



**Code: 1295**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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## **CLASS TITLE: ZONING PLAN EXAMINER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class performs at the entry level reviewing applications for building permits to determine conformance to the Chicago Zoning Ordinance, and performs related duties as required

### **ESSENTIAL DUTIES**

- Refers to zoning maps and municipal ordinances to verify the appropriate classification and district of plans under review
- Reviews building permit applications, architectural drawings, construction plans and related documentation to determine if intended property use is in compliance with designated zoning classifications
- Verifies building size, occupancy and off-street parking plans for zoning code compliance
- Reviews sign permits for compliance with sign and billboard regulations
- Forwards and tracks applications to operating city departments to review for compliance with planned development projects or special certification or licensing requirements
- Reviews court orders and related documents granting minor variations from the zoning ordinance ensuring outlined stipulations correspond to plans submitted for review
- Prepares and generates zoning certification denial correspondence identifying code violations and explaining to clients reasons for denial
- Approves applications found to be in compliance with the zoning and landscape ordinances
- Calculates fees to be assessed for the review of plans
- Responds to inquiries from applicants and the general public concerning the provisions of the zoning ordinance
- Maintains manual and computerized records of reviewed applications and prepares related reports

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- One year of work experience in the review and evaluation of legal descriptions of property and construction or building plans.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and peripheral equipment (e.g., desktop computer, laptop computer, hand-held computer, computer terminals, scanner)

## PHYSICAL REQUIREMENTS

- No specific requirements

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Moderate knowledge of:

- \* personal computer operations and applicable software (e.g. Microsoft Office Suite)

Some knowledge of:

- zoning classifications, principles and concepts
- survey plats and deed restrictions
- construction plan and architectural drawing review

Knowledge of applicable City and department policies, procedures, rules and regulations

### Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- MATHEMATICS – Use mathematics to solve problems

### Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS – Add, subtract, multiply, or divide quickly and correctly

### Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

April, 2013