PERMIT Technician Training

Presenters:
Mary Huffman
Linda Nesselrodt
David Beahm, VBCOA Sergeant At Arms
Today’s Agenda

We will be covering four areas in the training today:

- What is the process of becoming a certified Permit Technician?
- Tips & Tricks to pass the Permit Technician exam
- You are certified, now what?
- What is VBCOA and how can you be more involved?
How do you become a Permit Technician?

DHCD Jack A. Proctor Virginia Building Code Academy

- CORE Course
- Permit Technician Course

- Take the ICC Permit Technician Exam
- Apply with DHCD for your certification
CORE Course

- Core Course is a 3 day course that is required for new code officials within 180 days of appointment and for ALL code enforcement personnel. This course is a prerequisite for acceptance into all other courses and is a requirement for certification. This course is offered at least two times a year in different parts of the state. There are no prerequisites for attendance at this course.

~DHCD, Jack A Proctor Virginia Building Code Academy Course Descriptions~
Core Module Cont.

- History of the Uniform Statewide Building Code
- Introduction to the Virginia Statewide Uniform Building Code
- Working with the Client
- Code Enforcement
- Legal Aspects
- Resources/State Certification Information

~DHCD, Jack A Proctor Virginia Building Code Academy Course Descriptions~
Permit Technician Course

- This is a 2 day course designed for individuals who issue or review building permits issued to clients. This course will be scheduled at least once a year. The CORE Course is recommended, however, is not a prerequisite for attendance to this session.

~DHCD, Jack A Proctor Virginia Building Code Academy Course Descriptions~
 Permit Technician Course Cont.

- Permits: What & When
- Licensing Requirements and Customer Service
- Freedom of Information
- Records Retention and Disposal
- Preparing and Assembling Information for Boards and Commissions
- Meeting Minutes Taking and Reporting

~DHCD, Jack A Proctor Virginia Building Code Academy Course Descriptions~
# DHCD Jack A. Proctor Virginia Building Code Academy
## 2014 Academy Schedule

The Jack A Proctor Virginia Building Code Academy (JVBCA) announces its 2014 calendar year schedule effective January 1, 2014. New to this schedule this year are the Residential Building Inspection and Commercial Building Inspection three-day courses. In addition the JPBICA will be offering two continuing education events - more details to follow. Refer to the course description for more information specific to each course or program offering and the Matrix for certification information. Please note all offerings are subject to change or cancellation based on enrollment of 14 persons or fewer or as otherwise indicated, based on program need or instructor availability.

For more information or for course registration please visit our website: [https://jpbica.dhcd.virginia.gov/TASSD/SAUTGTD?Default.aspx](https://jpbica.dhcd.virginia.gov/TASSD/SAUTGTD?Default.aspx)

### Winter 2014 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Location/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28-30</td>
<td>Core</td>
<td>Northern VA area</td>
</tr>
<tr>
<td>February 4-6</td>
<td>Plumbing Inspection</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>February 4-6</td>
<td>Advanced Official</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>February 11-13</td>
<td>Electrical Inspection</td>
<td>Prince William County</td>
</tr>
<tr>
<td>February 11-13</td>
<td>Plan Review Non-Structural</td>
<td>Northern VA area</td>
</tr>
<tr>
<td>February 25-27</td>
<td>Fire Protection Systems</td>
<td>Northern VA area</td>
</tr>
<tr>
<td>March 4-6</td>
<td>Mechanical Inspection</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>March 11-13</td>
<td>Plan Review Structural</td>
<td>Northern VA area</td>
</tr>
<tr>
<td>March 11-13</td>
<td>Property Maintenance Inspection</td>
<td>Prince William County</td>
</tr>
<tr>
<td>March 18-20</td>
<td>Energy, Conservation, and Code for Residential Structures</td>
<td>Northern VA area</td>
</tr>
<tr>
<td>March 18-20</td>
<td>Permit Technician</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>March 25-27</td>
<td>Commercial Building Inspection - Pilot</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>April 8</td>
<td>Intro to Braced Walls (strongly suggested prior to Plan Rev Res)</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>April 9-12</td>
<td>Plan Review Residential</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>April 15-17</td>
<td>Residential Building Inspection - Pilot</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>April 23-24</td>
<td>Continuing Education Offering - TBA</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>TBD</td>
<td>Basic Amusement Device</td>
<td>To be determined</td>
</tr>
</tbody>
</table>

