

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**DEVELOPMENT SERVICES PERMIT TECHNICIAN – 1252**

NOTE: formerly Development Services Technician

**DEFINITION:**

Under general supervision, to review and research the most complex building and construction permit materials, plans, and requirements; perform plan check and permit issuance functions; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Development Services Permit Technicians in the Development Services Department are responsible for providing information to the public regarding building and construction permits and assisting the public with plan check filing procedures. While Public Information Clerks provide specific and detailed information regarding complex government rules, policies, municipal code provisions and regulations which pertain to respective departments, Development Services Permit Technicians are technically proficient in the review of building and construction permit materials and assisting with related permit issuance to include the proper intake and set-up of permit applications and assessment of technical permit requirements.

**\* EXAMPLES OF DUTIES:**

- Processes, tracks, and issues no-plan permits in a permitting system;
- Researches and provides technical information to the public regarding building and construction permit requirements and permit status;
- Assists customers with plan check filing procedures and processes plan check fees;
- Reviews and evaluates plans for completeness and for conformance with department standards, policies, legal mandates, and guidelines;
- Utilizes permit tracking system to input and maintain permit information;
- Researches and resolves permit application issues in permit tracking system and troubleshoots problems;
- Calculates and assigns permit fees for appropriate invoicing;
- Routes plans to appropriate sections for review;
- Provides information to the public regarding building and construction permit requirements and status;
- Performs tasks to support plan review sections.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time clerical, public contact, or customer service experience which must include one year of full-time experience in the setup, issuance, or review of construction permit applications for compliance with applicable building codes in a public agency utilizing a permit application software.