

SVABO Permit Technician Subcommittee Annual Report June 9, 2023

Last year, the Permit Technician Subcommittee for SVABO was formed. It's first Meeting occurred on September 8th and subsequent meetings occurred in November 2022, February 2023, and April 2023, these meetings are held virtually. The next meeting will be on Wednesday, June 14th at 4pm. Meetings are held every other month on the 2nd Wednesday at 4pm. We've had great turn out with at least 15+ members at each meeting, and more to come.

To date, the topics discussed have included Networking, collaboration, electronic solar processing, Records Requests, Code requirements for Smoke and CO interconnections, Virtual Counter operations, Valuation calculations, Outreach activities for May is building Safety month, educational opportunities for permit technicians to gain CEUS, and other continuity items.

The Permit Tech Committee's Mission is to promote continuing education and networking within our permit technician Staff. Being an entry level position, many join our teams without knowledge of the building codes and the customer service nature of the position leaves many being niched into their jurisdictions. We strive to open the doors for permit techs to show them learning more about the codes will allow them to provide better service to their applicants, perform better at their job, and eventually move up within our field to inspector, plans examiner, or building official. By promoting a space for Permit Techs to network with other jurisdictions, we provide our members with the ability to reach out to other jurisdictions with questions on consistency, breaking down the jurisdictional silo and providing feedback on policies/procedures.

Our goals for the upcoming year are to continue growing our membership and meeting interactions and to better our meeting agendas through 1) having different jurisdictions host meetings to share how their processes work and compare differences between jurisdictions and 2) having guest speakers from other building safety partners such as energy commission, HCD, local contractors, etc. to provide further educational information on permitting questions and issues. We are striving to become an ICC recognized Chapter for Northern California by the end of 2023.

We would like to request a small budget of \$1,000 to open the opportunity for an in person gathering in the Fall of 2023. The virtual meetings are great for counter staff as it allows them to jump on without any commute time, however there is no replacement for in-person meetings. Being that our members have a difficult time stepping away from the counter, we would like to propose a once a year in person convening of committee members to allow for better networking and participation. This budget should cover any costs associated with reserving a space for the meeting, refreshments, paper copies of any pamphlets/agendas/etc., and contingencies.

We look forward to the continued progress of our committee and watching our members grow in the field of building safety this year. Thank you for your time.