Technician. There seemed to be a need for this group of individuals to come together and form an association. ICBO was in the process of creating a test for permit technician certification with the goal of moving this position into a more professional field. Meetings were set up for the rest of the year and steering committees were formed to set up future goals. Incorporation came next and CAPT became an official corporation July 12, 1999.

To date we are over 120 members strong, a recognized chapter of the International Code Council, and dedicated to training and networking.

CAPT'S mission is, "The Colorado Association of Permit Technicians (CAPT) is dedicated to the improvement of building safety in areas relating to education, administration, interpretation and enforcement of the permitting and code process." and our vision is to encourage and supports the development of educated, employable Permit

Technicians who will be an asset to any organization or jurisdiction.

The CAPT organization promotes and supports the ideals of the ICC by holding informational bi-monthly meetings. Meeting agendas include topics specifically designed to educate participants on the ICC Codes. We strive to develop professional skills and strongly encourage certification through the ICC. CAPT participates in the Colorado Chapter of the ICC Educational Institute by organizing a week-long course designed to educate Permit Technicians. One of our long-term goals is to familiarize and educate jurisdictions on the benefits of the ICC and CAPT organizations.

CAPT believes that ICC Permit Technician Certification is a very important step to becoming more successful at your job. We strive to prepare and educate individuals for testing. Our organization maintains a library of books and study guides available for check out. We design courses at the Educational Institute to not only cover code issues, but to provide helpful testing techniques as well.

Meetings and training are open to anyone wanting to attend. CEU certificates are handed out to each individual who attends a meeting or the Institute. You can earn .6 CEU credits per meeting. Training is presented by ICC instructors as well as local jurisdiction personnel and outside training sources. Training varies from technical to customer service. Participation in networking is encouraged and always available.

Our association membership is composed of individuals working for government agencies. We have an elected board consisting of President, 1st Vice President, 2nd Vice President, five Directors, an appointed Treasurer and Past President. Each board member serves as a chair or co-chair on a committee. Committees consist of Communication, Corporate Affairs, Education, Membership, Program and Public Relations.

Compared to the enormous benefits of CAPT membership, the dues are nominal. As an official member of the Colorado Association of Permit Technicians, you can take advantage of all these great benefits CAPT has to offer:

Professional committee and volunteer opportunities.

Get expert code support services, opinions or technical assistance from experienced permit technicians and building officials.

CAPT members have the inside track for code news and industry updates via e-mail, newsletters, conferences, chapter meetings, networking, chapter library, etc.

Improve your standing and prestige among peers. CAPT membership cards, membership directory, CAPT logo lapel pin and CAPT logo decals identify your commitment to the community and to the safety of people worldwide.

Take advantage of exciting new opportunities to network with colleagues, future employers, over 120 CAPT members as well as over 250 members of the Colorado Chapter of ICC to help you stay informed on local as well as national events, to consult with other professionals and to enhance your reputation in the local community.

Experience one of the greatest professional organizations available today!



CAPT Board of Directors pictured from left to right Nicole Montgomery, Carrie Vogt, Kimberly Segura-Bates, Leslie Carpenter, Kathy Dean, Cindy Linker, Marlene Manzanares, Ann Freiberg, Angela Abeyta, Darla Brooks, Kristy Shutto and Stephanie Wenzholz.

Kansas City Metro Association of Permit Technicians (KCMAPT)

The Kansas City Metro Association of Permit Technicians (KCMAPT) began meeting in 2003, with the first Board of Directors and officers elected in March of 2004. KCMAPT became a Chapter of the International Code Council on February 26, 2005. The chapter currently averages approximately 40 members and encompasses about 20 of the many jurisdictions in the metropolitan Kansas City area. The Chapter is also proud to have members in Georgia and Ohio. The chapter motto is **Keeping Conscientious Members Attuned to the Practices of our Trade.**

The chapter's primary purpose is to provide support for permit technicians in the Kansas City metro area. This support is offered through chapter meetings that incorporate training for people serving in the capacity of a permit tech, or similar positions, and networking.

In March 2007, ICC and KCMAPT co-sponsored the inaugural Permit Tech Institute (PTI) in Overland Park, Kansas. Permit technicians from across the United States and an international attendee from the Cayman Islands, converged upon the Convention Center in Overland Park. Overland Park Building Official and ICC Director Tim Ryan, along with KCMAPT Chapter President Janice Rogan, welcomed attendees to the 3-day program and the KC Metro area with much excitement and anticipation.

Chapter members were very involved in the PTI from the inception of the idea for this training program. KCMAPT founding President Eirene Oliphant and many ICC staff created the class material, workbook, and agenda for the institute.

In addition to PTI, KCMAPT offered several training opportunities in 2007. Speakers were brought in to share information about Sunshine Laws, ADA requirements, weather resistant barriers and Chapter members went on a construction job site visit during bi-monthly meetings.