### Spring 2014 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Location/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 22-24</td>
<td>Core</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>April 29-May 1</td>
<td>Plumbing Inspection</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>May 6-8</td>
<td>Advanced Official</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>May 13-15</td>
<td>Electrical Inspection</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>May 13-15</td>
<td>Property Maintenance Inspection</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>May 20-22</td>
<td>Plan Review Non-Structural</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>May 20-22</td>
<td>Mechanical Inspection</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>May 28-29</td>
<td>Plan Review Structural</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>May 28-29</td>
<td>Energy, Conservation, and Code for Residential Structures</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>June 3-8</td>
<td>Fire Protection Systems</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>June 10-12</td>
<td>Residential Building Inspection</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>June 17-19</td>
<td>Energy, Conservation, and Code for Commercial Structures</td>
<td>Prince William County</td>
</tr>
<tr>
<td>June 24</td>
<td>Intro to Braced Walls (strongly suggested prior to Plan Rev Res)</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>June 25-26</td>
<td>Plan Review Residential</td>
<td>Eastern VA area</td>
</tr>
<tr>
<td>June 25-26</td>
<td>Commercial Building Inspection</td>
<td>Eastern VA area</td>
</tr>
</tbody>
</table>

### Fall 2014 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Location/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20-28</td>
<td>Core</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>September 9-11</td>
<td>Plumbing Inspection</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>September 14-18</td>
<td>Advanced Official</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>September 21-25</td>
<td>Electrical Inspection</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>September 23-25</td>
<td>Plan Review Non-Structural</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>Sept. 30-Oct. 2</td>
<td>Fire Protection Systems</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>October 7-9</td>
<td>Mechanical Inspection</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>October 15-16</td>
<td>Plan Review Structural</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>October 15-16</td>
<td>Energy, Conservation, and Code for Residential Structures</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>October 21-23</td>
<td>Property Maintenance Inspection</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>October 28-30</td>
<td>Commercial Building Inspection</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>November 4</td>
<td>Intro to Braced Walls (strongly suggested prior to Plan Rev Res)</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>November 5-6</td>
<td>Plan Review Residential</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>November 10-19</td>
<td>Permit Technician</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>December 2-4</td>
<td>Energy, Conservation, and Code for Commercial Structures</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>December 9-11</td>
<td>Residential Building Inspection</td>
<td>Metro Richmond area</td>
</tr>
<tr>
<td>December 16-17</td>
<td>Continuing Education Offering - TBA</td>
<td>Metro Richmond area</td>
</tr>
</tbody>
</table>
ICC Permit Technician Exam

- When attending the Permit Technician Course you will be provided with the NCPPCI Candidate Bulletin that will give all the details of exam registration.
- How do you register?
- Registration for the test is completed through Pearson VUE. There are two ways to register:
  - www.pearsonvue.com/icc
  - Call at 1-800-275-8301
Permit Technician Exam

- Permit Technician Test is #14
- 60 Multiple Choice Questions
- Exam Fee: $180
- Open Book - 2 hour time limit
  - Arrive 30 min before scheduled test
Permit Tech Exam Content Area

- General Administration 39%
- Legal Aspects 22%
- Plans & Documents 25%
- Zoning & Site Development 14%
- Total 100%

- If you pass the test, you will get a printed notice before you leave that day. If failed, you will be provided with the information needed.
How many times can you take the exam?

- During any 6 month period, you may take the exam a total of 2 times. You will be responsible for payment of the exam fee for every exam taken.

- For example, you may take the Permit Tech Exam on January 1 and fail, then retest on March 1. If you were to fail again, you cannot retake the exam six months form January 1....
What can you bring on test day?

Books
International Building Code
*2009 Chapters 1-3, 6, 12, 34 $94

International Zoning Code
*2009 Edition $25.50

Legal Aspects of Code Administration
*2002 Edition $30
Basic Code Enforcement $30

Total for Books $179.50
More items you can bring...

- Architect Scale or Rule
- Magnifying Glass/Eyeglasses
- Permanently attached tabs in book (ICC tabs)
- Battery Operated Calculator
  *Non-programmable, not capable of storing exam information, no ribbon or paper printing capabilities
- Foreign Language/English Translation Dictionaries
What are the requirements for books you will need to reference?

