



**The Complete Permit Technician**  
presented by  
Steve Burger, CBO, LEED AP

**Day 1 – Tuesday, July 11**

Mod 1 Highlights of IBC Chapter 1 and Legal Aspects of Code Administration  
Mod 2 IBC Occupancy Use Groups and Types of Construction

**Day 2 – Wednesday, July 12**

Mod 3 Basic Plan Review, Calculating Fees, and IBC Required Inspections  
Mod 4 Highlights of the International Zoning Code

**Day 3 – Thursday, July 13**

Mod 5 IBC Chapters 10 (Means of Egress) and 12 (Interior Environment) for Permit Technicians

This course has been broken into a two/four-hour and one/two-hour webinar over three days. It is recommended that if you are studying for your Permit Tech certification, that you attend all three days.

**Series Time**

**Tues & Wed:**

07:30 – 12:00AK  
08:30 – 1:00PT  
09:30 – 2:00MT  
10:30 – 3:00CT  
11:30 – 4:00ET

**Thurs:**

07:30 – 9:30AK  
08:30 – 10:30PT  
09:30 – 11:30MT  
10:30 – 12:30CT  
11:30 – 1:30ET

**CEU's:** You will earn 1.0 CEUs

**REGISTRATION:** Each person attending must register separately through PTN website. Each person will then receive a link to Go-To-Webinar where you will need to register. During the webinar, each person must log in separately to Go-To-Webinar with their own unique log in to receive course CEUs. Your registration includes the 3day/5 modules.

**COST:** Member Price \$150.00

Non-Member Price \$200.00

**REFERENCE GUIDES / MATERIALS NEEDED:** 2018 or 2021 International Building Code, any edition of the International Zoning Code, Legal Aspects of Code Administration, a highlighter and calculator. See module description for details.

**This is a live webinar and will not be recorded.**

**Day 1 – Tuesday, July 11**

**Module 1, Highlights of IBC Chapter 1 and Legal Aspects of Code Administration**

This two-hour course is intended to provide essential information contained in IBC Chapter 1 "Administration" including permit and application requirements, required submittal documents, temporary structures, Building Board of Appeals, stop work orders and highlights of Legal Aspects of Code Administration. *The course is recommended for front counter personnel and those who may be interested in preparing for the 2018 / 2021 ICC Permit Technician certification exam.*

Reference Guide / Materials: 2018 or 2021 IBC, Legal Aspects of Code Administration, a highlighter and calculator.

### **Course Objectives:**

1. Explain the basics behind code administration
2. What requires a permit and what does not
3. The importance of the permit and the permit application
4. The Department of Building Safety and basic Building Official functions
5. Required submittal documents and document retention
6. The importance and functions of the Board of Appeals
7. Stop work and violation requirements
8. Fundamentals of Legal Aspects of Code Administration

### **Module 2, IBC Occupancy Groups and Types of Construction**

This two-hour course is solely intended to provide essential information contained in IBC Chapter 3, "Occupancy Classification and Use" and Chapter 6, "Types of Construction" and how to recognize each of the various occupancy and construction types during submittal at the front counter. An overview of each chapter will be sufficiently presented providing the attendees the ability to recognize each of the various occupancy classifications and types of construction as enumerated in the *International Building Code*. Pictorial examples of various occupancy groups will be provided. *The course is recommended for front counter personnel and those who may be interested in preparing for the 2018 / 2021 ICC Permit Technician certification exam.*

Reference Guide / Materials: Either the 2018 or 2021 IBC can be used, a highlighter

### **Course Objectives:**

1. Impart the importance of properly classifying a building as to its occupancy group
2. Overview of each of the ten IBC Occupancy Groups and applicable subcategories
3. Maximum allowable quantities of hazardous materials
4. Mixed occupancies and mixed construction types
5. Identification of IBC Construction Types I-A through V-B
6. The difference between noncombustible and fire-resistive construction
7. The importance of occupancy and types of construction in relation to plan review

### **Day 2 – Wednesday, July 12**

### **Module 3, Calculating Fees, Basic Plan Review and IBC Required Inspections**

This two-hour course is intended to provide essential information in the areas of code administration, basic residential construction and structural components, standard inspection process, permit fee calculations, basic residential plan review, certificate of occupancy requirements, special inspections and existing structures. *The course is recommended for front counter personnel and those who may be interested in preparing for the 2018 / 2021 ICC Permit Technician certification exam.*

Reference Guide / Materials: Either the 2018 or 2021 IBC can be used, a highlighter and highlighter

