PERMIT TECH
NEWSLETTER

How To
Feng Shui
Your Desk
to boost
creativity, productivity
and better well-being

Permit Tech
Study Tips &
Study Questions

EXPIRED
BUILDING PERMITS?
The Utah Chapter ICC Permit Tech Committee would like to thank you for attending the 2018 Permit Tech Seminar.

Please click here to share your opinion on next year's seminar location

2019 Permit Tech Seminar poll
### Feng Shui Your Desk

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<thead>
<tr>
<th>1) Bottom left corner – keep a reference book here. Something that implies learning, Knowledge, or your school books.</th>
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<td>2) Middle left – this is the family area, so place a family photo here or an object that is close to your heart.</td>
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<td>3) Top left – place your computer or an item of wealth here. Make sure the item is in excellent working condition because this is your financial corner.</td>
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<tr>
<td>4) Bottom middle – keep this area clear for work. This is your career area. So your immediate work and projects get completed here.</td>
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<tr>
<td>5) Center – this is the health area. Place herbal tea here or items that remind you to live a balanced and healthy life.</td>
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<tr>
<td>6) Top middle – this is the fame area, so place your BIG Name Plate or stack of business cards here.</td>
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<tr>
<td>7) Bottom right – this is the helpful people and travel area. I always recommend a silver box with helpful affirmations or a lovely book on travel here.</td>
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<td>8) Middle right – Place a book here for journaling or something that inspires creativity within you. Whatever causes that “a-ha” spark.</td>
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<tr>
<td>9) This is the marriage &amp; relationship area. Keep fresh flowers or a plant here. Be sure to care for your plant &amp; tend to it just like a relationship.</td>
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### Clear all clutter

Clutter is postponed energy. It is anything unfinished, tolerated and disorganized. This leads to a chaotic, unorganized day. And as the zen proverb states, the way you do one thing, is the way you do all things – so make that organization count!
If you are not currently utilizing some form of an "Expired Permit" letter, you should be!

...if you're lucky, the program you're using can identify when a permit has gone 180 days without an inspection. If you're not-so-lucky, you'll have to do some digging. Start with the oldest permit in your system. When was the last time it had an inspection? Once you have identified a few of them, start addressing some envelopes so you can close some overdue projects, archive those plans and free up some space.

The "Expired Permit" letter that I use seems to be pretty effective. Every once in a while I get a call from an upset homeowner because I mention a noncompliance being recorded on their property and their permit was only for a furnace replacement, but I got them to call me...

Mission accomplished!

Now, I haven't passed the bar, but I know a little bit and you probably have to get your building official and city attorney's approval before you address your letters if you don't already have your own version so I've included a sample of mine and here is the most effective way to use it:

- Address the letter to the property owner, not the contractor or applicant. Let them reach out to the contractor to identify if they can get it resolved or if they need to get an attorney.
- Include the amount of the reinstatement fee.
- When the owner makes contact with you, make comments in the permit or copy and paste the email content and the date it was received. If contact is not made within the 10 day window, I will send a Notice and Order explaining that I received no response from the expired permit letter before I record a noncompliance on the property.
- Include your direct phone number and extension so the owner can call you directly. I also include my email address to eliminate the sound of my phone ringing!
Notice of Violation
EXPIRATION of BUILDING PERMIT

«Date»

«Property Owner»
«Address»
«City_ST_zip»

Property Location: «Project_Address»

Permit Number: «Permit_Number»

It has come to our attention that your building permit has expired and the structure has not had a FINAL INSPECTION and is in violation of the current adopted editions of the International Residential Code, Section 109 or The International Building Code, Section 110.

On «Permit_Issue_Date» a permit was issued for «Type_of_Permit». No final inspection has taken place.

The building permit must be reinstated and all required inspections must be completed in order to avoid a Notice of Non-Compliance recorded on the title of said property.

A $«Reinstatement_Fee_Amount» reinstatement fee is required to reinstate the permit.