- Original bound book, 3 ring binder, or stapled.
- Photo Copies are not allowed!!
- You can have notes in ink or highlighted in book.
What you **cannot** bring to the test

- No Ink Pens, colored pencils, highlighters, writing paper or briefcases.
- No Personal items: Purses, wallets, or watches.
- Lockers are available for small items only.
- Copying, recording, or photo devices.
- Cell phones, beepers, radios, Mp3 players, and or PDA’s.
The timeline below will give you a general idea of how long it will take to achieve certification in most categories. Please remember that your experience may be shorter or longer than that below, dependent on individual circumstances.

- Register for an exam—
  Computer-based

- Take the exam

- Results are received immediately after exam

- Pass exam?
  No
  Register to re-take exam, if desired; additional study is recommended prior to re-taking the exam

  Yes

- Receive wallet card

  Cards are mailed 7-9 weeks from exam date

- Request wall certificate, if desired (optional—no charge)

  Request must be made within 90 days from exam
How to Become Virginia Certified

- Once you have completed both of the courses and passed the exam, you will need to apply with Department of Housing and Community Development for your certification.

- The application is available online at: www.dhcd.virginia.gov

  You will need to:

  1. Establish or update on-line profile
  2. Complete parts 1-4 on the application
  3. Attach required documents
  4. Mail or fax to the DHCD office
Questions on Part 1?

- Registration for DHCD Courses
  - TCO Online Registration

- Registration for Test
  - NCPPCI Candidate Bulletin
  - Need to retake the test?

- DHCD Application for Certification
Part 2.
Taking the Test: Content & Test Taking Tips
Content of Test

01 General Administration

- **Customer Service**
  - Interview customers and determine their needs and assess the scope of their project and direct them.

- **Project Applications**
  - Verify that application and the project information provided is complete and is acceptable. Verify contractor licensing where necessary.

- **Basic Building Concepts**
  - Review the submitted plans for content. Verify for completeness.

- **Inspections and Certificate of Occupancy**
  - Accept inspection requests. Track permit status. Prepare Certificate of Occupancy when required.
Permit Issuance and fees

- Process applications for required approvals. Calculate and verify valuations and fees. Issue Permits.
- ICC’s Square Foot Construction Costs are based upon type of construction and occupancy group.
- (ICC Building Valuation Data Bulletin)
Building Valuation Data – February 2013

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2013. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2012 International Building Code (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be calculated using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the building process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value, the BVD table does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again, it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

**Determine the Permit Fee Multiplier:**

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.

2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

**Permit Fee Multiplier =**

\[
\text{Bldg. Dept. Budget \times (\%)} \\
\text{Total Annual Construction Value}
\]

**Example**

The building department operates on a $300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is $300,000,000.

**Permit Fee Multiplier =**

\[
\frac{300,000 \times 75\%}{300,000,000} = 0.0075
\]

**Permit Fee**

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier. The Permit Fee = Gross Area x Square Foot Construction Cost x Permit Fee Multiplier

**Example**

Type of Construction: IIB
Area: 1st floor = 8,000 sq. ft.
2nd floor = 8,000 sq. ft.
Height: 2 stories
Permit Fee Multiplier = 0.0075
Use Group: B

1. Gross area: Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost: B/I/B = $155.73/sq. ft.
3. Permit Fee: Business = 16,000 sq. ft. x $155.73/sq. ft. x 0.0075 = $18,688

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction cost for a given time period (1 year) is the sum of each building’s value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).

- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.
02 Legal Aspects

- **Public Information and Legal**
  - For new and existing projects, answer questions about the need for approvals, permits and inspections, general code compliance of designs, procedures and materials. Address liability and public disclosure issues when necessary.

- **Records Management**
  - Verify that the necessary documents are retained for the period required and available as needed.

- **Record Research**
  - Research and document project history and code compliance.

- **Appeals and Revocation**
  - Process appeals and suspension or revocation of approvals, decisions and/or permits.
03 Plans and Documents

- Review Related Documents
  - Verify content of plans, engineered drawings. Determine the need of review.

- Occupancy Group and Type of Construction
  - Verify that the occupancy class and type of construction are on the plans.

- Read Maps
  - Read and identify map and plat specs.

- Perform Calculations and Use Scales
  - Use architectural and engineering scales to determine dimensions and calculate areas.
04 Zoning and Site Development

- **Land Use**
  - Be able to explain the site plan review process and land use codes.