Several members have achieved ICC Permit Tech Certification since the Chapter's beginning. The Chapter is proud to have



KCMAPT Board of Directors pictured left to right. Dawn Bell, Director; Amy Barenklau, Vice-President / Secretary; Eirene Oliphant, Past President; Kristein Reichardt, Director; Jennifer Martin, President; Carmela McIntosh, Treasurer; and Tamara Hagerman, Director

16 current members holding at least one ICC certification and several others studying to take it in the future. In 2007, KCMAPT started a lending library to make studying for this certification easier for its members. Educational opportunities have also been offered in past years to help prepare Permit Techs for this exam.

While KCMAPT encourages its members to become ICC Certified, it is not a requirement for membership. KCMAPT encourages professionalism among its members and provides a way for those in the metro area to network and refine their business practices, processes and techniques. The Education Committee is always looking for ways to improve member training and further the personal and business knowledge of the Chapter's members.

"I really feel that we are only as strong as our members are involved. Every one of us contributes to the success of the Chapter and to the success of its members," said Jennifer Martin, 2008-09 President.

KCMAPT is a progressive group working to promote its members as individuals, departments, jurisdictions and as an ICC Chapter. Interested individuals are wel-

come to join us in this quest and participation in Chapter activities, meetings and events is highly encouraged.

Our Mission Statement is, "The Kansas City Metro Association of Permit Technicians is dedicated to the improvement of building safety and code enforcement, by promoting the International Codes, educating the contractors and builders, public, members and providing assistance to building professionals. We accomplish this by continually educating our members and co-workers, as well as networking with other permit techs and their organizations."



Jennifer Martin,
 KCMAPT President



Minnesota Building Permit Technicians Association Chapter (MBPTA)

The Minnesota Building Permit Technician Association. MBPTA was established in 1997 and in the decade since the founding, the organization has come a long way.

The original, primary goal of the organization was to have ICBO (now ICC) recognize the value of the permit technician profession. Evidence of success with that goal is found in the fact that ICC now has a Permit Technician Certificate. Additionally, a few years ago, MBPTA partnered with the state of Minnesota Education Advisory Committee in establishing a Minnesota college certificate program. A college certificate is now offered through North Hennepin Community College and through Inver Hills Community College. The certificate program expands the career knowledge of permit technicians and offers preparation for the ICC national certification test.

MBPTA's current goal is "to provide, promote, and support education, networking,



2008 MBPTA Board Of Directors

Left to right (back row) President Britt Pease, Secretary Barb Benesch, Secretary II Barb Williams, Vice President JeanneWitzek Left to right (front row) Treasurer II Jackie Freepert, Treasurer I Robin Roscoe

professionalism, certification, and recognition of its membership." Superb education opportunities exist for permit technicians; they include offerings at the Annual Insti-

tute for Building Officials planned in conjunction with the University of Minnesota, sessions at the Annual ICC Region III Institute planned in conjunction with the Association of Minnesota Building Officials (AMBO), an annual MBPTA ICC-sponsored education day, and educational offerings at monthly meetings. Meetings also provide invaluable opportunities for networking, sharing, and enhancing professional growth.

MBPTA is a Chapter of the ICC. Support for the Association includes ICC, other ICC Chapters, code-enforcement

jurisdictions, building officials, building inspectors, and the State of Minnesota. MBPTA hold six meetings a year, publishes a bi-monthly newsletter, and hosts a Website. Members of the Association come from throughout the state. I invite you to join us for our second decade !



Britt Pease,
MBPTA President



Our history started in 1994 with the creation of the Bergen-Passaic Association; two TA's from these counties felt the need for an organization where people who worked in the position of "Permit Clerk", "Control Person", "Front Counter Staff", "Technical Assistant", etc. could come together to share ideas, encourage education and try to assist the consistent administration of the New Jersey Uniform Construction Code from the stand point of the Front Counter.

Through 1995 and 1996 other counties and groups of counties followed suit in creating similar groups such as the South Jersey Association and Ocean-Monmouth Association. In 1997 the Northwest Jersey Association and the Union Association started; in addition the executive officers of each association started to meet as a group and so the New Jersey Association of Technical Assistants was established, following quickly was the Central Jersey Association and our newest association to join is the Northern New Jersey Association which joined us during the spring/summer of 2005. We have a total of

National Permit Technician Bulletin

New Jersey Association of Technical Assistants (NJATA)

seven (7) local associations in addition to our state association and we are still growing.

The New Jersey Association of Technical Assistants became an ICC Chapter in May of 2006 and we celebrated our 10 year Anniversary as a State Association in 2007. Our State Association and each of the Local Associations participates within the community raising money for St. Jude, Local Women's Shelters, Toys for Tots Collections and

much more.

In 1997 the State instituted a voluntary certification program for Technical Assistants that consisted of 13 Continuing Education Classes and a 20 page term paper. Upon completion participants were given their certification; in 2001 that program was turned into a 45 hour college course that is taught by Certified Technical Assistants who have successfully passed a Train-the Trainer Program. Today we have

over 400 State Certified Technical Assistants through out the state.

Finally, every year a Technical Assistant is honored for their professionalism and dedication to code enforcement with the "TECHNICAL ASSISTANT OF THE YEAR" award at our annual Building Safety Conference in May. This award has been given to the TA chosen by the members of the association since 1996.

