



ARIZONA PERMIT TECHS Minutes

Board Members and Contact Information

Chair:

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MISSION

To represent the interest of the Building Departments, promote professionalism and share information with Building Departments and Professional Organizations across the State of Arizona

Arizona Permit Techs
is a Committee of AZBO
(Arizona Building Officials)



Date: Thurs. June 7, 2018

Time: 9:00am-4:30pm

Place: SRP, One E. Continental Drive, Tempe AZ (Desert View Room)

Attendance (35)

Tanya Hughes, SRP
Ella Ochoa, City of El Mirage
Sandra Vasquez, Willdan
Jessica Ogaz, City of Scottsdale
Courtney Baker, City of Apache Junction
Tracie Wilgus, Town of Florence
Sherie Sixkiller-Wing, City of Kingman
Monica Moreno, Town of Gilbert
Elisabeth Bradford, Yavapai County
Mariana Arismendez, City of Phoenix
Maggie Whetzel, Yavapai County
Janice Watkins, City of Flagstaff
Lynn Flaaen-Hanna, City of Tempe
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Dawn Nadeau, Town of Gilbert

Traci Varland, City of Peoria
Casey Cunningham, City of Goodyear
Sahara Martin Del Campo, City of Yuma
Andrew Rucker, SRP
Tabitha Villaverde, Town of Gilbert
LeeAnn Banken, City of Maricopa
Debbie Lee, Cochise County
Christina McGinnis, Cochise County
Aubrey Wilson, Yavapai County
Jason Soifer, Yavapai County
Cynthia Valencia, Pinal County
Josea Cobb, City of Casa Grande
Jill Austin, City of Peoria
Sonia Lopez, Cochise County
Casandra Nolte, City of Maricopa
Cindi Brennen, ASU
Jessica Rolnick, City of Cave Creek

Meeting began at 9:00am

Self-Introductions & Welcome- Ella Ochoa

Featured topic: "Plan Review for Permit Techs" (based on the 2018 IRC code book)

We welcomed and thanked our guest Ms. Sharon Bonesteel of SRP.



A huge thank you went out Sharon, Tanya Hughes of SRP & SRP for hosting the meeting place, providing a continental breakfast, lunch and snacks. An awesome gift basket was provided for raffle and SRP also had a display booth on hand along with some swag! Everyone in attendance received a [NEW 2018-IRC code book!!](#) Thank you Sharon/SRP Building Energy Codes Program!! Tanya Hughes of SRP gave a small presentation on some of the SRP promoted items, such as Energy Efficient LED lightbulbs, thermostats, sun-solar screens, Air filters, etc.

As we all introduced ourselves and our roles in our jobs, it was great to see how much interest is out there that exceeds the role of a permit technician. It was interesting to see how many want to learn and grow further in their positions. A lot of responses that were shared were "I need to understand more of plans", or "I'm dealing more hands- on with plans and "I Need Help"! Sharon's topics included discussions on basic structural items, understanding and knowing how to use the tables in the code, and also navigating the code book, which starts with knowing how the code book is laid out, such as: Effective use of the IRC pages, the Definitions, charts/tables, and appendix pages. Sharon also had great discussion about what a Resilient building would like. Key points that Sharon covered were items such as, protecting against the elements, gravity, resist of the loads, and transfer the loads, seal against penetration of the element. Also items such as design elements, footings, soils (soils reports), roof spans, rafters, calculating tributary areas, load bearing capacities, wind loads (live vs dead), footing details, and post tension/foundations, were amongst many of the items she reviewed with us.

Following along with Sharon was made possible due to the nice gift of all having the same code book to follow, read, flag, and markup as needed, therefore, leaving no one behind. ☺ Sharon encouraged everyone to make time to read the book, cover to cover, as this will improve your value to the department, improve your ability to make more money at our jobs. Her words were: "if you want it, then you will try"!

Business meeting:

Ella thanked everyone who participated in the State-wide food drive. Pictures and weights are encouraged to be sent to Patti Schechter to make the AZBO newsletter, and also for the Chapter competition to determine who will gain the bragging rights!

Next meeting:

The next meeting will be held Wed. August 29th @ City of Goodyear. The topic will be: “A.D.A” with our guest speaker Mary Dickson. Keep your eye out for the agenda.

As a reminder, our meetings are not just for Permit Techs (or like job titles/responsibilities) anyone is welcome & encouraged to attend. This is **our** organization and it will only succeed with **your** participation.

Job Postings:

There are job postings that are viewable via the AZBO website. Please visit the website at: <https://www.azbo.us/>

Reminders:

- We’d like to remind everyone that in order to be considered a “member” of AZBO, and/or the Permit Tech Committee, you must be a member of one of the following Chapters;
 - *Central Arizona Chapter
 - *Southern Arizona Chapter
 - *Grand Canyon ChapterIf you have any questions, please inquire with any of the board members.
- AZBO Fall institute will be the week of October 29th in Phoenix. For registration & brochure information keep an eye for the updates by visiting: <https://www.azbo.us/>
- Another reminder was to not forget the Wednesday night event which will be hosted by the Central Chapter and AZPT’s; details will be available soon.-Spread the word!

AZPT LOGO ITEMS @ CAFÉ PRESS:

Permit Tech logo items can be purchased anytime via the website at: <http://www.cafepress.com/azbo> and delivered to your doorstep! AZBO logo items are also available using the same link.

Some of the items are shown here:



Meeting adjourned at 4:15pm

Please share these Minutes with your co-workers. If anyone would like to be part of the Committee please contact us with their email address. Your ideas and participation are greatly appreciated! Please feel free to contact any board members with any suggestions.