- **Right-of-Way, Utilities and Easements**
  - Determining and regulate construction in a public right-of-way and private and public easements.

- **Site Plan Review**
  - Verify structure location on lot with required setbacks and percentage of lot coverage.
International Building Code

- Chapter 1: Scope and Administration
- Chapter 2: Definitions
- Chapter 3: Use and Occupancy
- Chapter 6: Types of Construction
- Chapter 12: Interior Environment
- Chapter 34: Existing Structures

- The above chapters are what you need to reference during testing.
Chapter 1 Scope & Administration

- Sections 101-104
- Understanding of the administrative provisions of the IBC. This includes purpose of the code, duties of the building official, issuance of permits, inspection procedures, special inspections, existing buildings and referenced standards
Example Question

Which of the following is not specifically considered part of the IBC to the extent prescribed?
A. International Existing Building Code
B. International Fuel Gas Code
C. International Property Maintenance Code
D. International Energy Conservation Code

Answer: A, Section 101.4
Chapter 1

Sections 105-107
Relates to the issuance of permits, permit exemptions, expiration of permits and submission of construction documents.
Sample Question

Which one of the following types of work does not require a building permit?

A. Driveway located 4’ above adjacent grade
B. 6’ high solid masonry fence
C. 3’ high retaining wall supporting a surcharge
D. 180 sf -1 story detached accessory building

Answer: B, Section 105.2
Chapter 1 & Chapter 34

- Sections 108-116 & Chapter 34
- These sections cover addressing temporary structures, permit fees, inspection procedures, certificate of occupancies, board of appeals, and existing buildings and unsafe structures.
Sample Question

- Which of the following is not specifically identified as a required inspection under the IBC?
  
  A. Footing  
  B. Roof Covering  
  C. Underfloor  
  D. Lath & Gypsum Board  

- Answer: B, Section 110.3
Chapter 2 Definitions

- 2009 IBC Section 201
  - General
    - 201.1 Scope. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this code have the meanings shown in this chapter.
Sample Question

- What is the difference between a building and a structure?
  - A building is any structure that is used or intended for supporting or sheltering any use or occupancy.
  - A structure is that which is built or constructed.
Chapter 3 and Section 508

- Chapter and Section are where we reference how to classify a building based on its intended use and the various methods for addressing buildings with multiple occupancy classifications.
Sample Question

- Which of the following is not one of the occupancy groups found in the IBC?
  
  A. A3  
  B. B2  
  C. S2  
  D. R4  

- Answer: B, 302.1
Chapter 6 & 12

Types of Construction and Interior Environment

These chapters are referenced to understand how a building is classified in regards to the specific type of construction based on the materials and various building elements such as resistance to fire, interior environment including light, ventilation, interior space dimensions and temperature control and access to unoccupied spaces.
Sample Question

- A type V building is permitted to be constructed of:
  
  A. Only fire resistant materials  
  B. Only non-combustible materials  
  C. Only steel or masonry materials  
  D. Any materials permitted by the code

- Answer: D, Section 602.5
Questions on the IBC ????
International Zoning Code Chapters 1-13

- Chapter 1: Scope & Administration
- Chapter 2: Definitions
- Chapter 3: Use Districts
- Chapter 4: Agricultural Zones
- Chapter 5: Residential Zones
- Chapter 6: Commercial and Commercial/Residential Zones
- Chapter 7: Factory/Industrial Zones
- Chapter 8: General Provisions
- Chapter 9: Special Regulations
- Chapter 10: Sign Regulations
- Chapter 11: Non-Conforming Structures and Uses
- Chapter 12: Conditional Uses
- Chapter 13: Plan Unit Development
- Chapter 14: Referenced Standards
IZC Chapters 1-7

Scope, Administration, and Use Districts

- Includes administrative provisions and use districts that defines the purpose of the code, duties of the zoning code official, planning commission, permits and approvals, and board of adjustment and hearing officer.
Sample Question

- Who shall make interpretations of the International Zoning Code?

  A. The Code Official  
  B. The Board of Appeals  
  C. The Planning Director  
  D. The Planning Commission

- Answer: A, Section 104.6
IZC Chapter 8, 9, 11, 12, 13

- Includes regulations on off street parking, landscape and grading, fences, accessory buildings, home occupations, nonconforming structures, conditional uses and planned unit developments.
Sample Question

- The minimum number of parking spaces required for a 5,000 sf health club?

