



California Association of Permit Technicians

Meeting Minutes

Wednesday, February 11th

Meeting Time – 4:00 PM to 5:00 PM PST
via **Microsoft Teams**

2026 Board of Directors

Jordan Tibbits, President
Ellie Villalba, Vice-President
Shantelle Fuentes, Secretary
Stephanie Wilson, Treasurer

Call to Order – 4:02 PM

Welcome / Introductions

Numerous members introduced themselves. Several new members were present and welcomed.

Board Reports:

Treasurer – Stephanie Wilson

As of February 2026, the account balance is \$4,717.87.

Announcements

Upcoming educational opportunities have been added to the website under Educational Opportunities, including:

- SVABO classes
- PermitTech Nation training
- BayREN training
- ECC (formerly HERS) Registry information
- The Complete Permit Technician program
- Plan Review for Permit Technicians course

Agenda Questions:

1. Transition from Paper to Electronic Permit Submittals

- Reduced in-person interaction with applicants
- Increased email correspondence and response expectations
- Applicants' unfamiliarity with digital submittals and PDF requirements
- Increased IT troubleshooting and support during transition

- Requirement to flatten plans; no slip sheets accepted
- Digital formatting limitations (black and white plans only in some jurisdictions)
- Need for upgraded hardware and larger monitors
- Additional staff time required for training applicants

2. Letter of Authorization for Electronic Permit Submittals

- Requiring signed Letters of Authorization on company letterhead
- Agent authorization forms signed by contractor or owner
- Verification through DocuSign or digital certification
- Requiring identification or notarization in some jurisdictions
- Contractor-issued letters identifying authorized agents

3. Stop Work Orders / Notice of Violation Procedures

- Posting Stop Work Order notices onsite
- Allowing response period (typically 10 business days)
- Opening Code Enforcement cases when violations persist
- Issuing citations and administrative fines
- Reporting contractors performing unpermitted work to CSLB
- Coordinating with Code Enforcement departments

Legislative Updates – 2025 Legislative Report

- AB 507 – Adaptive Reuse Streamlining Incentives
- SB 358 – Mitigation Fee Act: Vehicular Traffic Impact Mitigation
- AB 253 – California Residential Private Permitting Review Act
- AB 1308 – Residential Building Permits: Inspections: Housing Accountability Act
- AB 671 – Accelerated Restaurant Building Plan Approval

Future Meeting Topics / Suggestions

- Review and discussion of new legislative updates
- Wildland-Urban Interface (WUI) requirements
- Coordination between Permit Technicians and Planning Departments
- Discussion regarding new definitions affecting multi-family developments

Adjournment

The meeting was adjourned at approximately 5:00 PM.