Permit Technician Certification

ARE YOU READY TO TAKE THE EXAM ?

Register and pay for the exam through ICC's website. As of March 2025, the cost of the exam is $240.00 (ICC Member Price). Once the exam is paid for, you have 1 year to schedule a date to take the exam.

Below are the steps on how to register through ICC's website (new version, not in Classic mode):

1. Go to iccsafe.org and click on MyICC at the top, indicated by a padlock on the right side of the header. Create an account or login if you already have an account.
2. Once logged in, you will be on your "Dashboard"
3. Click on "My Exams"
4. Click on "Exam Catalog"
5. Type Permit Technician in the search bar and the exam Title "Permit Technician – 14" will appear in the list.
6. Click on "Register"
7. Chose Code Cycle year you studied.
8. Chose the Exam Format:
   - PRONTO (Proctored Remote Online Testing) – Please visit this link for PRONTO information. You will need to have certain equipment and system requirements.
     - This is the only available method as of March 2025.
9. Proceed to checkout.

References Needed for the Exam	**Exam Outline**	
Legal Aspects of Code Administration 2017 Edition	General Administration	39%
International Zoning Code (Code year)	Legal Aspects	22%
International Building Code (Code year) Chapters 1, 2, 3, 6, 12, 17	Plans and Documents	25%
Basic Code Enforcement (2nd Edition)	Zoning and Site Development	14%

**Please contact the Permit Technician Mentor Chair once you have passed the exam.