  A. 30  
  B. 50  
  C. 500  
  D. 550

- Answer: B, Table 801.2.1
IZC Chapter 10

- Signs
  - Various sign provisions include general provisions, exempt and prohibited signs, permits, and specific sign requirements.
Sample Question

Which of the following signs best describes a billboard?

A. Fascia
B. Banner
C. Marquee
D. Outdoor Advertising

Answer: D, Section 1002
Legal Aspects of Code Administration

- Chapter 1: Introduction
- Chapter 2: Historical Overview
- Chapter 3: Local Governmental Law
- Chapter 4: State Legislative Law
- Chapter 5: Federal Legislative Law
- Chapter 6: Administration & Enforcement
- Chapter 7: Administrative Law
- Chapter 8: Constitutional Law
- Chapter 9: Related Property Law Concepts
- Chapter 10: Liability for Intentional Wrong Doing
- Chapter 11: Negligent Wrong Doing
- Chapter 12: Civil Rights Actions
- Chapter 13: The Role of the Witness
Legal Aspects Chapters 3-4

- Local Government Law and State Legislative Law
  - Reference state and local powers in regard to the adoption and administration of codes, including the limits of those powers through various rules and enabling legislation.
Sample Question

Which of the following rules is typically referenced when determining if local government has certain powers?

A. Home Rule
B. Dillion’s Rule
C. The Rule of Equitable Estoppel
D. Sovereign Immunity Rulings

Answer: B, Chapter 3
Legal Aspects Chapter 6, 7, 8

- Administration and Enforcement, Administration Law and Constitutional Law
- Includes how to handle complaints, power and rules of procedures for building code boards of appeal, and various ways the federal constitutional law impacts the day to day operation of a building department.
Sample Question

- The Board of Appeals shall be appointed by the:
  A. Building Official
  B. Governing Body
  C. City/County Clerk
  D. City/County Attorney

- Answer: B, Chapter 7
Legal Aspects 9, 10, 11, 12

- Related Property Law Concepts, Liability for Intentional Wrong Doing, Negligent Wrong Doing, and Civil Rights Actions
- Property law concepts, intentional torts, and absolute immunity, civil rights and the elements composing a claim of negligence, as well as the possible defenses and immunities that a building official might raise in response to a charge of negligence.
Sample Question

- A local law is known as a(an)
  
  A. Statute
  B. Ordinance
  C. Restrictive Covenant
  D. Encumbrance

- Answer: B, Chapter 9
Questions on the IZC or Legal Aspects Section??
Basic Code Enforcement

- Part 1: An Overview of Codes
  - Understand the development and role of building codes, standards, and the International Code Council.
Sample Question

- What is a model code?

A. Suggestion for constructing model homes

B. A set of regulations that become law as soon as they are published

C. Requirements for building common structures such as theatres and restaurants

D. A written set of regulations available for adoption by local jurisdictions

- Answer: D
Basic Code Enforcement

- Part 2: Administrative Aspects of Code Enforcement
  - Includes the general view of the building department, adoption of codes and enforcement of zoning ordinances, and the permit process.
Sample Question

Which of the following is not under the authority of the Building Official:

A. Issue permits

B. Perform periodic inspections

C. Grant variations to specific code requirements.

D. Enforce compliance with the code

Answer: C
Basic Code Enforcement

- Part 3: Technical Aspect of Code Enforcement
- Recognizing basic construction documents necessary for plan review. Examining the documents for compliance with building and zoning requirements. Learn the types of inspections and procedures.
Sample Question

- Architectural material symbols are:

  A. Pictorial representations of construction materials

  B. Shown on each page of the submitted plans

  C. Identical for each set of submitted plans

  D. Required by the International Building Code

- Answer: A
Questions on Basic Code Enforcement Section??
Test Taking Tips

1. Tab your books. Make sure to only utilize tabs approved by the test service which will be the tabs provided by ICC. Make sure to use tabs in a manner that works well for your personal preference. ICC provided tabs basically duplicate the titles found in the Tables of Contents of the code books and some select section headings. Familiarize yourself with the chapter titles then you may find it just as easy to use the Table of Contents found in the front of the code book.
2. Do practice questions, either use formatted questions or make up your own. When locating the answers in the code book, highlight them. Highlight ONLY the main point of a section. For example, just measurements. Do not highlight entire sections.

