

Oregon Permit Technicians Association Newsletter
October 2014



LETTER FROM THE PRESIDENT

FUTURE LOOKS BRIGHT FOR OPTA

My fellow OPTA members,

It has been several months since you elected me as your new President and it's been a busy time not only transitioning into my new role but working alongside the Board and Committees who have been working very hard planning the upcoming 2014 Fall Conference in Salem. We are so excited about what the future holds for OPTA as the building industry continues to steadily grow making our positions as Permit Professionals more important than ever.

Our Fall Conference will be offering several excellent courses to continue to help us succeed. We will also be hosting an OPTA Social Event – Bowling Bash, a chance to network and get to know your fellow OPTA members. More details available in the conference brochure. During the May General Membership meeting, I was able to sit and talk with several of you who attended and received productive feedback about the direction and offerings you would like to see from OPTA. You HAVE been heard and we are working towards making changes with your input.

WHAT'S NEW

- OPTA is now on Facebook! - Post your ideas, thoughts and items you want to share with our members.
- 2014 ICC Conference – As a ICC Chapter, we will be represented at this years' conference in Fort Lauderdale, Florida and participating in a booth alongside permit technicians from other states. We will share photos on our website and facebook after the conference.
- Website Updates – You will continue to see new information/resources on our website so check it out when you get a chance.
- 2015 Spring Conference – Planning has already begun with a tentative date of May 7 & 8, 2015. Location has not yet been determined. Any suggestions of location or courses let us know.
- Committee Updates – We have several new chairs of committees and are looking for members who would like to participate, contribute or just have ideas to pass on. Michele Faber, Chair of Social Media and John Nomie, Chair of Website can be contacted if you would like more information. We also have a vacancy for Scholarship Committee Chairperson, if you are interested please contact at [Diane Parke](#).

More new happenings to come.....

Look forward to seeing and talking to all of you at the Fall Conference in Salem. On behalf of the Board of Directors and Committees we thank you for your support. I am truly excited about the direction OPTA is heading in 2015 and beyond, the future looks bright!

Until Next time,

Diane Parke

Development Service Technician II, City of Portland
President, Oregon Permit Technicians Association



OPTA Facebook



OPTA Website



OPTA Email



SAVE THE DATE!

OPTA November Conference

November 6th & 7th

Chemeketa Center for Business & Industry Salem

Thursday, November 6, 2014

- Simple Plan Review with Scott Caufield
- Permit Technician Study Companion Course with Amy Williams & Bonnie Lanz
- Public Relations Through A Self Awareness Approach

Friday, November 7, 2014

- Simple Plan Review with Scott Caufield
- Permit Technician Study Companion Course with Amy Williams & Bonnie Lanz
- Conflict Resolution with Judy Clarke



Application Deadline October 15, 2014

[OPTA Scholarship Application](#)

Follow us on Facebook!



[OPTA Facebook](#)



[OPTA Website](#)

[See all the latest events and activities on our Facebook page.](#)



Would you like to be more involved

with OPTA? Serve on a committee

and help shape the direction of

of the organization?

Committees

- Education / Certification - Bonnie Lanz, Chair
 - ICC / Region II / National Permit Technicians ICC Liaison - Bonnie Lanz, Chair
 - Membership - Stephanie Marcinkiewicz, Chair
 - Nominations - John Nomie, Chair
 - Promotions - John Nomie, Chair
 - Scholarships - Vacant
 - Social Media / Newsletter - Michele Faber, Chair and John Nomie Co-Chair
 - Web Page / Bylaws - John Nomie, Chair
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How To Become A Certified ICC Permit Technician?

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 building code 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 click on the link below and then click on “Certification and Testing.

[International Code Council](#)

Permit Technicians Certification

Exam Basics

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

Exam Content

- General Administration— 39%
- Legal Aspects—22%
- Plans & Documents—25%
- Zoning and Site Development—14%

General Administration—39%

- *Customer Service 7%* - Interview customer 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 9% - 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 8% - Review the basic building concepts on plans for content. Verify basic details, elements or components of plans for completeness.
- Permit Issuance and Fees 8% - Process documents for required approvals.
- Calculate and verify valuations and fees and accept financial guarantees. Issue permits.
- Inspections and Certificate of Occupancy 7% - Accept inspection requests. Verify that special inspections are preformed where required. Track permit status. Coordinate approvals for and prepare the Certificate of Occupancy.

Legal Aspects—22%

- *Public Information and Legal 10%* - 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.
- *Records Management 4%* - Verify that the necessary documents are retained for the period required and available as needed.
- *Records Research 5%* - Research and document project history and code compliance
- *Appeals and Revocation 3%* - Process appeals and suspension or revocation of approvals, decision and / or permits.

Plans and Documents—25%

- *Review and Related Documents 9%* - 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 6%* - Verify that the occupancy classifications and the types of construction are designated on the plans and / or permit documents.
- *Read Maps 5%* - Read and identify map and plat / tract specifications and components.
- *Perform Calculations and Use Scales 5%* - Use architectural and engineering scales to determine basic dimensions and calculate areas and percentages.

Zoning—14%

- *Land Use 4%* - Explain the site plan review process or developmental plan review and land use codes.
- *Right-of-Way, Utilities and Easements 5%* - Determine public right-of-way and private and public easements. Regulate construction in public right-of-way.
- *Site Plan Review 5%* - Verify structure location on the lot, zoning and engineering requirements. Verify required set back and percentage of lot coverage.