If this violation is not corrected or a meeting scheduled with an authorized representative from Planning & Development Services, within ten (10) business days of the date of this letter, a Notice of Non-Compliance will be recorded on the title of the subject property and will remain until the final inspection has taken place.

Questions regarding this notice may be directed to your phone number or you can email me at your email address

Regards,

Your Name
Building Permit Technician
Construction personnel perform a critical role in the wake of catastrophes. Their knowledge, skills and abilities are essential to community reconstruction. In coordination with the International Code Council (ICC) and the Federal Emergency Management Agency, the Department of Planning and Natural Resources in the U.S. Virgin Islands needs volunteers — interested individuals or teams of building officials to assist in the assessment of buildings impacted by Hurricanes Maria and Irma. The Building Permitting Office has only two building officials for the entire territory. The most immediate need is for ICC-certified plan reviewers, inspectors and permit technicians. Deployment can range from two to four weeks.

This mutual aid request will be facilitated through the Emergency Management Assistance Compact (EMAC), which provides reimbursement to state or local jurisdiction employees for their assistance. The reimbursement process will begin after the deployment period ends. All incurred expenses must be recorded and submitted to the personnel's state EMAC Coordinator upon return to the mainland.

Requirements:

Individuals interested in this mission should first receive permission from their direct supervisor to participate and then contact your state EMAC Coordinator, to respond to the request (#1306-RR-7432).

Must be employed by a municipal or county government agency. Private-sector entities are not yet reimbursable through EMAC in most states.

Personnel MUST be able to interpret and enforce the 2015/2018 International Codes.  
• It is recommended to bring a paper or electronic ICC code references (for each trade) in case code books are unavailable or delayed.

All personnel must have a copy of certificate in their specialty proof of credentials to perform request duties and must be physically able to perform the required duties for each position.  
• Plan examiners must have a current ICC certification in building, plumbing, mechanical or electrical trades. Multi-licensed preferred.  
• Inspectors must have a current ICC certification in building, plumbing, mechanical or electrical trades. Multi-licensed preferred.  
• Permit technicians/coordinators must have a current ICC certification.
Each individual will be responsible to coordinate their own air travel, rental car, accommodations and food. Fleet vehicles will be available for use. Instructions for renting vehicles for use during the deployment will be provided. All personnel, including plans examiners and permit technicians will need a vehicle to get from hotel accommodations to each permitting facility.

Each jurisdiction will be responsible to keep the required documentation to submit for reimbursement directly to the U.S. Virgin Islands Department of Planning and Natural Resources.

Each individual must bring their own work equipment.
• Cell phone in the event 2-way radio equipment is not available.
• Personal protection equipment, including rain and safety gear, hard hat, boots, flash light, sunscreen, etc.
• Equipment used in regular performance of their job (e.g. tape measures, laser measuring devices, digital cameras, tablets and laptops).

Immunizations or vaccinations advised. Light hazards (mold) may exist.

Personnel will report to one of three temporary buildings or other alternate facilities fully equipped to serve as satellite permit offices for staff. Includes standard desks, furnishings and desktop computers with networking.

A passport is not required for travel but encouraged.

If you wish to volunteer, or you have contacts with individuals or groups who might wish to help, your State Emergency Management Agency can help you with details (indicate you are responding to the Resource Request #1306-RR-7432).

Only six months have passed since Hurricane Maria struck the U.S. Virgin Islands. The Category 4 storm destroyed houses and significant infrastructure, leaving mass devastation. As we approach the beginning of hurricane season on June 1, we thank the dozens of ICC members who answered the call to help. Together we can help the communities in the U.S. Virgin Islands during this period of rebuilding.