By Dawn Neil



NJATA Permit Technician Chapter presented with their ICC Plaque and Banner during building safety week, 2007. Pictured from left to right, Roland Hall, ICC Linda Aiello, Vice President, Dawn Neil, President, Debbie Timko, Secretary and William Dupler, ICC



North Central Texas Permit Chapter (NCTPC)



NCTPC Board of Directors Pictured left to right, Treasurer Edgar Ermis, Vice President Carey Frazier, Recorder Helen Mapplebeck, Cliff Bormann President

The North Central Texas Permit Technicians Chapter (NCTPTC) was born in the minds and through the enthusiasm of our co-founders Jill Watson-Gray, City of Rowlett (now at the City of Lancaster), and Beverly Huntsman, City of Coppell (now at the City of Burleson).

Our first formal meeting was held in the City of Farmers Branch with approximately 20 attendees in January of 2000. With the positive reception the next several years were extremely busy. By-laws were drafted, fine tuned, then approved; nominations taken and first officers elected; the Chapter logo was drafted, finalized and approved by members; our first website was designed and launched; our sanction as an ICC Chapter in 2003 was accomplished; several builds with Habitat for Humanity and what we called Bowling for Habitat (where donations would benefit Habitat for Humanity; we've collected approximately \$3,336 for the worthy cause); and our website re-design was accomplished and launched in 2007.

Approximately six (6) years ago our Chapter collaborated with the Building Professionals Institute, held at the University of Texas in Arlington with the Construction Research Center (CRC) and the Building Officials Association of Texas (BOAT), to moderate the Permit Technician Track. This is four and a half days of training that brings in approximately 300 students



from Texas, Oklahoma and Arkansas.

With our membership currently sitting at 100, we have turned our focus and efforts towards a more structured training effort. Although training has always been a top priority for our Chapter (as with all chapters); it has been in a very informal setting directed solely to our membership through our Chapter meetings. However, we have found in the past two (2) years that permit technicians across Texas are desperately seeking training opportunities, so we tried branching out and offered a free training day in the City of Farmers Branch and had approximately 60 people attend in 2006. In 2007 another free training day was offered at the City of Farmers Branch with approximately 50 people in attendance.



In 2007, as a collaborative effort with the City of Frisco (where their city staff did the work and we as a Chapter provided our free training day to them) put together a two (2) day training seminar which had approximately 40 people attend.

Currently, our education committee is gearing up for a two (2) day training seminar somewhere in the Dallas/Ft. Worth area for 2008. Watch our website for dates and locations.

Although we have experienced our fair share of growing pains in the past eight (8) years, we are definitely headed in the right direction. Our goal is to provide quality training opportunities and certify every willing permit technician in the great State of Texas. Additionally we would like to help additional permit technician chapters organize and flourish throughout regional portions of the state ...then branch out to neighboring states New Mexico, Oklahoma, Louisiana and Arkansas.

Thyme Fordham, City of Mesquite
Sammie Bolling, City of Colleyville
Samantha Morrow, City of Garland



National Permit Technician Bulletin

Oregon Permit Technician Association Chapter (OPTA)

Oregon Permit Technician Association (OPTA) was founded in December 2004 by a handful of individuals with a vision to enhance education and training opportunities for permit technicians, promote uniformity across the state of Oregon through networking, and encourage ICC Permit Technician Certification. We applied for ICC Chapter status in spring of 2005 and were accepted as a chapter in September of 2005. In

assist of customer service or state archive laws, where intermediate and advanced levels are a step up into more technical training such as inspections and inspection terminology, understanding the code, code changes and simple to advanced plan review.

To support our goal to encourage ICC Permit Technician Certification, throughout the year, we hold regular round table group study sessions for individuals interested in becoming certified. This is a free



Pictured left to right John Nornie, President; Kathleen Dzialowy, Education Chair; Michele McManus, Membership Chair; Debbie Knox, Peers Chair; Bonnie Lanz, 1st Past President; Julie Hollister, Vice President; Linda McDermott, Treasurer; back Debra Anderson, Education Committee. Not pictured, Angela Hughes, Secretary and Bonnie Deets, Education Committee



Tom Larsen, Building Official, City of Milwaukie, Oregon. Instructing a class to OPTA members on inspection terminology.

these few years, our membership has peaked to almost 200 members and continues to grow.

OPTA sponsors two conferences each year for training opportunities. The spring annual conference is held the first Thursday and Friday in May and the fall semi-annual conference is held the last Thursday and Friday in October at different locations throughout the state. Each conference offers a variety of classes in three categories, beginning, intermediate and advanced levels. Beginning classes may con-

service we offer to members and is a great opportunity for networking and receiving encouragement among peers. We are proud to say, since 2005 Oregon ICC certified permit technicians has grown from as few as 20 to over 55 today and we attribute this rapid increase to our continued support through these study sessions.

One of our objectives for 2008 is to promote "water safety" by working with the American Backflow Prevention Association (ABPA) and providing each OPTA member's jurisdiction with resources, such as, electronic copies of handouts

on the importance of backflow prevention and the health dangers of contaminated potable water systems without backflow prevention.