Exam References and Supplies

- Basic Code Enforcement
- International Zoning Code
- International Building Code
- International Building Code
- Legal Aspects of Code Administration
- Pencil / Calculator

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Exam

- Exam options: paper and pencil or computer exam
- 60 multiple-choice questions
- 2 hour open book
- Exam fee - \$189.00

The ICC Permit Technician Study Companion is also a valuable resource to study for the exam.

ICC Testing Centers

What Should I Bring To The Test Site?

- Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a drivers license, passport, etc.
 - Three No. 2 pencils (sharpened)
 - References for the exam. No other reference material will be allowed into the testing center.
 - Make sure the references are bound or in a three-ring binder. Photo copies of copyrighted materials are not allowed.
 - Have notes written in ink or highlighted in code sections only.
 - Have permanently attached tabs (tabs that can't be removed without destroying the page).
 - Eraser
 - Magnifying glass
 - Eyeglasses, if necessary
 - Architects' scale or ruler
 - Watch without alarm/camera
 - Battery-operated calculator that is: Nonprogrammable, not capable of storing examination information and no ribbon or paper printing capabilities
 - No cell phones, beepers, radios, MP3 players, and / or PDAs
 - Arrive at the exam site at least 30 minutes before the examination is scheduled to begin. Remember it is your responsibility to already be familiar with the regulations governing Code Council examinations.
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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](tel:1-800-275-8301) (Pearson VUE is a professional testing agency that administers tests 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 the United States.

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. Also check with an ICC Permit Technician Chapter near you to see if they have any courses scheduled.

The information listed in this brochure are only a few details. For complete examination information click on the link below.

[ICC Certification](#)



News from ICC and PermitTechNation

New Certified Permit Specialist Certification!

The Board for International Professional Standards (BIPS) has reviewed the survey results for an advanced level of Permit Technician, and has approved a new category – *Certified Permit Specialist!* This survey was conducted a year ago to the ICC membership to develop a level of interest for this new certification.

To become a *Certified Permit Specialist*, you will first be required to pass the Permit Technician Exam and second, pass the yet to be developed 'Administrative' exam. ICC Exam Development Committees (EDC'S) will develop the "Administrative" exam which will address administrative, budgeting, customer service, etc. This exam will be used for the certification categories where the title is "Specialist", and will be a prerequisite to obtaining certification as a Plumbing, Mechanical, or Fire Code Specialist. Once you are a '*Certified Permit Specialist*' and decide you want to move into another 'Specialist Certification', for example, 'Residential Code Specialist', you would need to pass only the residential exam.

A special thank you to John Darnall, Building and Fire Safety Official at City of Tumwater, WA and Cindi Somers, Washington State Association of Permit Technicians (WSAPT) for working diligently as members of the *ICC EDC* to help promote this new certification! The category name, '*Certified Permit Specialist*', may change during the development stages. Additional information will be forwarded once available from ICC.

PermitTechNation Group Update

The PermitTechNation Group was formed in 2013 during the ICC Annual Conference in New Jersey by the current ten ICC Permit Technician chapters listed below.

The Group was formed to raise the profile of Permit Technicians as code officials, help Permit Technicians get ICC Certified and assist states and current Permit Technician Associations to app for ICC Chapter status.

Over the last several years, ICC has provided our group with a booth at the Expo during the ICC Annual Conference to help promote the position of Permit Technician. The booth is informational about each Permit Technician Chapter and the group holds a drawing for one delegate to receive a set of text books to take back to their jurisdiction for the permit technicians to study for the Permit Technician Certification Exam. The text books are provided by ICC and include the current, *Basic Code Enforcement, International Zoning Code, International Building Code and Legal Aspects of Code Administration.*

The group will be hosting another booth again this year during the 2014 ICC Annual Conference in Fort Lauderdale, FL, with a beach theme! Carmen Cook from LaGrande, OR was the lucky recipient to receive the free ICC Annual Conference registration from OPTA and will be attending the conference representing our Chapter in a couple of weeks! I am excited to talk to Sandy when she returns to hear all about the conference and updates from the PermitTechNation Group!

Associations

- [Atlanta Metro Permit Technician Association \(AMPTA\)](#)
- [Colorado Association of Permit Technicians \(CAPT\)](#)
- [Central Ohio Permit Technicians \(COPT\)](#)
- [Kansas City Metro Association of Permit Technicians \(KCMAPT\)](#)
- [Minnesota Building Permit Technicians Association \(MBPTA\)](#)
- [North Central Texas Permit Technician Chapter \(NCTPTC\)](#)
- [New Jersey Association of Technical Assistants \(NJATA\)](#)
- [Oregon Permit Technician Association \(OPTA\)](#)
- [South Carolina Permit Technician Association \(SCPTA\)](#)
- [Washington State Association of Permit Technicians \(WSAPT\)](#)

Please contact me if you have any questions on certifications, the PermitTechNation Group or are interested in OPTA holding a special type of class during one of our conferences. We are here to help!

[Bonnie Lanz](#)
[503-786-7613](#)

2014 ICC Annual Conference



Survey Monkey Mission

We want to help you make better decisions. That's it. That's all. That's what drives us. We want to make it as easy as possible for you to get at the knowledge you need to make smart, informed choices. And after 10 years, we're still challenging ourselves to deliver simple, powerful solutions. We're dedicated to making even the most advanced research design easy enough for anyone – and everyone – to use.

What is Survey Monkey you wonder. It's a quick and easy way to gather information. Instead of emailing staff you can send a survey inquiry. It will tally the responses for you and best of all it can be free!

Survey Monkey

MailChimp

What is MailChip you wonder?



It's a tool for creating email newsletters
and so much more! Use this program to
email holiday or birthday cards,
brochures, notifications just to name
a few!

MailChimp

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