### **Course Objectives:**

1. Explain the basics behind code administration
2. How to manually calculate Permit and Plan Review Fees
3. Introduction to structural basics
4. Basic plan review components
5. Required inspections per the IBC
6. Introduction to Chapter 17 "Special Inspections"
7. Existing structures
8. Overview of the Certificate of Occupancy (Full and Temporary)

### **Module 4, Highlights of the International Zoning Code**

This two-hour course is intended to provide essential information contained in the International Zoning Code, including Chapter 1, “Administration”, land use districts, Zoning Board of Appeals, pertinent definitions, accessory buildings, parking, signs, conditional use permits, existing buildings and Planned Unit Developments. An overview of each chapter will be sufficiently presented providing the attendees the ability to understand and locate pertinent topics in the IZC. *The course is recommended for front counter personnel and those who may be interested in preparing for the 2018 / 2021 ICC Permit Technician certification exam.*

Reference Guide / Materials: Any edition of the IZC can be used, a highlighter and calculator

#### **Course Objectives:**

1. In-depth overview of Chapter 1, “Administration”
2. Overview of each land use district and their subcategories
3. Zoning regulatory boards
4. Definitions (setback, easement, building line, R.O.W., etc.)
5. Identification of exempt and prohibited signs as well as other sign requirements and regulations
6. Requirements for existing buildings
7. Intricacies of a conditional use permit
8. The pros and cons of a Planned Unit Development

### **Day 3, Thursday, July 13**

### **Module 5, IBC Chapters 10 (Means of Egress) and 12 (Interior Environment) for Permit Technicians**

This two-hour course is intended to provide essential information contained in Chapters 10 (Means of Egress) and 12 (Interior Environment) of the International Building Code. Chapter 10 will include an overview of a Means of Egress system and its various components, calculating occupancy loads, required number of doorways and how to get occupants out of the building in an emergency. Chapter 12, which is referenced on the ICC Permit Technician Certification Exam, will cover natural light and ventilation, room sizes and heights, temperature control, sound transmission and access to unoccupied spaces. The course is recommended for Permit Technicians and those who may be interested in preparing for the 2018 or 2021 Permit Technician Certification Exam. Both the 2018 and 2021 IBC can be used.

Reference Guide / Materials: Calculator, highlighter and 2018 or 2021 International Building Code.

#### **Course objectives:**

1. General overview of Chapter 10, “Means of Egress”
2. The three components of a Means of Egress and their various requirements
3. How to calculate occupancy loads
4. How to calculate the required number of exits
5. Overview of Chapter 12, “Interior Environment”
6. How to determine the required amount of natural light and ventilation in areas
7. Determine minimum room sizes and ceiling heights
8. Determine Sound Transmission
9. Temperature control for various occupancies
10. Required access unoccupied spaces

**Instructor: Steve Burger, CBO, LEED AP**

Steve has been in the Code industry since 1972. He started as a Secretary/Permit Tech and Residential Plans Examiner and then later worked as a Building Inspector, Zoning Inspector, Code Enforcement Officer, Senior Plans Examiner, Senior Building Inspector, Assistant Building Official, Chief Building Official and Code Consultant.

Steve is certified in the following areas: Certified Building Official, LEED A.P., Certified Code Official, Permit Technician, Code Specialist, Plans Examiner, Building Inspector, Mechanical Inspector, Electrical Inspector, Accessibility/Usability Specialist, One-and two-family Electrical Inspector and Fire Inspector II.

He also has served on the following ICBO/ICC Committees: Permit Technician Exam Committee, Education Committee, Certification Committee and the Legacy Codes Exam Committee as well as the Arizona Building Officials (AZBO) Education Committee and Legislative Committee. In 1999 he was elected President of the Arizona Chapter and Chairman of the Arizona Building Officials. Steve was named AZBO Building Official of the Year in 2000, 2002, 2003 and 2005. He was a member of the California Building Officials (CALBO), 2017 Education Chair and Board Member for the Sacramento Valley Association of Building Officials (SVABO) and represented Building Officials as Chairperson on the State of California Building and Fire Advisory Committee. He has received the SVABO Inspector of the Year Award (2012), Outstanding Contributions Award (2015) and President's Award (2016 and 2017), SVABO Honorary Membership (2017), PTN Honorary Membership (2022) as well as the 2016 ICC Educator of the Year.

Steve has taught Permit Technician educational classes since 1998 in Arizona, California, Washington, Oregon, Colorado, Texas, Kansas, Utah, Minnesota, Nevada, New Hampshire, Rhode Island, Connecticut, and Idaho.

Steve has authored the ICC "Permit Technician Study Companion", updated "The Public Counter" (Chapter 12) in the revised ICC "Building Department Administration" book, and updated the ICC "You Can Build It!" and "Basic Code Enforcement" reference books as well as multiple articles and webinars for the International Code Council.