

Discover the Permit Technician Role

What is a Permit Technician?

The heart of the Building Department, ensuring smooth permits and safe development in your community

- First point of contact for building department customers, guiding applicants through the building permitting process
- Translates ideas into action by screening plans, issuing permits, and explaining regulations
- Supports development and public safety by answering questions and communicating codes and regulations



Daily Duties

- Maintain documentation and records
- Review permit applications
- Issue permits and collect fees
- Provide customer support in-person, by phone and via email
- Route plans to appropriate departments for review and approval
- Assist with interpreting basic zoning, code, and permit requirements



Common Qualifications



- Entry level often requires high school diploma or equivalent
- Strong communication, organization, and customer service skills
- Previous experience and/or ICC certification

Career Benefits

- Competitive pay with benefits in both private and public sectors
- Stable employment due to housing demand and development
- Career advancement opportunities
- Employer paid training and certification



Want to learn more?

Visit California Building Officials - www.calbo.org