Utah Division of Emergency Management
1110 State Office Building
P.O. Box 141710
Salt Lake City, Utah 84114-1710
(801) 538-3400 (801) 538-3770 FAX
publicsafety.utah.gov/emergencymanagement
Permit Tech

Study Tips

- Permanently affix tabs to the chapters in your book. *(I bought some blank ones and taped them on to make them permanent)*
- Erasable highlighters are amazing! *(I found mine at Walgreens)*
- Read thru the chapters that apply to the exam to familiarize yourself with the content and where to find it.
- Always study somewhere where you will not be distracted.
- Always watch for "Exception:", that's usually where you will find the answer.
- If the multiple choice answers sound like legal terms, check in Legal Aspects definitions for your answer.
- Utilize as many study guides as you can get your hands on and if you can't find any, let us know!
- Don't memorize this stuff! *(The code cycle changes every 3 years)* Know what content is in the chapters you study and the answers will be easier to smash thru.
- Use a timer. When you can get thru 20 questions in 30 minutes, you're ready to go!
- The exam allows you 2 minutes per question *(60 total)* and there were over 200 test questions developed so make sure to use whatever study help you choose till the wheels fall off!
1. Which of the following is not one of the typical six steps involved in permit process?
   a. issuance of the certificate of occupancy 
   b. decision to approve or refuse
   c. submission of an application
   d. holding a public hearing
   Reference __________________________

2. A reference symbol indicates
   ______.
   a. what number the detail is and on what page it appears
   b. the type of glazing used and its size
   c. what code section applies to a specific detail
   d. what type of soil is referenced in the soils report
   Reference __________________________

3. At the framing inspection, all concealed spaces are checked to determine if
   ____________ is required.
   a. additional nailing or strapping
   b. sway bracing
   c. termite-proofing
   d. fire-blocking or draft-stopping
   Reference __________________________

4. Which of the following conditions is not specified in the code as a reason to revoke or suspend a permit?
   a. The contractor's license was suspended.
   b. The permit was issued in error.
   c. The permit was based on incomplete information.
   d. The permit was issued in violation of a municipal ordinance.
   Reference __________________________

5. Changes made during construction that are not in compliance with the approved construction documents shall be ______.
   a. approved by the inspector in the field
   b. denied and a stop work order posted on the job site
   c. permitted if approved by the design professional in responsible charge
   d. resubmitted for approval as an amended set of construction documents
   Reference __________________________

6. The building permit or a copy shall be
   ________.
   a. visible from the street
   b. kept on the site of the work
   c. posted with the inspection record
   d. made available to the inspector
   Reference __________________________
7. Which of the following information is not required on the certificate of occupancy?
   a. name of the building official
   b. name and address of the owner
   c. name of the architect in responsible charge
   d. code edition under which the permit was issued

Reference __________________________

8. Which of the following is not a reason to revoke a certificate of occupancy?
   a. It was issued in error.
   b. It was issued based on incorrect information.
   c. The owner has sold the building to a new owner.
   d. A portion of the building is in violation of the building code.

Reference __________________________

9. An elementary school is generally classified as what type of occupancy?
   a. Group A
   b. Group B
   c. Group E
   d. Group U

Reference __________________________

10. An indoor sports arena should be classified as a Group occupancy.
    a. A-3
    b. A-4
    c. A-5
    d. B

Reference __________________________

11. Habitable spaces, other than a kitchen, shall have a minimum dimension in any direction of _____ feet.
    a. 5
    b. 7
    c. 10
    d. 15

Reference __________________________

12. Where required natural ventilation is provided by exterior openings, the minimum openable area to the outdoors shall be _____ percent of the space being ventilated.
    a. 2
    b. 4
    c. 8
    d. 10

Reference __________________________

13. Required urinal partitions must extend not less than _____ inches above the finished floor surface.
    a. 60
    b. 48
    c. 36
    d. 72

Reference __________________________

14. Auto body shops are permitted in which one of the following zoning districts?
    a. A-3
    b. C-2
    c. CR-1
    d. FI-1

Reference __________________________
15. When an application for a discretionary land re-zone is heard by a hearing examiner, how many working days does the hearing examiner have to make a decision?

a. 5  
b. 10  
c. 15  
d. As determined by the adopting ordinance of the jurisdiction  
Reference __________________________

