

Job Information

Job title	Plan Checker	Job Code: PLNCHK	Pay Grade: I
Title of immediate supervisor	Senior Building Official		
Department/Division	Building, Bylaw, Licensing & Legal Services/ Building Inspection & Bylaw		
Prepared by	G. Barbour		
Date Created	March 27, 2019	Revised date	

Job Purpose

Responsible for information services and the processing and checking of building permit applications, plans and specifications for accessory buildings and single family dwellings (including secondary suites) governed by Part 9 of the BC Building Code; ensures that the proposed building designs, materials and devices comply with the BC Building Code, municipal bylaws and development permits. Coordinates the processing of building permit applications through District Departments involved in review. Assists with building and plumbing inspections.

Duties and Responsibilities

- Examines and checks building and plumbing permit applications, plans, specifications and drawings of proposed new construction, demolition, conversions, alterations or additions of accessory buildings and singly family dwellings (including secondary suites) within the scope of Part 9 of the BC Building Code for compliance with codes and bylaws.
- Responds to public enquiries, including technical, regulatory, bylaw and policy advice related to building permit requirements.
- Explains and interprets building and bylaw requirements to permit applicants, the public, professionals and District staff.
- Identifies non-conforming items on plans submitted for building permits, solicits required corrections and reviews with permit applicants; identifies the need for additional submissions and approvals such as specialist reports and covenants.
- Evaluates stated construction values and assigns related permit fees and charges.
- Coordinates building permit processing requirements with other departments and regulatory agencies.
- Recommends the issuance of permits and conditions associated with permit approval.
- Assists with field inspections to facilitate plan review under the direction of the Senior Building Official.
- Maintains related files and records.
- Prepares reports and correspondence on activities.
- Assists the Senior Building Official and Manager, Inspection Services with enforcement processes related to the BC Building Code and the District's Building & Plumbing Regulation Bylaw.
- Provides advice to owners and designers regarding Board of Variance applications and associated regulatory processes. Liaises with other staff, reviews applications to the Board, attends Board of Variance meetings as required and provides assistance to the Board regarding technical issues concerning Building Code, Plumbing Code, zoning and building bylaws.
- Assists in the development of departmental policy, processes and procedures.
- Assists the Municipality in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Performs other related duties as required.

Qualifications

- Successful completion of the BOABC Level 1 building specialization exam and successful completion of the POABC Level 1 plumbing specialization exam.

- Two year diploma from a technical college or university in engineering or architecture or completion of a BC Trade Qualification.
- Two years of experience in the construction industry involving the interpretation and application of building plans.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works in an office environment and does field inspections.