

PERMIT TECHNICIAN CONTENT OUTLINE

EXAM ID: 14

- **60 multiple-choice questions**
- **2-hour time limit**
- **Open book**

01. GENERAL ADMINISTRATION 39%

0101. Customer Service 7%

Interview customers and determine their needs and assess the scope of their project and direct them. Communicate with customers and staff using the appropriate terminology. Educate customers. Employ organizational skills.

0102. 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.

0103. Basic Building Concepts 8%

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

0104. Permit Issuance and Fees 8%

Process documents for required approvals. Calculate and verify valuations and fees and accept financial guarantees. Issue permits.

0105. Inspections and Certificate of Occupancy 7%

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

02. LEGAL ASPECTS 22%

0201. 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.

0202.	Records Management	4%
	Verify that the necessary documents are retained for the period required and available as needed.	
0203.	Record Research	5%
	Research and document project history and code compliance.	
0204.	Appeals and Revocation	3%
	Process appeals and suspension or revocation of approvals, decisions and/or permits.	
03.	PLANS AND DOCUMENTS	25%
0301.	Review Related Documents	9%
	Verify content of plans, engineered construction drawings and/or specifications for submittal. Determine the need and/or level of review.	
0302.	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.	
0303.	Read Maps	5%
	Read and identify map and plat/tract specifications and components.	
0304.	Perform Calculations and Use Scales	5%
	Use architectural and engineering scales to determine basic dimensions and calculate areas and percentages.	
04.	ZONING AND SITE DEVELOPMENT	14%
0401.	Land Use	4%
	Explain the site plan review process or developmental plan review and land use codes.	
0402.	Right-of-Way, Utilities and Easements	5%
	Determine public right-of-way and private and public easements. Regulate construction in public right-of-way.	
0403.	Site Plan Review	5%
	Verify structure location on the lot, zoning and engineering requirements. Verify required set back and percentage of lot coverage. Recognize the need for variances.	