Another project OPTA will be concentrating on in 2008 is, help promote "Think Permit" and the Public Outreach Program. Both programs were created by the Oregon Building Officials Association (OBOA) to help promote safety and the importance of permits. OPTA will provide their members with sticker to hand out to children promoting "Think Permit" and other resources such as handouts and brochures to be available on building department counters for both the "Think Permit" program and the Public Outreach pro-

gram. For more information on "Think Permit", visit the web site at www.thinkpermit.com

OPTA's mission statement is "Our objective is to develop a higher standard of professionalism in education, training and unity among jurisdictions". With that in mind, we will launch our 2008 safety campaign across Oregon during Building Safety Week.

Bonnie Lanz,
OPTA 1st Past President





Washington Association of Permit Technicians Chapter (WSAPT)

On November 3, 1995, permit technicians and coordinators met at the Alpentel Lodge located at the summit of Snoqualmie Pass in the Cascade Mountains of Washington. This symbolic location represented the dividing point between the eastern and western part of the state and also the joining of permit technicians from across the state as one group. The main topics of discussion centered on forming a chapter of ICBO, creating a certification category for 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 subsequently requested jurisdictions to support the permit technician formation and certification goals. Shortly after this request WABO forwarded their full support of a permit technician



First Organizational Meeting for Washington Permit Technicians
Summit at Snoqualmie Pass November 1995

certification to ICBO and the wheels were in motion.

During the formation meeting at Snoqualmie Pass, Roxanne Michael, Building Official of Skagit County Washington opened the meeting by congratulating the partici-

pants 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 60 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 subcommittee 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 duty job description that test questions would 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. Shortly after the designation our members began obtaining ICBO Permit Technician Certifications. Our group 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 to elevate the recognition of the permit technician profession.

Judy Pozarich, President



Picture left to right, Penny Westerfield 1st Vice President, Maria Reyes Admin Co-Chair, Ellena Hazen Treasurer, Rose Ann Carroll Recorder, Judy Pozarich President (not pictured: Win Slota 2nd Vice President)



National Permit Technician Bulletin

Canadian and US Permit Technicians Unite



Lori Cherniak, Supervisor of Customer Relations Winnipeg, Canada

Being invited to sit on the ICC Permit Technician Ad Hoc committee has been a tremendous educational and eye opening experience for me. First of all, I have had the pleasure of being introduced to a group of extremely talented and friendly folks from all across the United States who are all working on a common goal – to promote the value of the permit technician. Secondly, I have learned that what I know to be a permit technician is not necessarily what a permit technician is in Texas or in North Dakota. And it's made me curious as to what a permit technician is in other jurisdictions in Can-

ada...if in fact there are permit technicians in other jurisdictions. They may go by another name, but I'm sure that all agencies that process building permits, have plan examiners and building inspectors/building officials, have support staff that provide the invaluable services that are provided throughout the United States by permit technicians.

In the City of Winnipeg Zoning and Permits office, we have 7 permit technicians. The role of the permit technician in our office is integral to the building permit process. Our permit technicians receive and process all

permit applications, be it residential or commercial. They review all plan submissions to ensure that the drawings (site plans) are adequate, all required letters of authorization/intent are included where needed and ensure that the application is forwarded to the necessary disciplines for overall approval and subsequent issuance of a building permit. In some cases, they will review, approve and issue the building permit to the applicant within 15 minutes. In all cases, our permit technicians are committed to providing a professional, courteous and timely service to every cus-

tomers they deal with.

Having learned that there is a national organization that wants to promote not only how valuable a permit technician is to an organization, but provide certification and training to further develop the skills and abilities of this unique group, has created an opportunity to extend these invaluable resources to those that may be unaware. By sharing the experiences of established permit technician chapters in the United States with administrators and building officials and support staff in jurisdictions throughout Canada, we can open the door to more learning, more networking and more unification of permit technicians throughout North America.

It is an honor to be working with this group of talented individuals that are dedicated to what they do and how they do it. They are so proud of what they do that they are taking the time to share their experiences and their learning so that more can benefit and reap the rewards of taking pride in providing the invaluable service that a permit technician delivers.

Lori Cherniak,
City of Winnipeg, Canada



Arizona Permit Technicians making a difference!



Pictured from left to right, Julia Bowers, Terri Roth, Lisa Wood, Patti Schechter, Holli McGaughey and Debbie Morales

The Arizona Permit Technicians started as a Maricopa Association of Governments (MAG) Permit Tech Forum in 1998.

In an effort to encourage statewide participation and gain further support from building officials, they became a committee of Arizona Building Official (AZBO) in 2006.

The committee is an important component for networking and continued education for permit technicians where their motto is *"Promoting Communication and Uniformity"*.

Community involvement is another important function for the committee. Throughout the year, they coordinate community in-



Habitat for Humanity December 2007

volvement days such as volunteering time to Habitat for Humanity, The Sojourner Center (a safe haven for women and their children fleeing domestic violence situations), collecting clothing, toiletries and household items for the center, also volunteering time for the Special Olympics and the Thomas J. Pappas School for Homeless Children.

This year, their goal is to organizing a state wide food drive during Building Safety Week.

In an attempt to encourage other permit technician committees and chapters to join in and make this a *"national permit technician's food drive"*,



Sojourner Center November 2006

they encourage other permit technician associations and chapters to join in and help make a difference nationally!

