

Permit Tech Informal Group Gathering

Wednesday October 2, 2013

Atlantic City, NJ

Purpose: To discuss and gather ideas to further promote the profession of Permit Technician.

During the ICC Annual Conference and Expo the Permit Tech Chapters ran a booth to raise the profile and promote the position of the Permit Technicians and more importantly getting them certified. We also made sure that everyone knew that ICC is studying adding a second level certification for Permit Tech Certification. The booth was manned by different permit techs during the open hours of the expo. We provided brochures provided by ICC about the position and talked to hundreds of building officials about the position and the chapters. After speaking with so many people who have a need and support for their Permit Tech (Secretary, Clerk, Front Counter Staff, Technical Assistant, etc) Bonnie Lanz asked that since we had a majority of the group present at one time that we all just take a few minutes to sit down and discuss forming a group that could help other states form ICC Permit Tech Chapters.

Bonnie shared her thoughts about working with ICC and making a goal of establishing a Permit Tech Chapter in each State. We talked about ways that we could do this in addition to participating in the Annual Expo/Conference. Below are some of the key points we came up with.

1. Chapter Start-up Packet – Provide items such as ICC Chapter Requirements, sample by-laws from existing chapters, sample job descriptions, etc
2. Webinars – A cost effective way to communicate and meet with potential chapters to help them on their journey
3. Website – We discussed creating a centralized website for those looking to form a chapter to be able to gather information from one place. This website will have links to all chapter websites and ICC's website.
4. Booth – Continuing the booth at future conferences.

Dawn Neil brought up the fact that not all states recognize the ICC Certifications (NJ being one) and that we need to work on that aspect as well. We will try to work with ICC President Steve Jones to change this.

Since we were forming a group Bonnie suggested we need a leader, she nominated Dawn Neil. Dawn nominated Bonnie. Tamara Hagerman suggested co-chairs. The group decided that Bonnie & Tamara would co-chair the group. Committees were then assigned to several members of the group.

1. Start-up Packet Committee
 - a. Darla Brooks, Colorado
 - b. Jammie Newsome, Georgia
 - c. Jill Stone, Texas
2. Website Committee
 - a. Dawn Neil
 - b. Debbie Timko
 - c. Linda Aiello
3. Booth Committee
 - a. Amy Donlan
 - b. Cindi Somers
4. Webinar Committee - Open

Booth ideas floated around since we will be in Florida are a Pirate theme with a treasure map on how to become a Certified Permit Tech and how to create a Permit Tech Chapter with ICC.

Later after the meeting Amy Donlan and Kari Cimmer met with Immediate Past ICC President Ron Piester. Ron suggested we work with ICC to create a Permit Tech Committee, similar to those that exist for Building, Fire, Mechanical, etc. He offered to help us with this.

Finally, we decided on a name for the group which is Permit Tech-Nation. I believe this was Tamara Hagerman that suggested this. (I didn't write it down, I apologize) if it was someone else please let me know!!

If you have ideas, suggestions, or are interested in helping please contact Bonnie Lanz lanz@ci.milwaukie.or.us or Tamara Hagerman thagerman@baldwincity.org .

Submitted by: Dawn Neil 10/8/13

Updated 10/9/13

Bonnie & Tamara will work together to contact ICC and create a database with contact information of all the state BO chapters and ICC liaisons for each state and compile a letter to send out as an introduction. Also contact ICC to see if they would allow us to use their conference call system and also how they could help us. We were talking about touching base right after the first of the year to see where everyone was with their tasks