



Permit Technician

Course Outline

Cost: \$247, allowing for 120 days of access.

Course Description: This 13-module course, followed by a 2-hour practice examination, is based on the 2021 *International Building Code (IBC)*, 2021 *International Zoning Code (IZC)*, 2017 *Legal Aspects Code of Administration (LACA)*, and *Basic Code Enforcement*. It teaches the practical applications of daily permit technician duties and responsibilities and covers the topics you can expect to find on the ICC Permit Technician certification exam. Each module consists of an integrated video presentation, including presentation slides, explanation, examples, and review quizzes. Modules are designed to be 10 to 55 minutes in length.

Course Objectives: This course is designed to prepare you for the *International Code Council's (ICC)* Permit Technician exam, utilizing the 2021 *International Building Code (IBC)*, 2021 *International Zoning Code (IZC)*, 2017 *Legal Aspects Code of Administration (LACA)*, and *Basic Code Enforcement*. This course also serves as a review for those already certified as Permit Technicians and may serve as an update course for those unfamiliar with the 2021 editions of the code.

Texts and Readings: The 2021 *International Building Code (IBC)*, 2021 *International Zoning Code (IZC)*, 2017 *Legal Aspects Code of Administration (LACA)*, and *Basic Code Enforcement* are the textbooks for this course. It is highly recommended that you purchase a paper-back copy of these codes, which are available online at www.iccsafe.org. A physical copy can be utilized during the actual exams, which are open book, and serves as a valuable reference.

Course Outline of Topics:

Module:	Topics:	Readings:	Quiz:	Duration:
1	Study Tips & Basic Code Enforcement	Basic Code Enforcement	Y	54 min.
2	Basic Code Enforcement, Reading Plans & Scope and Administration Part I	Basic Code Enforcement Chapters 5-7 and 2021 IBC Chapter 1	Y	30 min.
3	Scope and Administration Part II	2021 IBC Chapter 1	Y	48 min.
4	IBC Chapter 2 Definitions	2021 IBC Chapter 2	Y	17 min.
5	Occupancy Classification & Use	2021 IBC Chapter 3	Y	31 min.
6	Construction Type, Interior Environment & Special Inspections/Tests	2021 IBC Chapters 6, 12, and 17	Y	26 min.
7	IZC Scope & Administration, Use Districts and General Provisions	2021 IZC Chapters 1, 3, & 8	Y	27 min.
8	IZC Use Districts & Zones	2021 IZC Chapters 4-7 & 9	Y	10 min.
9	IZC Chapters 10-13	2021 IZC Chapters 10-13	Y	19 min.
10	Legal Aspects - Code History & Government Law	Legal Aspects Chapters 2-5	Y	40 min.
11	Legal Aspects - Administration, Enforcement, & Laws	Legal Aspects Chapters 6-9	Y	48 min.
12	Legal Aspects – Wrongdoing & Civil Rights Action	Legal Aspects Chapters 10-12	Y	34 min.
13	Legal Aspects – Discrimination & Harassment	Legal Aspects Appendices A-E	Y	10 min.



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	<i>13 Quizzes 134 Questions, 2 min. each</i>	<i>IBC, IZC, LACA, Basic Code Enforcement</i>		<i>268 min.</i>
	<i>Practice Exam (60 questions)</i>	<i>IBC, IZC, LACA, Basic Code Enforcement</i>		<i>120 min.</i>
	Total Course Hours			13 hours

Quizzes and Exams: Each module associated with this course will be followed by an assessment quiz of varying length. A passing score of 75% is required in order to advance to the next module. At the conclusion of the course is a timed practice exam. The exam is similar in length, content, and duration to the actual ICC exams, with 60 questions selected at random from a larger pool of questions. A passing score of 75% is required in order to obtain a certificate of completion from WC³ for this course. Topics in both the exam and the quizzes may or may not have been covered in the video modules. A thorough reading of the code may be necessary in order to progress through this course.

Expectation of Participants: This course requires you to watch each training video, complete each quiz, as well as the exam. You are expected to read portions of the applicable code and become familiar with its layout and organization. We recommend 2 hours of personal study, for each module. Marking, tabbing, and highlighting in the code book is highly recommended. We have laid out a plan and method to help you learn the material, but it's up to you to put in the work necessary for you to master the material. You can progress through this course at your own pace; however, you only have access for 120 days.

Continuing Education Credits: Completion of this course results in **1.3 CEU's** (13.5 hours) being provided by ICC, as West Coast Code Consultants is a Preferred Provider.

Instructors:



Gregg Kniff is an organized and self-disciplined individual that enjoys working alongside other professionals, where together they can help one another strive to better develop skills. Gregg has proven himself to be a diligent plans examiner for West Coast Code Consultants, Inc., gathering key information to provide detailed reviews and feedback for jurisdictional clients. Throughout his professional career, he has held many positions, building relationships and working collaboratively in diverse environments. Gregg is fluent in English and Spanish; has knowledge and skill involving a variety of technological software programs; and excels at influencing others and becoming their advocate.



Todd Snider, PE, SE has experience as both a design engineer, as well as a lead commercial plan reviewer, specializing in large complex commercial projects. Todd is the Regional Manager of the Utah region, supervising a large staff of plans examiners. He has performed plan reviews for thousands of projects throughout the western United States. Todd is a licensed structural engineer, has a master's degree in Structural Engineering, and maintains ICC Certifications as a commercial building, mechanical, energy, and accessibility plans examiner. Todd teaches code classes in several states on a variety of topics.