For more information on our association, visit our web site at: www.azbo.us/15.html for agendas, minutes, newsletters

Patti Schechter
Brown & Associates
Scottsdale, Arizona

Ohio Permit Technicians



Group of Ohio Permit Technicians network in January 2008

In January of 2007, the Central Ohio Permit Technicians subcommittee of COCOA (the Central Ohio Code Officials Association) was formed. After one year, the group consists of 24 members representing at least 14 municipalities, and that number continues to grow. In addition to ICC-certified permit technicians, the membership roster includes other permit techs and municipal workers in addition to a few associate members who represent the building industry.

The leadership of the committee consists of a COCOA board member and chairs for the group, for membership, for education and for code consistency. Members of the committee meet quarterly, and each meeting is hosted by a different city, village or municipality represented in the membership.

The group's first quarterly meeting of 2008 was held Thursday, Jan. 17, at the Ohio Board of Building Stan-

dards (BBS) on Tussing Road in Reynoldsburg, Ohio. In conjunction with the permit tech meeting, a training class reviewing Chapter 1 (Administration) of the Ohio Building Code was held. Steve Regoli, A.I.A., of the Ohio BBS was the guest speaker. The topics covered in the session included the following: certificates of occupancy for strip shopping centers and how phased approvals apply; existing buildings; sprinkler documents; and types of inspections, focusing on which inspections fall under the authority of the fire code and which fall under the building code.

Billy Phillips, the executive secretary of the Ohio BBS, also addressed the group briefly, stressing the importance of permit technicians and the growing need for certifications in this category.

Statewide, Ohio only has nine ICC certified Permit Techs. The Central Ohio Permit Tech group has four

of the nine as members. To increase that number, the group has created a program to help its members prepare for the testing required to receive certification. The group's education committee organized a series of four weekly study sessions beginning Jan. 26, 2008, for members who are interested in taking the ICC permit technician test to receive certification. Seven participants attended the first session.

Through this and other efforts, the Central Ohio Permit Technicians subcommittee hopes to expand the opportunities for area permit technicians to continue their education in the field and to gain important recognition for their work through the certification process.

Margie Badurina,
Chair for Central Ohio Permit Technicians



Billy Phillips from the State of Ohio (standing) Steve Regoli from Board of Building Standards speaker at an OBC Chapter 1-Administration class.



Atlanta Metro Permit Technicians Association

My name is Jammie Newsome and I am the Permit and Inspections Coordinator for the City of Kennesaw, GA. Earlier this year, our Permit Technician, Samantha Baker, and I had the opportunity to attend a 3- Day Permit Technician Seminar in Overland Park, Kansas. It was very interesting and informative. The training included lectures on building codes, code enforcement, legal principal reading basic construction documents, using the I-codes, and training on how to become a Certified Permit Technician. We had the opportunity to share our knowledge and get advice from other jurisdictions.

Attending the institute gave us vital information concerning our employment opportunities and how critical our position is to the building department.

We returned to GA and contacted local municipalities to get an idea if others would be interested in participating in beginning the State's very first Permit Technicians Association. The feedback was great! We held our first organizational meeting on February 28, 2008. At that meeting we made a unanimous de-

cision to begin quarterly meetings to organize our newly formed association and a decision was made to elect officers at our next meeting scheduled for June 5, 2008.

Our first organizational meeting was very successful and we fixed our agenda on developing our organizations goals and mission statement for our newly formed association as follows:

Goal

To provide, support and promote education with the use of networking, certification, professionalism and recognition of its membership.

Mission Statement

This association is organized to apply knowledge and experience necessary for the protection of public welfare in area relative to building safety.

To support Building Permit Technician Vocational Certification programs and efforts to standardize the qualification and the professionalism of careers related to administration of building, land

use and development regulations.

To support, organize and participate in educational seminars and training programs relating to practices, procedures, administration and enforcement of permitting activities.

To develop and promote the adoption of codes published or endorsed by the international code council and to assist in the development and promotion of uniform regulations and legislation pertaining to building construction.

To promote the value and the recognition of permit technicians, to provide sufficient qualified personnel, to establish minimum standards, and to secure

appropriate recognition and proper place in the administrative organization.

In the future we hope to be able to attend more inspiring seminars and become a larger part of the national organization of Permit Technician's across the United States.

If you want information on our newly formed Permit Technician Association in Georgia or are interested in joining, contact:

Jammie Newsome,

jnewsome@kennesaw-ga.gov

or

Samantha Baker, PT

sbaker@kennesaw-ga.gov



Permit Technicians Samantha Baker and Jammie Newsome, Kennesaw, GA

Awareness Is The First Line Of Defense

The American Backflow Prevention Association (ABPA) is an organization whose members have a common interest in protecting drinking water from contamination through cross connections. ABPA is an organization dedicated to education and technical assistance. Through its network of regions and chapters, local needs and interests are supported with the resources of the national association. ABPA is committed to advancing all aspects of backflow protection for the continued protection of all water users.

Permit Technicians throughout the nation may well be the first line of defense. It may be a code discussion, a plan reviewed or a call received which places you protecting or helping a customer prevent or report a cross connection incident.