16. The minimum number of parking spaces required for a 5,000-square-foot health club is _____ spaces.

a. 30  
b. 50  
c. 500  
d. 550  
Reference __________________________

17. Landscaping required for all new buildings must be completed within _____ of occupancy of the building.

a. 30 days  
b. 180 days  
c. 1 year  
d. 2 years  
Reference __________________________

18. Any sign to be erected shall conform to the International Zoning Code and the International _____________Code.

a. Fire  
b. Building  
c. Existing Building  
d. Property Maintenance  
Reference __________________________

19. Conduct that was not intended to cause harm or injury, but nonetheless did so, and also breached some duty of care imposed by the law is known as __________.

a. negligence  
b. tort liability  
c. intentional tort  
d. malicious prosecution  
Reference __________________________

20. The act of occupying a space that belongs to someone else is considered a(n) _________.

a. variance  
b. encroachment  
c. permissive use  
d. adverse possession  
Reference __________________________

A N S W E R  K E Y

1. d  Basic Code pages 47 & 48  
2. a  Basic Code page 24  
3. d  Basic Code page 108  
4. a  2015 IBC Sec. 105.6  
5. d  2015 IBC Sec. 107.4  
6. b  2015 IBC Sec. 105.7  
7. c  2015 IBC Sec. 111.2  
8. c  2015 IBC Sec. 111.4  
9. c  2015 IBC Sec. 305.1  
10. b  2015 IBC Sec. 303.5  
11. b  2015 IBC Sec. 1208.1  
12. b  2015 IBC Sec. 1203.5.1  
13. a  2015 IBC Sec. 1210.3.2  
14. d  2015 IZC Sec. 701.1  
15. b  2015 IZC Sec. 108.4  
16. b  2015 IZC Table 801.2.1  
17. c  2015 IZC Sec. 805.1  
18. b  2015 IZC Sec. 1004.1  
19. a  Legal Aspects Ch. 10 Intentional Torts  
20. b  Legal Aspects Ch. 9 Easements
FYI: There is such a thing as **ICC CERTIFICATION APPEALS** should you fail the exam...

If you failed the exam and you feel like you should have passed, you can pay $100 challenge fee and schedule an appointment to review the questions you answered incorrectly. It's similar to taking the exam except you can see the questions and answers and you can explain why you are challenging the answer. If your description is **valid**, it will be considered and discussed! If it's not, you still FAIL.

Here are a few challenges the ICC Permit Tech Exam Development Committee recently discussed; *(Examples are based on actual challenges, but NOT the actual questions or answers)*

1. What does #1 indicate? (window, doorway, framed in wall, closet) Choice: The wrong answer  
   **Reason for challenge:** The large 1 is printed directly over the closet.

2. According to the scale 1 inch = 20 feet... Choice: The wrong answer  
   **Reason for challenge:** I do not use a scale in my work & nothing in the prep class indicated we would need to know how to use a scale - this is a very poor question for this exam.

3. Something that asked to refer to a figure... Choice: The wrong answer  
   **Reason for challenge:** I totally guessed at this answer, the question should have referred to a section in the code, not just the figure. I felt I did not have enough information to answer the question.

This permit tech also included a summary of all the questions he/she challenged;  
**Summary:** These questions do not reflect in any way how I do my job. The test needs to reflect on permit tech duties, not building code. The way the test was administered and the scores relayed was very unfair.

All though the reasons this person used to challenge these 3 of 10 questions were not actually valid. each challenge was reviewed thoroughly and unfortunately still denied. Now, I don't suggest that anyone pay $100 to appeal questions that they guessed on, but I do suggest taking some kind of study course or attending a few study groups and most definitely reading the bulletin before you start the exam. I failed my first exam, but after I intensified my studies, I passed with flying colors!

Patricia Fail

**If you need books to study, We got you!**

The Permit Tech Committee has books in the lending library for anyone that needs them.

You can contact anyone on the committee to get more information, or if you are interested in hosting or attending a permit tech study group, let us know and we can make it happen.
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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