



# CENTRAL PERMIT OFFICE

A DIVISION OF THE DEPARTMENT OF NEIGHBORHOOD  
AND BUSINESS DEVELOPMENT  
CITY OF SYRACUSE, MAYOR BEN WALSH

**Michael Collins**  
NBD Commissioner

**Mediha Salkic**  
Director of Central  
Permit Office

**Jacob R. Dishaw**  
Director of Code  
Enforcement

**Thomas Steinberg**  
Assistant Director of  
Code Enforcement

**Ryan Shiel**  
Assistant Director of  
Code Enforcement

## Plans Examiner I

**Grade:** 11

**Salary:** ~~\$44,408 - \$51,120~~ 2023= \$48,525 - \$57,536

**Competitive Status:** Competitive

### DISTINGUISHING FEATURES

Review routine plans (exclusive of electrical), drawings and specifications for compliance with applicable codes, laws, rules and regulations and issues the necessary permits upon satisfactory compliance. This class differs from that of Plans Examiner II in that only residential and two family housing is involved and does not involve the variety of life/safety codes to be applied by the Examiner II. The employee exercises some independent action in the decisions of what permit requests are to be reviewed by higher level technical and administrative staff. The employee applies all relevant codes, ordinances, rules regulations and laws to request for permits of a routine nature to insure plans are in compliance before issuing a permit. Work is received from the general public, home owners & builders in the form of applications for permits with attached plans and drawings, review for compliance and the issuance of an appropriate permit. Job performance is reviewed through submission of reports, public complaints and observation of work performed. There is no supervision exercised by this class. Does related work as required.

### TYPICAL WORK ACTIVITIES

Reviews routine plans, drawings and specifications for compliance with all applicable codes, laws, ordinances including Federal, State and City laws having a bearing on issuing permits.

Advises concerned parties on necessary changes for compliance and the issuance of permits.

Issues routine permits for residential and two family construction, renovations, additions, pools and fencing.

Advises permit requests of potential zoning problems and variances necessary for permits to be issued.

Enters and inquires of relevant p.c. contained data.

Files plans for completed and approved projects in the plan.

**Central Permit Office**  
201 East Washington St  
City Hall Commons  
Room 101  
Syracuse, N.Y. 13202

Office 315 448 8600  
Fax 315 448 8615

[www.syr.gov.net](http://www.syr.gov.net)

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of all Federal, State and local codes, rules and regulations related to the construction, modification and additions to residential dwellings and their properties, exclusive of electrical.

Good knowledge of materials used and practices applied in the alternation and construction of residential structures inclusive of construction principles and practices applied to this field.

Working knowledge of construction methods, functions and physical properties of residential structures.

Ability to read and apply architectural drawings and blueprints to existing codes, rules, regulations and laws concerning residential structures.

Ability to express oneself both orally and in writing.

Ability to establish and maintain corroborative working relationships with other public officials, general contractors, builders, architects, engineers and the general public.

Ability to utilize a p.c. in the maintenance and retrieval of codes related data.

**MINIMUM QUALIFICATIONS**

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Architectural Technology or Building Construction Technology or a closely related field, and one (1) year of work experience, or its part time equivalent, in the construction, repair or inspection of residential or non-residential structures, or in the review of plans for codes regulations; or,

B) Three (3) years of work experience, or its part time equivalent, in the construction, repair or inspection of residential or non-residential structures, or in the review of plans for codes regulations; or,

C) Current certification as a New York State Code Enforcement Official. A copy of certification must be submitted with the application.