

Minutes from January 18, 2007 Meeting

Mary Sampsel, Chief Building Official for Union County Building Department welcomed 29 attendees of the first quarterly Central Ohio Permit Technician Committee meeting held at the ICC Ohio Resource Center in Westerville, Ohio. Laura Scott, Manager of ICC's (International Code Council) Chapter Programs and Relations and Patty Bond, Chapter Programs Coordinator of ICC hosted the meeting.

Mike Boso, President of Central Ohio Code Officials Association (COCOA) welcomed the group to the first permit technician committee meeting. He explained the role of COCOA and how the permit technician committee will be a committee under their organization.

Sandy Liedtke, led the group in a discussion of survey results summarizing information received from the attendees prior to the meeting. The discussion included common building code questions that arise in different municipalities. The results of the survey indicated the need of consistency among different building departments and working together as a group to improve communication and education of building code compliance among the administrative staff. (Exhibit A)

Patty Bond, Chapter Programs Coordinator of ICC, explained to the group the different acronyms in ICC and its state and local chapters in Ohio (Exhibit B). Patty also discussed Permit Tech Organizations throughout the country with ICC Chapter status. (Exhibit C)

Laura Scott, Manager of ICC's (International Code Council) Chapter Programs and Relations, discussed seminar and training materials available relating to permit technicians and ICC Permit Tech Certification Examination.

Margie Badurina and Irene Metheny summarized their experiences of preparing for the ICC Certified Permit Technician exam. Currently, there are four certified permit technicians in Central Ohio and a total of eight throughout the State of Ohio.

After lunch, provided by COCOA, we discussed goal setting and asked for volunteers to serve on 3 committees to help meet the goals of education, membership involvement and code consistency among the administrative staff of code compliance. The committee leaders are:

Code Consistency Committee- Sandy Liedtke, Union County Building Permit Specialist.

Education Committee- Irene Metheny, ICC Certified Permit Technician.

Membership Committee Margie Badurina, ICC Certified Permit Technician

Laura Scott, led a training session "Dealing with Difficult People" to conclude our meeting.

OUR NEXT MEETING IS THURSDAY, April 19th, from 10-12 at Delaware County Code Compliance Office in Delaware, Ohio, hosted by Wendy Fox. (740) 833-2236.

SURVEY RESULTS

Exhibit A

1. List topics of discussion that would interest you at Permit Tech meetings?

- How permits are processed
- How are fees determined, what's working, not working with current fee schedule
- Consistency with application forms, etc
- What is required for application?
- Does the permit tech verify all required things are actually submitted with the application?
- Scheduling done by clerks?
- How does your dept deal with plans that are never picked up?
- Dept's policy regarding reinspection fees?
- Building permit resubmittals and revisions
- Policies and procedures
- Plan Storage
- Front counter dealing with irate customers
- How to deal w/ difficult situations
- Opportunities for permit technicians vs. secretarial
- How to handle procedures of paperwork in office
- Continuing education classes
- Commercial plan review process
- Flow pattern for permitting—from Health to zoning to building
- Contractor License Registration—is it required in your jurisdiction, if so what do you require?
- Plan review—What is the standard processing time for a permit?
- What's working/not working?
- How do you track permits once they've entered your system for review?
- How do you route plans to other agencies (i.e.-zoning, traffic, sewers, water)
- How do other jurisdictions handle permitting for multi-family units? Are separate permits issued for each tenant space or building?
- Blanket permits or individual permits?
- What is the goal of the group?
- Any permit tech's working in any building dept?
- 2006 Residential Code of Ohio—overview of changes that pertain to Permit Tech

2. What do you want to achieve by attending these meetings?

- Create consistency between all building dept (i.e. procedures) and consistency in procedures
- Exchange ideas and ways to improve the permit process
- Efficiency in procedures
 - A broader knowledge of how other jurisdictions handle similar situations, find a better, more efficient way to process documents while maintaining acceptable service levels
- Education and updates on codes as it pertains to our jobs as permit techs
- Information on other permit techs duties and ideas
- Get to know other building dept staff in different jurisdictions
- Gain more knowledge