3. Practice only working on any single question for no more than 2 minutes.

4. Completely read questions in their entirety.

5. Identify the main topic.
6. Once you determine exactly what the question is asking, if you know the topic, go directly to that chapter you think contains the correct information. Remember a large portion of code questions actually end up naming part of the chapter title where the answer is found. Some examples:

a) The person charged with the administration and enforcement of the code is____? (building official)
   ➢ Chapter 1 of the IBC is titled Scope & Administration.

b) Generally, the building elements in Types I and II construction must be _____? (noncombustible)
   ➢ Chapter 6 of the IBC is titled Types of Construction.
7. Only use your table of contents or index when necessary, try to get to the correct chapter first.

8. Once you have located the correct chapter, only scan the bold Section Titles.

9. Once you have found the correct Section Title, then only scan the bold Sub-Section titles.

10. Read the entire section you think contains the correct information to answer the question. Exceptions are important, remember to read them carefully and apply their information to your decision making process.
DHCD
Certification
Renewal
Continuing Education
Resource Guide

Answers to Frequently Asked Questions
Regarding the Continuing Education Policy for
Certified Code Enforcement Personnel

TASO/Training and Certification Unit
Department of Housing and Community Development
Main Street Centre
600 East Main Street – Suite 300
Richmond, Virginia 23219
Tel: 804.371.7180 fax: 804.371.7092
Purpose:

The DHCD Continuing Education (CE) Policy was effective on May 1, 2008. DHCD-Training and Certification Unit wanted to provide you with the answers to a few frequently asked questions concerning the policy.
Continuing Education Hour Requirements

Implementation Schedule:
The 16 hour CE requirement shall be prompted at the issuance of the first certificate and shall be applicable regardless of the number of certificates held by an individual. All documentation shall be due to DHCD in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Last Name Begins With:</th>
<th>Hours due:</th>
<th>Due by date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-M</td>
<td>16 hrs</td>
<td>May 1st of even year</td>
</tr>
<tr>
<td>N-Z</td>
<td>16 hrs</td>
<td>May 1st of odd year</td>
</tr>
</tbody>
</table>

Revised May 2011
Revised February 2010
Continuing Education Hour Requirements

- The 16 hour CE requirement shall be prompted at the issuance of the first certificate and shall be applicable regardless of the number of certificates held by an individual.

Example: Jim obtained his first certification in 1999 and another in 2009. The first certificate was issued in 1999 and therefore the CE requirement started with the issuance of the 1999 DHCD certification.
Continuing Education Hour Requirements

In the case of an individual receiving their initial certification during the continuing education cycle, the following exception shall apply. Based on the date of the initial certification and the months remaining in the CE cycle:

- 12 months or less remaining in the CE cycle – 8 hrs
- 13 months or more remaining in the CE cycle - 16 hrs.

Example: Mary Crook obtained her first certification in September 2009. Since her last name starts with “C” her CE requirement is due in 2010. However with less than 12 months left in the cycle she is only required to obtain 8 hours.
Continuing Education Hour Requirements

Important Notice:

All 16 hours of training must be completed by May 1 of the even/odd year.

However your CE application must be submitted to DHCD by May 31 of the even/odd year.
What courses or activities can I take?

- The key to acquiring CE hours is that the hours obtained must be applicable in your current work environment.

(Take classes that make sense, basket weaving or Art 101 would not be considered acceptable courses! If you are unsure whether or not a course can be used for CE credit, give us a call at 804-371-7180, we’ll be happy to advise.)

Please note: Courses do not require DHCD prior approval to be considered acceptable toward CE credit.
Organizational Training

- Staff meetings, in house training sessions, etc., are acceptable hours toward CE credit. Please provide documentation of the activity or training hours, certificate of completion, sign in sheet or other documentation which verifies your attendance. The documentation should include:
  - Individuals name
  - Date of event
  - Hours event
  - Title of event
Odds and Ends

- Continuing education hours are applied hour for hour up to 8 hours per training or activity.
- Submit all 16 required hours at one time.
  (DHCD is not responsible for housing partial CE compliance hours)
- Additional hours sent to DHCD will not carry over to the next year, i.e:
  - Joe is due 16 hours by May 1, 2010. He sends in 24 hours in to DHCD. He has met the requirement, but the documentation for the extra 8 hours is discarded.
More Odds and Ends

- **All hours accumulated must fall between the appropriate dates to meet the requirements, i.e:**
  - Sue is due 16 hours by May 1, 2011. She turns in documentation with her application for a class she took on March 1, 2009. This class would not apply towards her continuing education requirement for 2011. The classes she takes should be between May 1, 2009 and May 1, 2011.

