



City of Cincinnati

BUILDING PLANS EXAMINER (NONCOMPETITIVE)

SALARY	\$37.92 - \$50.96 Hourly \$3,033.48 - \$4,076.75 Biweekly \$78,870.59 - \$105,995.48 Annually	LOCATION	Centennial II, Human Resources Department, 805 Central Avenue, Suite 200, Cincinnati, Ohio 45202, OH
JOB TYPE	Full-time Classified	JOB NUMBER	26-02874
DEPARTMENT	Buildings and Inspections	OPENING DATE	04/24/2026
CLOSING DATE	7/3/2026 11:59 PM Eastern		

General Statement of Duties

This employee reviews plans submitted by contractors, developers, architects and engineers, the general public, or other persons to ensure the adherence of projects to state and local building codes, fire and life safety, and applicable zoning ordinances and guidelines. Employee provides assistance and technical support to architects, engineers, attorneys, developers, homeowners, and appraisers seeking preliminary design review, building permit application review, or other building and/or zoning and related information. Performs related duties as assigned.

Minimum Qualifications (KSAs)

(Illustrative only. Any one position may not require all of the listed KSAs nor do the listed examples include all the KSAs which may be required.)

Knowledge of:

Methods and techniques of building plans analysis. Building design and construction methods.
Principles and practices of surveying, drafting, architecture, and civil engineering
Pertinent local, state, and federal codes, laws, and regulations to include
ICC, Ohio Basic Building Code, Cincinnati Building Code, and related codes and standards, as needed

Skill to:

Operate appropriate computer equipment; use properly all related hardware and software. Operate motor vehicle.

Ability to:

Interpret, analyze, and review building plans, drawings, and legal descriptions
Establish, maintain, and develop effective working relationships with contractors, industry professionals, community groups, and the general public. Provide effective direct customer service. Analyze, understand, and explain pertinent code books and regulations both in verbal and written format.

Examples of Work Performed:

(Illustrative only. Any one position within this classification may not include all of the duties listed nor do the listed examples include all of the tasks which may be performed.)

Analyzes plans submitted for building permit for compliance with building codes and other applicable regulations to determine compliance with state and local building codes and zoning ordinances.

Reviews and analyzes building plans, deed and property descriptions and performs related mathematical calculations to assure compliance with the Zoning and applicable codes.

Assists and advises applicants, developers, architects, engineers and others in preliminary design review; reviews and interprets survey plats, tax maps, site plans, floor plans, elevations, sections, details, and topographical maps to ensure understanding of building and zoning codes.

Provides immediate response to walk-through requests for building permit application review and analysis; processes and reviews coordinated reports, license applications, environmental quality submissions, etc.

Provides written notification of disapproval for permit applications not in conformance with the building code.

Makes oral presentations for public presentations and Board of Building appeals.

Assists those contacted in the course of duty in an effective, efficient, and professional manner.

HR CONTACT: Shawntee.Brown@cincinnati-oh.gov

Required Education and Experience

BUILDING INSPECTOR CERTIFICATE, ENGINEER OR ARCHITECT REGISTRATION MUST BE ATTACHED OR APPLICATION WILL BE REJECTED

OPEN AND PROMOTIONAL:

Each applicant must be a certified, full-time Building Inspector, with a minimum of 5 years' experience for a certified non-residential Ohio building department,

OR

Registered Engineer or Registered Architect in the State of Ohio.

NOTE: A graduate architect or graduate engineer may be considered but must meet the Ohio BBS certification requirements for a Building Plans Examiner Trainee.

OTHER REQUIREMENTS

Must have or obtain, the Building Plans Examiner and Mechanical Plans Examiner certifications from the State of Ohio within 12 months of appointment.

Must have a valid Driver's License.

Must be an excellent communicator and team builder.

MILITARY EDUCATION & EXPERIENCE EVALUATION

Military education and experience may be substituted for college level course work at the lower and upper division baccalaureate and graduate levels and apprenticeship training at the vocational certificate level on a case by case basis based on the American Council on Education (ACE) Military Guide recommendations

Employer

City of Cincinnati

Address

805 Central Avenue Suite 200

Cincinnati, Ohio, 45202

Phone

513-352-2400

Website<http://agency.governmentjobs.com/cincinnati/default.cfm>**BUILDING PLANS EXAMINER (NONCOMPETITIVE) Supplemental Questionnaire*****QUESTION 1**

By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the Human Resources staff and hiring department(s). Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions. The Human Resources staff will verify that you meet the minimum qualifications as outlined in the job posting, based on the information provided in your application and in these answers. Please indicate you have read and agree with this information.

Yes, I understand and agree

***QUESTION 2**

Did you attach your Driver's License? (Must be attached)

Yes

No

***QUESTION 3**

Are you a certified, full-time Building Inspector with a minimum of 5 years' experience for a certified non-residential Ohio building department? (Must attach Certified Ohio Building Inspector Non-Residential documentation).

Yes

No

***QUESTION 4**

Which of the following do you possess? (Must attach documentation).

Registered Engineer in the State of Ohio (Must attached certificate)

Registered Architect in the State of Ohio (Must attached certificate)

Graduate Architect (Degree or transcripts must be attached)

Graduate Engineer (Degree or transcripts must be attached)

***QUESTION 5**

Please detail any other applicable experience or certifications you possess. (N/A if applicable)

***QUESTION 6**

Do you understand you must obtain the Building Plans Examiner and Mechanical Plans Examiner certifications from the State of Ohio within 12 months of appointment?

Yes, I understand and agree.

***QUESTION 7**

Do you understand notifications regarding this position will be sent via email, therefore, it is your responsibility to check your personal email, Government

Yes

No

***QUESTION 8**

I am responsible for maintaining the accuracy of my contact information, including my street address, email address, and telephone numbers. My failure to maintain accurate contact information may result in me not receiving information regarding this job announcement and/or may result in me not receiving further consideration for this employment opportunity. To update this information, visit www.governmentjobs.com, click on the "career seekers" link, and follow the prompts. For technical difficulties, contact NEOGOV support at 855-524-5627. Please indicate you have read and agree with this information.

Yes, I understand and agree.

* Required Question