3. Would quarterly meetings be enough times to meet? List other options and times of day that would work for you.

- Monthly (2)
- Quarterly (14)

4. **Do you know of any speakers that could lead us in discussions of topics of interest?**

- Mike Boso-CBO Grove City
- W. Eugene Law, architect-does commercial plan review for City of Bexley
- Use code officials, building inspectors, architects, speaker from another permit tech organization.
- Mike Stacy-Pickerington CBO

5. **Are you interested in finding out more information about becoming a certified Permit Technician?**

- Certified-3
- Yes—12
- No—1

6. **What is your level of interest in forming a permit techs group? Are you interested in being active on a committee or board position?**

- Forming Tech Group
Yes—16
- Committee/Board position
Yes—8 Not sure 2
No—6

7. **What are the top 3 frequently asked questions that your dept. gets from builders or the public?**

- Fee changes and charges
- Inspection procedures
- Zoning
- Why do I need a permit
- Can I pull the permit and have a friend help me do the work
- Why do I need a building permit
- How do I apply for a permit
- Can I do the work myself or do I have to hire a contractor
- Why don't you use credit cards
- Who is my inspector
- How long will it take for my plan approval and how much will it cost
- What time will the inspector arrive
- Inspection questions
- Same day inspections
- Do I need a contractors license/registration
- How many sets of plans need to be submitted for a permit

International Code Council (ICC)
ICC Chapters in Ohio

State Chapter: Ohio Building Officials Association (OBOA)
Rick Helsinger, President
City of Fairfield
5350 Pleasant Ave, Fairfield, OH 45014
Phone: 513-867-5318
Fax: 513-867-5310
rick1@one.net
Discipline: Building
www.oboa.org

Local Chapters: Building Officials Conference of Northeast Ohio (BOCONEO)
William Desvari, President
City of Lorain
200 W Erie St 3rd Fl, Lorain, OH 44052
Phone: 440-204-2048
Fax: 440-244-6920
william_desvari@cityoflorain.org
Discipline: Building
www.boconeo.org

Central Ohio Code Officials Association (COCOA)
Michael Boso, President
City of Grove City
4035 Broadway/PO Box 427, Grove City, OH 43123
Phone: 614-277-3075
Fax: 614-277-3090
mboso@grovecityohio.gov
Discipline: Building
www.cocoaonline.org

Five County Building Officials Association (FBOA)
Ernest Sellers, President
City of Canton
424 Market Ave N, Canton, OH 44702-1544
Phone: 330-430-7815
Fax: 330-430-7848
eeseller@ci.canton.oh.us
Discipline: Building
www.fboa.org

(Local Chapters cont'd)

Miami Valley Building Officials Council (MVBOC)
Renee Snodgrass, President
City of West Carrollton
300 E Central Ave, W Carrollton, OH 45449
Phone: 937-847-4640
Fax: 937-859-3366
pedbzi@westcarrollton.org
Discipline: Building
www.mvboc.org

North Central Ohio Building Officials Association (NCOBOA)
Paul Blanchette, President
City of North Ridgeville
7307 Avon Belden Rd, North Ridgeville, OH 44039
Phone: 440-353-0820
Fax: 440-353-0823
president@ncoboa.org
Discipline: Building
www.ncoboa.org

Northwest Ohio Building Officials Association (NWOBOA)
Thomas Hall, President
City of Wauseon
230 Clinton St, Wauseon, OH 43567
Phone: 419-335-6432
Fax: 419-335-3866
thall@fulton-net.com
Discipline: Building

Southwest Ohio Building Officials Association (SWOBOA)
Michael Spry, President
City of Cincinnati
3300 Central Pkwy, Cincinnati, OH 45225
Phone: 513-352-2492
Fax: 513-352-1598
michael.spry@cincinnati-oh.gov
Discipline: Building
www.swoboa.org

Other State Chapters:

Ohio Association of Plumbing Inspectors (OAPI)
Charles McNaught, President
Zanesville-Muskingum County Health Dept
205 N Seventh St, Zanesville, OH 43701-3791
Phone: 740-454-9741
Fax: 740-455-6726
charlesm@zmchd.org
Discipline: Plumbing
www.oapi.org

Ohio Code Enforcement Officials Association (OCEOA)
Don Tate, President
City of Kettering
3600 Shroyer Rd, Kettering, OH 45429
Phone: 937-296-2423
Fax: 937-296-3240
don.tate@ketteringoh.org
Discipline: Property Maintenance, Zoning
www.oceoa.org

Ohio Fire Officials Association (OFOA)
Daniel Strohl, President
Upper Arlington Fire Dept
3600 Tremont Rd, Upper Arlington, OH 43221
Phone: 614-583-5116
Fax: 614-457-6620
dstrohl@uaoh.net
Discipline: Fire

Professional Chapters:

Ohio Design Professionals & Code Analysts (ODPCA)
Robert Smith, President
Schooley Caldwell Associates
300 Marconi Blvd, Columbus, OH 43215
Phone: 614-628-0300
Fax: 614-628-0311
rsmith@sca-ae.com
Discipline: Design Professionals

(Professional Chapters cont'd)

Plumbing Heating Cooling Contractors of Ohio (PHCC)
Wendell Coblentz, Plumbing
Coblentz Plumbing
18961 River's Edge Dr, Chagrin Falls, OH 44023
Phone: 330-877-8989
Fax: 330-877-8525
cobplumb@aol.com
Discipline: Plumbing & Mechanical
www.phccohio.org

Regional:

ICC Midwest Region V
Mark Stimac, President
City of Troy
500 W Big Beaver, Troy, MI 48084
Phone: 248-680-7229
Fax: 248-689-3120
stimacms@ci.troy.mi.us
Discipline: All in OH, KY, MI, IN

ICC Permit Technican Chapters

(12/15/06)

Colorado Assn of Permit Technicians, Inc.
Cynthia Linker, President
City of Black Hawk
211 Church St/PO Box 17
Black Hawk, CO 80422
Phone: 303-582-0615
Fax: 303-582-2239
clinker@cityofblackhawk.org
www.cocapt.com
Chapter Type: State

Kansas City Metro Assn of Permit Technicians
Janice Rogan, President
City of Lenexa
12350 W 87th St Pkwy
Lenexa, KS 66215
Phone: 913-477-7718
Fax: 913-477-7730
jrogan@ci.lenexa.ks.us
www.kcmapt.org
Chapter Type: Local

Minnesota Building Permit Technicians Assn
Cecilia ("Cecy") Lukoskie, President
City of Shoreview
4600 N Victoria St
Shoreview, MN 55126
Phone: 651-490-4683
Fax: 651-490-4696
clukoskie@ci.shoreview.mn.us
Chapter Type: State

New Jersey Association of Technical Assistants
Dawn Neil, President
Bernards Township
277 S Maple Ave
Basking Ridge, NJ 07920
Phone: 908-204-2506
Fax: 908-204-2515
dneil@bernards.org
Chapter Type: State

North Central Texas Permit Technicians Chapter
Samantha Morrow, President
City of Garland
800 Main St 2nd Fl
Garland, TX 75040
Phone: 972-205-2895
Fax: 972-205-2839
smorrow@ci.garland.tx.us
www.nctptc.org
Chapter Type: Local

Oregon Permit Technicians Association
Bonnie Lanz, President
City of Milwaukie
6101 SE Johnson Creek Blvd
Milwaukie, OR 97206
Phone: 503-786-7613
Fax: 503-774-7612
lanz@ci.milwaukie.or.us
Chapter Type: State

Washington State Association of Permit Technicians
Judy Pozarich, President
Yakima County
128 N 2nd St
Yakima, WA 98901
Phone: 509-574-2366
Fax: 509-574-2361
judy.pozarich@co.yakima.wa.us
www.wabo.org/wsapt/wsapt
Chapter Type: Local