- **Courses that are required for any of DHCD certifications are not applicable for CE credit.**

- **Specialty courses offered by DHCD can be applied towards continuing education.**
Additional Resources

Continuing Education Policy


Continuing Education Application

ICC Certification Renewal

- Certifications are renewed every three (3) years.

- The required CEUs for a Permit Technician certification are 1.5. Cost is $60.00

- CEUs for multiple certifications are a max at 4.5 CEUs for three (3) or more certificates.

- In accordance with ICC, each 10 clock hours of continuing education equals one (1) CEU. For example, today’s training has six (6) hours of instruction, or 0.6 CEUs.
The amount of CEUs that you can report are based upon the training that you have completed over the three year period.

### Continuing Education and Professional Development Activities for Certification Renewal

<table>
<thead>
<tr>
<th>Option</th>
<th>Activity</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Participation as a student in a seminar or technical session delivered by ICC, ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program</td>
<td>0.1 for each clock hour of attendance</td>
</tr>
<tr>
<td>2.</td>
<td>Successful completion of a self-study course offered by ICC, state code enforcement licensing agency, or accredited academic institution*</td>
<td>1.0 maximum per course</td>
</tr>
<tr>
<td>3.</td>
<td>Successful completion of an ICC Online Renewal Update Course</td>
<td>0.5 for each course</td>
</tr>
<tr>
<td>4.</td>
<td>Attendance at ICC code development hearings; can acquire up to 10 clock hours maximum per year, not to exceed 3.0 CEUs in a three-year period</td>
<td>0.1 for each clock hour</td>
</tr>
<tr>
<td>5.</td>
<td>Obtaining a new ICC or LEED certification by taking and passing the proctored exams. Special Inspectors may receive credit for passing certifications that are sponsored by ACI, ASNT, AWS, or NICET within the previous three years</td>
<td>0.5 per certification</td>
</tr>
<tr>
<td>6.</td>
<td>Instruction of a seminar or technical session delivered for ICC or ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program</td>
<td>0.1 for each clock hour of instruction delivered</td>
</tr>
<tr>
<td>7.</td>
<td>Instruction of a course for an accredited academic institution*; courses can be counted twice per three-year period, with no limit on the number of different courses</td>
<td>1.0 for each academic credit hour</td>
</tr>
<tr>
<td>8.</td>
<td>Committee or board service to ICC or ICC chapter for one full year, not to exceed 1.0 CEUs annually</td>
<td>0.5 per committee</td>
</tr>
<tr>
<td>9.</td>
<td>In-house training during employment as a code official, plans examiner, permit technician, or inspector</td>
<td>1.0 per three-year period</td>
</tr>
<tr>
<td>10.</td>
<td>Participation as a student in an accredited academic institution*, not to exceed 3.0 CEUs in a three-year period</td>
<td>1.0 for each academic credit hour</td>
</tr>
<tr>
<td>11.</td>
<td>Publication of a paper, book, or technical article for an academic institution, professional trade journal, or ICC journal, not to exceed 3.0 CEUs in a three-year period</td>
<td>1.0 per publication type</td>
</tr>
<tr>
<td>12.</td>
<td>Completion of evaluation as an IAS Building Department Evaluator</td>
<td>1.0 per three-year period</td>
</tr>
</tbody>
</table>

* An accredited institution is a high school, community college, junior college, university, technical or vocational school, or any private educational agency accredited by the International Association of Continuing Education and Training (IACET).

**Note:** Successfully passing the examination required of new applicants is an acceptable alternative to participating in continuing education activities.
References

- 2009 International Building Code
- 2009 Permit Technician Study Companion
- Basic Code Enforcement, Administrative Series, Workbook Edition
- 2009 International Zoning Code
- 2002 Legal Aspects of Code Administration
- International Code Council
  - www.iccsafe.org
- Department of Housing & Community Development
  - www.dhcd.virginia.gov
- National Certification Examination Information Bulletin
VBCOA Orientation

David Beahm
VBCOA Sergeant-At-Arms
Warren County Building Official