So what is this "cross connection" thing? A cross-connection is the point at which it is possible for potable drinking water to come in contact with a non-potable substance. A cross connection is any physical connection or a *potential connection* or arrangement between two otherwise separate piping systems. We normally consider the system as containing the potable water

which we use for drinking and personal use. However, the second system contains either water of unknown quality or of questionable safety; it may even contain high pressure steam, natural gas or some type of chemicals. When a cross connection exists, there is the possibility for flow from one system to the other. The direction of flow depends on the pressure differential between the two systems interconnected. A potential connection is one which does not permanently exist, but is one which may be easily connected with something as simple as a hose.

There are two types of cross-connections: a direct cross-connection and an indirect cross-connection. Direct cross-connections may be subject to backpressure, where an indirect cross-connection *cannot* be subject to backpressure. An example of a direct cross-connection would be the make-up water line feeding a boiler system. A typical example of an indirect cross-connection is a supply line appropriately ending below the flood rim of an open tank. Backpressure can not be introduced into the supply line.

Cross connections can easily happen in any home, building or water system. Causes such as age or

changes in the piping affect the operation of the plumbing system. Often, persons install plumbing without realizing they are creating cross connections. Sometimes, these connections within water supply systems are made for simple convenience. There is no consideration of the dangerous conditions which may be created. Increased pressure or lack of pressure in a water delivery system can cause backflow. Examples of residential cross connections are those between culinary water pipes and secondary irrigation pipes, improper installation of water softeners, and improper lawn irrigation connections to a culinary water system. In commercial and industrial facilities, improper connections between the fire suppression system and the culinary water system pose danger.

What kind of "contamination" could be in the water system? A pollutant is considered to be any substance which would affect the color or odor of the water, but would not pose a health hazard. This is also considered a non-health hazard. A substance is considered a health hazard if it causes illness or death if ingested and is called a contaminant. Cross connections and backflow incidents

have resulted in dangerous, highly contaminated water unexpectedly entering drinking water systems. Irrigation waters, oil, toxic boiler compounds, sewage, pesticides, and other extremely dangerous contaminants have all found their way into drinking water systems.

What is "backflow"? Backflow is any unwanted flow of used or non-potable water or substance from any domestic, industrial or institutional piping system into the pure, potable water distribution system. The direction of flow under these conditions is reverse direction from that intended by the system and normally assumed by the owner of the system. Backflow covers both a backsiphonage condition and a backpressure condition. Backflow may be caused by numerous specific conditions. Basically this reverse pressure gradient may be due to either a loss of pressure in the supply main called backsiphonage, or by higher pressurized system on the customer's side called backpressure, through an unprotected cross-connection. As an example, a reversal of flow in a distribution main, or in the customer's system, can be created by any change of system pressure wherein the pressure at the supply point becomes

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lower than the pressure at the point of use.

Why is this backflow thing a problem which needs protection? Backflow can potentially pollute or contaminate the remainder of the customer's system. It is also possible that the contaminated or polluted water could continue to backflow into the public water supply distribution system.

At the point of a cross-connection, a means of

backflow prevention must be installed to prevent backflow from occurring. However, it is important that the backflow prevention method match the particular hydraulic conditions at that location. It shall also be suitable to protect against the degree of hazard present. The backflow prevention methods, devices and assemblies required and appropriate for specific needs are shown in the table below:

Backflow prevention needs to be planned into new construction and appropriately installed in existing facilities. The safety and protection of drinking water systems and those connected to it is everyone's responsibility.

Additional information may be found by contacting the American Backflow Prevention Association at www.abpa.org.



Michael S. Moss Director,
 Region 5
 American Backflow Prevention Association 150
 North 1950 West
 Salt Lake City, Utah 84114-4830
 Phone: (801) 536-0089
 Fax: (801) 536-4211
 Email: mssmoss@utah.gov

Appropriate Methods of Backflow Protection

		Indirect Backsiphonage Only		Direct Backsiphonage & Backpressure
		Continuous Use	Non-continuous Use	
Health Hazard		Air Gap	Air Gap	Air Gap
		RP	RP	RP
		PVB	PVB AVB	
Non-Health Hazard		Air Gap	Air Gap	Air Gap
		RP	RP	RP
		DC	DC	DC
		PVB	PVB AVB	

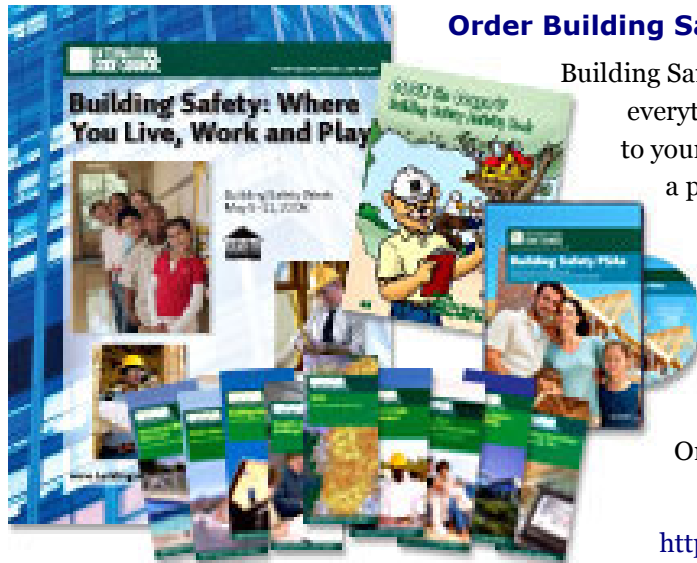


2008 Building Safety Week May 5th–11th

Promote Building Safety Week in Your Community

Now is the perfect time for you to begin planning Building Safety Week activities for the constituents you serve. Set for the week of May 5-11, this year's theme is

