



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Plan Reviewer

**FLSA:** Non-Exempt

**DEPARTMENT:** Planning and Building Department

**REVISED:**

**Summary:** Under general supervision, performs detailed plan reviews for proposed residential and commercial buildings, applies specific code, basic engineering, and technical construction knowledge to the review and inspection of building permit activities. Reviews building plans before permit issuance, and verifies plans are in compliance with all building codes, state laws, County policies, and regulations.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs detail plan reviews for proposed residential and commercial buildings before permit issuance.
- Checks plans for new construction or alterations or remodeling for existing structures to ensure compliance with pertinent codes, accepted engineering practices and general land use standards and zoning regulations.
- Provides guidance and assistance to contractors, architects and other submitting plans.
- May perform inspection of new and existing construction; performs field inspections of framing, wiring, plumbing, foundations, structural integrity and gas installations, construction or repairs.
- Assesses and validates conformance with all codes and building regulations and compliance to specifications, permits and licenses issued.
- Interprets, applies, and enforces the provisions of standard building codes, electrical codes, plumbing codes, mechanical codes, fire prevention codes, life/safety codes, energy codes, accessibility codes, and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures
- Checks and reviews building plans, site plans, plan revisions, specifications, previous inspection records, or other documents for conformance with various building codes and all applicable rules and regulations for either new construction or changes to existing structures for building permit issuance
- Review calculations to determine if structures are in compliance with codes, ordinances and all State, Federal and local regulations
- Reviews plans and permit files before performing inspections.
- Reviews building plans, determines permit fees, checks for code compliance, and resolves deficiencies with the builder.
- Approves plans, issues permits, and maintains files for permits and plans.
- Checks for expiration of plans, permits, and bonds and makes cancellations when required
- Issues building clearance for certificates of occupancy
- Researches code-related issues.
- Confers with architects, contractors, builders and the general public in the field, office and at the counter.
- Verifies proper permitting of construction work.
- Discusses problem areas with property owners, developers, contractors, engineers, and architects; recommends solutions to problems; responds to questions or complaints concerning code violations



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- Communicates effectively with supervisor, employees, other departments, County officials, inspectors, plan reviewers, property owners, contractors, architects, engineers, utility companies, manufacturers, vendors/suppliers, listing agencies, local/state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Attends various meetings as needed.
- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate
- Performs other duties as assigned or required.

### Knowledge and Skills:

- Knowledge of county, state and federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations regarding building construction.
- Knowledge of construction methods and material and skilled trades related to building construction, maintenance, repair and renovation.
- Skill in reading and interpreting complex building plans specification and building codes
- Skill in providing technical expertise related to noncompliance with building code, reading and following blueprints, asbuilts, and engineering drawings and customer service.
- Skill in assessing and prioritizing multiple tasks, projects and demands, working within deadlines to complete projects and assignments and implementing solutions to complex issues.
- Skill in establishing and maintaining effective working relations with a variety of coworkers, customers and general public.
- Skill in operating a personal computer utilizing a variety of software and operating systems/applications.
- Skill in the communicating effectively, orally and written, to all parties involved in the plan review and permitting process.

### Minimum Qualifications:

High School diploma or GED and two years of relevant building inspection or closely related experience or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Must be able to obtain within one year of employment and must maintain certification as a Building Inspector. Must have a valid driver's licenses with an acceptable driving record.