

Where Building Meets Service: 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.
- Work to supports both community development and public safety.



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 certification

Career Benefits

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



Want to learn more?

Contact California Building Officials - info@calbo.org