

## STRUCTURE AND MEMBERSHIP

Our Idaho Permit Technician committee membership is composed of persons currently working for a municipality or related industries. We have an elected executive board consisting of a Chairman, Vice-Chairman and a Secretary/Treasurer. The members of this committee serve as a liaison to various IDABO Committees or Chapters. Committees consist of Uniformity, Code, Bylaws, Education, Government Affairs, Membership, Public Relations, and Scholarships/Awards. There are five regional Chapters in the state; North, North Central, Southwest, South Central and Eastern. Our goal is to serve the citizens of Idaho and provide training and education on Idaho codes and standards.



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 awareness of the Permit Technician Profession*

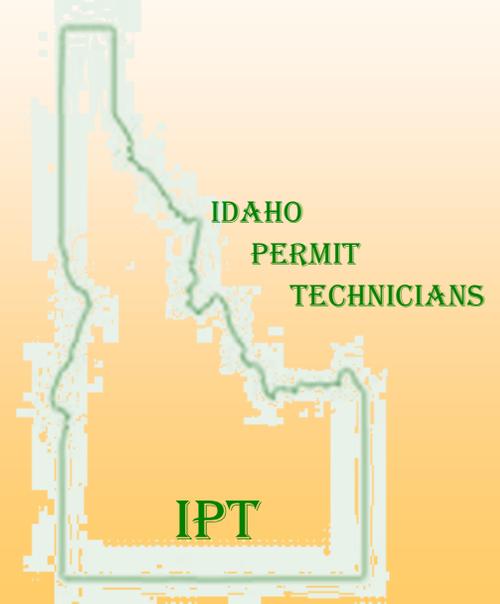
The International Code Council (ICC) administers the Permit Technician exam. For up to date testing and certification information log on to : [www.iccsafe.org](http://www.iccsafe.org), click on "Certification and Testing", "Code Professional", "ICC National Certification Information Bulletin".

Our committee also offers advanced training throughout the year for those interested in obtaining additional ICC certifications in areas of

- Inspection
- Plan Review
- Zoning
- Code Enforcement

For more information visit our web site page at [www.idabo.org](http://www.idabo.org)

## Idaho Permit Technicians



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AN IDAHO ASSOCIATION OF  
BUILDING OFFICIALS  
COMMITTEE

## COMMITTEE HISTORY

At the February 2012 Idaho Association of Building Officials Educational Institute that is held annually, a group of individuals that attended a Permit Technician class discussed forming a committee within the Idaho Association of Building Officials. There was some discussion but

nothing came about until the next IDABO Education Institute in January 2013, where there was more interest in the discussion and forming the



Committee. An interim board was created to help guide this committee in creating what is now the Idaho Permit Technicians (IPT). The official name was voted on in May 2013, a Chairman was elected in July of 2013, and a Vice-Chairman and Secretary/Treasurer were elected in September 2013. By-laws were adopted in September of 2013 and officially signed at the Education Institute held in Boise, Idaho in January of 2014. This was the first time the IPT committee met in an official capacity since the formation of the committee.

## Permit Technician Profession Overview

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 may include answering building code and zoning questions, plan intake, coordination and issuance of construction and other related permits, some degree of plan review, records management and customer and staff support.

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.

Training and education for this profession may include: proficiency in construction terminology, understanding and interpretation of a wide variety of construction drawings and related documents, general and specific knowledge of building and other related codes and ordinances. Basic requirements for this position include the use of various technologies dealing with permit tracking software and general office practices.

The Permit Technician position is a valuable member of the office team environment. This profession provides a resource for both customer



and staff during the permit process by possessing a wide variety of knowledge in different areas.

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

## COMMITTEE PURPOSE

This Committee 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 and the Idaho Association of Building Officials;