

# OEDM

## SPECIAL OFFERING

*A unique training opportunity for a limited number of code officials.*

# The Complete Permit Technician

For Building Department Staff | Administrative Assistants | Counter Personnel

June 3 and 4, 2019 | Eversource Energy Auditorium, Berlin | 8:00 a.m.—4:30 p.m.

**You must register by April 26th to receive your free ICC training books**

### WHO SHOULD ATTEND:

This two-day training is designed for front-counter personnel and other Building Department staff and their Building Official, as well as individuals who may be interested in preparing for the ICC Permit Technician certification exam.

### TRAINING LOGISTICS:

Classes are scheduled June 3rd and 4th at Eversource Energy Auditorium, 107 Selden Street, Berlin, CT 06037. Classes both days begin at 8:00 a.m. and end at 4:30 p.m. Coffee will be provided. There are numerous restaurants within minutes of Eversource where lunch can be purchased.

### TRAINING OVERVIEW:

This two-day program will provide essential information in the areas of code administration and history, legal aspects, customer service, basic construction, inspection process, zoning requirements, permit fee calculations, basic occupancy and construction types, basic means of egress and dealing with difficult customers.

### TRAINING TOPICS:

1. The importance of the Permit Technician position
2. The basics behind code administration
3. The history of code development and implementation
4. Basic zoning terms and concepts in the 2015 International Zoning Code
5. Information required for a complete permit submittal
6. Basic plan review requirements, symbols and related documents
7. Basic minimum types of inspection

8. Administrative code sections in Chapter 1 of the 2015 International Building Code portion of the 2018 Connecticut State Building Code
9. The basic components of Means of Egress
10. Basic occupancy types
11. Basic types of construction
12. The importance of good customer service; how to better deal with permit applicants
13. Basic legal concepts and the importance of due process during the permit process

### THE PRESENTER:

**Steve Burger**, C.B.O., LEED A.P. Chief Building Official, City of Folsom, CA. Mr. Burger has been in the Code industry since 1972, starting as a Secretary/Permit Tech and working his way to Chief Building Official and Code Consultant. He has served on several ICC Committees, including the Permit Technician Exam Committee. Mr. Burger has taught Permit Technician classes since 1998 in numerous locations across the country, and has authored several chapters and books on the subject.

### TRAINING MATERIALS:

All participants will receive a copy of the *International Zoning Code* and *ICC Legal Aspects of Code Administration*. **Everyone is asked to bring a calculator, Engineer's scale, and the 2015 International Building Code portion of the 2018 Connecticut State Building Code.**

### CEUs:

Participation in the entire training is worth 14 hours of OEDM continuing education credits for the licensed code official.

*Presented in collaboration with the Connecticut Building Officials Association*



Connecticut Building  
Officials Association

State of Connecticut  
Department of Administrative Services  
Office of Education and Data Management



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## TO REGISTER:

Complete this form by **April 26, 2019**, save the document and email to **OEDM@ct.gov** | Subject Line: **Permit Tech**

Each municipality is welcome to register as many individuals as would benefit from the training. Additional names and emails can be added at the bottom of the form.

Seating is limited. Registrations are accepted on a first-come, first-served basis. If you are unable to attend, please call our office (860-713-5522) to cancel so another municipality can have your spot and ICC training books. Thank you.

Confirmation emails, including directions and detailed schedule, will be sent one week prior to the program.

## Building Official Information:

ETC Card ID Number \_\_\_\_\_ – \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Name of Municipality \_\_\_\_\_

## Building Department Staff Information:

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

You can also register by fax or mail: Fax: **860-920-3093** | Mail: **DAS/OEDM, 450 Columbus Blvd—Suite 1306, Hartford, CT 06103**

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