

## Central Ohio Permit Technicians

Meeting Minutes

From March 20, 2008  
City of Dublin 10:00 am to 12 Noon

*Our purpose as a Permit Technician Committee is to educate, support and network those working in administrative staff positions of building code enforcement.*

## ATTENDING: (24)

Suzette Thomas, Tami Spiers, Carmon Tatman, Wendy Fox, Karen Christophersen, Valerie Sanzoni, Mary Sampsel, Linda Reigle, Connie Hoblitzell, Sandy Liedtke, Barb Lotz, Maureen Brady, Irene Metheney, Margie Badurina, Gayna Gilbert, Sandy Whittington, Pam Hickok, Angie Perrine, Jeanette Hines, Fredena Williams, Anthony Hray, Camellia Richey, Sioux Cramer, Robyn Harp.

Margie Badurina, Chairman, opened the meeting with the following remarks:

1. COCOA is having a spring golf outing April 19<sup>th</sup>, more information to follow.
2. Margie gave our Ad-Hoc committee report:
  - a. An Annual Bulletin is to be published of all the different permit tech organizations and their happenings and Margie passed around a copy of one. Check out page 12 and see that our organization made the booklet!

If you sign up on the roster and include your e-mail she will make sure you get a bulletin when they are released.

    - “National Permit Technician Bulletin” which will be distributed throughout the US and Canada, and if accepted, posted to the ICC web site as a link.
    - That ICC add a web page specifically designed for Permit Technicians and add direct links such as certification, training, ICC Permit Chapter Web sites, and any links specific to Permit Technicians.
    - Changes to the current ICC brochure called “Careers in Code Enforcement” to include a description of the Permit Technician.
    - Revise the fundamentals of I Codes for Permit Technicians to a 2 day class.
    - Request ICC add two additional training classes available from ICC for Permit Technicians training to include essential information as it relates to residential permit plan review and the process. The second, counter/supervisor administration supervision with an in-depth review of legal aspects and code administration.
  - b. The following recommendations were approved by the Ad-Hoc committee and will be presented to the ICC Board of Directors:
    - Request that ICC bundle permit technician certification study materials as a package.
    - Encourage new chapters and provide one set of study materials for a lending library.
    - Compile a national list of permit technician job descriptions and propose to ICC a uniform recognized permit technician job description in line with that of building officials, inspectors, etc...
    - Create a new ICC Permit Technician certification to include plan review for intake documentation.

- Create a national Permit Technician mentor program to share ideas and networking.
- “Career As A Permit Technician” brochure to be added to ICC website and for distribution

### 3. Update on transition committee meeting held March 3, 2008:

Some goals identified for each committee:

- Expand training opportunities
- Research and establish Institutes
- Advertising, newsletters, etc...

### 4. Introduction of the new chairmen

Sioux Cramer, Membership Chairman, reminded everyone to sign in and to read over the roster for any corrections or updates. She then had everyone introduce themselves and identify what they do in their respective departments. There are 36 registered members on our roster.

Robyn Harp, Education Chairman, handed out cards to Margie, Mary and Irene as a big **Thank You** from all the people who signed up for the Saturday study group. This study group opportunity was appreciated by all. Two of the 7 participants have taken their ICC Certified Permit Technician test and have successfully passed their test becoming CPT! **Congratulations** to: **Pam Hickok** from New Albany and **Mary Rinella** from Tuscarawas/Holmes County!

Some of the ideas Robyn will be working on are:

- Figuring ways to send representatives to Conferences
- “Tag-a-long” inspector program
- Having Steve Regoli or Billy Phillips from the State give another lecture/class
- Process of getting more interested members certified with ICC

Wendy Fox, Code Consistency Chairman, reported that she would be attending a COCOA Code consistency meeting. Gayna Gilbert suggested we include topics, discussions and information regarding issues pertaining to planning and zoning. Not to focus only on building permit processes since many of our permit technicians have to handle zoning issues also. These topics to be handled under Code Consistency chair. Wendy’s efforts to promote the Yahoo membership website asked Sandy Liedtke and Linda Reigle to assist PT members to signing onto the website after the meeting. They were successful to register 7 new members to the website.

Sandy Liedtke and Linda Reigle, are co-Chairmen for the newly formed Public Relations Committee.

Some of their goals are:

- A semi-annual newsletter via the internet
- Take pictures at all our gatherings
- Keep permit tech brochures updated
- Create Permit Technician Certification Brochure that would be a step-by-step pamphlet on how to get certified
- New member folders
- Promotional item ideas, pens, notepads, etc...
- Create a display board

Rod Durbin, Residential Plans Examiner for the City of Dublin, gave an overview of residential plan reviews on decks, porches, and basement finishes. He gave a slide show showing some great examples and passed out handout/information on each subject. (See attachments to meeting minutes.)

The next quarterly meeting is slated for **July 17, 2008**. Anyone interested in hosting this meeting, please contact Margie Badurina at 614-277-3075 or at [mbadurina@grovecityohio.gov](mailto:mbadurina@grovecityohio.gov).

Meeting adjourned.

Attachments: sign in sheet, handouts from Rod Dubin