“Building Safety: Where You Live, Work and Play.”



Order Building Safety Week Campaign Kits

Building Safety Week Campaign Kits contain everything you need to get the word out to your community. Kits include posters; a public service announcement DVD; brochures on a variety of topics, including disaster preparedness, green building and mold prevention; as well as activity books, pencils and stickers.

Order your building safety week campaign kit at:

<http://www.iccsafe.org/safety/BSW/>

CAPT Successful Building Safety Week Campaign Events

SAFETY-SAUR-US - “SARA”

The Colorado Association of Permit Technicians (CAPT) enlisted the help of Cody the Cougar and his Building Safety Team to educate first graders on the importance of building and home safety. This event took place during Building Safety week 2006 at the Bertha Heid Elementary Campus in Thornton, Colorado.



In addition to building and home safety, CAPT partnered with St. Mary's Hospital EMS Outreach - Grand Junction, Colorado to promote injury prevention. Students were introduced to “SARA” the Safety-Saur-Us van. “SARA” is a highly visible and recognizable converted ambulance based on a dinosaur theme. With Colorado well known as a home for these creatures, kids of all ages are naturally drawn to the friendly Safety-Saur-Us.

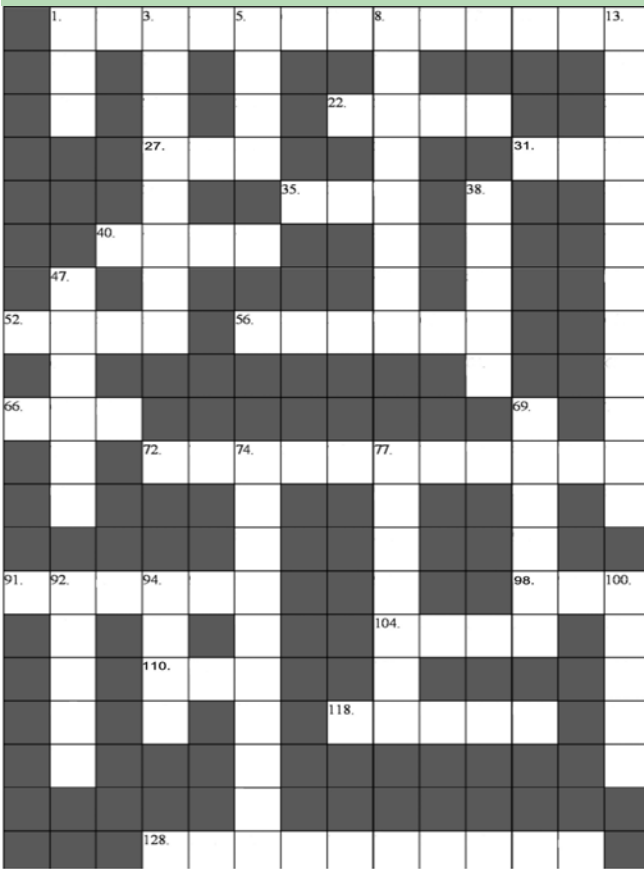
As an organization of building industry professionals, the Colorado Association of Permit Technicians recognizes the importance of building and fire safety codes. CAPT encourages its members to get involved, to take an active role in increasing public awareness and to educate their communities on this subject. Let's all help make Building Safety Week part of a continuing education program that takes place all year long!

The Energy Hog Traveling Road Show

During the 2007 ICC Building Safety Week, CAPT organized a successful fun hands on assembly for grades 3-6 educating kids on where energy comes from, how energy gets to their homes, how they might be wasting energy and most importantly how they can save energy.



Test Your Tech-Knowledge Crossword by Bonnie Lanz & Tom Larsen



Across

1. Worldwide or the start of an organization's name.
22. Load-Bearing _____.
27. Zoning _____.
31. Chapter 11 of the IBC addresses _____.
35. Chapter _____ of the IBC addresses means of egress.
40. Set of rules or laws or the middle of an organization's name.
52. An exterior floor supported on at least two opposing sides by an adjacent structure, and / or posts, piers or other independent supports is a _____.
56. The vertical distance from grade plane to the average _____ of the highest roof surface.
66. A permit is required for fences over _____ feet high.
72. One required book for the permit technician certification exam is Basic Code _____.
91. Exit.
98. Acronym for 1 across, 40 across and 77 down.
104. Slang name for a qualification.
110. One required book for the permit technician certification exam pertaining to zoning is _____.
118. Drawings.
128. Type of inspection.

