

**Sec. 29-262-6b. Plan review technician duties and minimum qualifications**

(a) The plan review technician performs the following duties under the direction of the building official or the assistant building official:

(1) Reviews, analyzes and evaluates preliminary and final construction plans for compliance with all applicable codes, referenced standards and other related regulations prior to the issuance of building permits;

(2) Explains codes and standards to contractors, architects, developers, engineers, property owners and other interested parties;

(3) Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature; and

(4) Prepares and maintains reports, records and correspondence relating to the review of plans.

(b) The minimum qualifications of a plan review technician are as follows:

(1) Completion of high school, vocational school or the equivalent;

(2) Possession of three (3) years of experience in the fields of building construction or code interpretation or enforcement; and

(3) Demonstration of the following:

(A) Thorough knowledge of applicable codes, referenced standards and other regulations;

(B) Ability to read and interpret plans and specifications;

(C) Knowledge of building construction materials and the principles, practices and methods of building design;

(D) Ability to examine and make recommendations on plans submitted for approval; and

(E) Ability to express oneself clearly and concisely, both orally and in writing.

(c) Each plan review technician shall attend a minimum of ninety (90) hours of approved continuing education programs over consecutive three-year periods.

(Adopted effective March 27, 2003; Amended July 1, 2005)