Down

1. One required book for the permit technician certification exam is the _____.
3. Joint efforts by a group of individuals.
5. Walking surface with a running slope.
8. ICC offers several _____ opportunities for Permit Technicians.
13. One required book for the permit technician certification exam is _____ of Code Administration.
38. Exams.
47. Evaluation.
69. _____ Technician.
74. ICC offers _____ as one resource to aide in studying for the Permit Technician Exam.
77. Ruling body or the end of an organization's name.
94. Egress.
100. An open, uncovered space is a _____.

Sample ICC Permit Technician Certification Exam

1. According to *Legal Aspects of Code Administration*, a permit technician that receives a complaint should do all of the following **except**:
 - A. obtain a name and phone number.
 - B. obtain as much information as possible.
 - C. require documented proof of the violation from the complainant.
 - D. advise complaining party of confidentiality issues involved.
2. According to the *International Building Code*, a permit can be revoked or suspended for all the following reasons **except**:
 - A. the owner does her own work.
 - B. the project exceeds the scope of the permit.
 - C. the permit was issued based on the wrong address.
 - D. the permit fee check was returned due to insufficient funds.
3. According to the *International Zoning Code*, for Zone C, what is the maximum height for the installation of a satellite dish?
 - A. 30 feet
 - B. 50 feet
 - C. unlimited as approved by the code official
 - D. in accordance with the height in the manufacturer's listing.
4. According to the *IBC*, the building official shall retain one set of approved construction documents for at least 180 days from the date of _____.
 - A. permit issuance
 - B. permit expiration
 - C. completion of the permitted work
 - D. submittal of the permit application
5. According to *Legal Aspects of Code Administration*, a variance is a relaxation of the strict provisions of a zoning ordinance based on _____.
 - A. need
 - B. hardship
 - C. covenants
 - D. political pressure

Answers on back page

Answers to sample exam questions

Permit Technician Question 1

Answer C. Legal Aspects of Code Administration, copyright 2002, p. 45

Permit Technician Question 2

Answer A. 2006 International Building Code, Sec 105.6

Permit Technician Question 3

Answer C. 2006 International Zoning Code, Table 602.1, footnote a

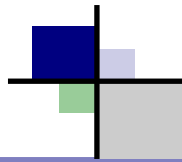
Permit Technician Question 4

Answer C. 2006 International Building Code, Sec. 106.5

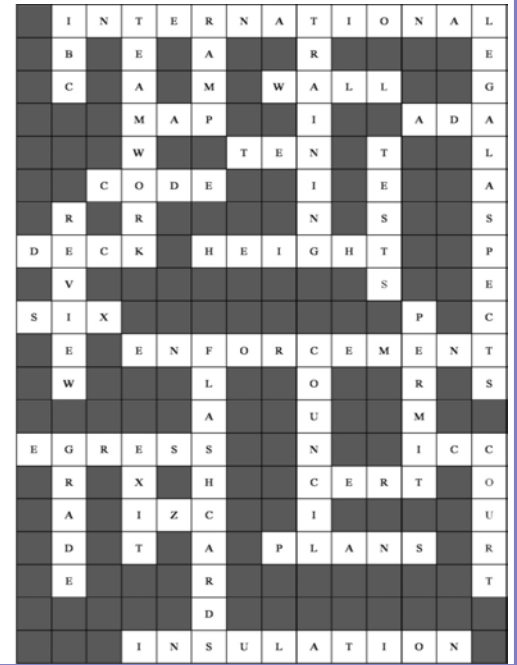
Permit Technician Question 5

Answer B. Legal Aspects of Code Administration, 2002 copyright, p. 160

Sample questions from the ICC web site
<http://www.iccsafe.org/certification/inspector/14Q.html>



Answers to Crossword Puzzle



Letter from the editors....

The “National Permit Technician Bulletin” was created in a joint effort by the ICC Permit Technician Ad-Hoc Committee to help promote and enhance the profile of permit technician’s across the US and Canada.

Networking and communication among other permit technicians and permit technician chapters is an important key element in the success of your career. This bulletin is only one of the ways to communicate and be connected with your colleagues.

Join any one of the current ICC Permit Technician Chapters in your

area and attend conferences; visit the web sites for current information and updates; or if your state doesn’t already have a permit technician association or chapter, start one. Anyone of the current ICC Permit Technician Chapters already in place would be more than happy to help you on your way to a successful permit technician chapter in your state.

This bulletin will be distributed in an electronic version once a year in April before ICC Building Safety Week. To increase the volume of recipients, please forward this to other permit technicians, building department staff

and neighboring jurisdictions. Our goal is to reach as many permit technicians as possible in the upcoming year.

We would like to extend a special thank you to all the individuals and organizations that contributed articles to this bulletin.

We hope you found this bulletin interesting and informative. Please forward articles of interest for the 2009 issue to the editor at:

lanz@ci.milwaukie.or.us

On behalf of the ICC Permit Technician Ad-Hoc Committee,

Bonnie Lanz,
OPTA 1st Past President

Did you know currently there are over 1,566 ICC Certified Permit Technicians?