

**PLANS EXAMINER I, II, AND III BUILDING PLANS REVIEW  
REQUEST FOR PROGRESSION**

- ❖ NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met.
- Please retain a copy for your records.

**GENERAL INFORMATION: (Please Print)**

Employee's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Employee's Date of Hire: \_\_\_\_\_ Date to Class \_\_\_\_\_ Employee current position title: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Supervisor's Title: \_\_\_\_\_ Length of time you have supervised employee: \_\_\_\_\_

**Current Classification**

Plans Examiner I  Plans Examiner II  Plans Examiner III  Professional Code Official  Senior Code Official

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave \_\_\_\_\_ hours LWOP \_\_\_\_\_ hours Sick Leave Accrual \_\_\_\_\_ hours

Signature of person verifying attendance: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**REQUEST: I would like to be reviewed for the following:**

**Plans Examiner I Building Plans Review (AT-28)**

- 1st Proficiency Increase
- To Become a Plans Examiner II (AT-32)

**Plans Examiner III Building Plans Review (AT-36)**

- 1st Proficiency Increase
- 2nd Proficiency Increase

**Plans Examiner II Building Plans Review (AT-32)**

- 1st Proficiency Increase
- 2nd Proficiency Increase
- To Become a Plans Examiner III (AT-36)

**Professional Code Official Building Plans Review (EX-40) or**

**Senior Code Official Building Plans Review (EX-44)**

- 1st Proficiency Increase
- 2nd Proficiency Increase

**CHECKLIST OF SUBMITTED DOCUMENTATION:**

**For all Proficiencies:**

- Official College or University transcript **if not previously submitted** or High School transcript or General Education Development Certificate
- Satisfactory performance rating on the most current performance evaluation

**Plans Examiner I Building Plans Review 1st Proficiency**

- Completes and receives 3 additional International Code Council (ICC) technical exams for a total of four (4), as approved by management.

**Plans Examiner II Building Plans Review 1st Proficiency**

- Completes and receives two (2) additional ICC technical exams for a total of five (5), as approved by management.

**Plans Examiner II Building Plans Review 2nd Proficiency**

- Completion of one (1) course credit from an internal City of Tulsa Training Course Catalogue course in Customer Service, as approved by management, not previously submitted,
- Attends a technical code related seminar, not previously submitted, as approved by management

**Plans Examiner III Building Plans Review 1st Proficiency**

- Completes and receives one (1) additional ICC technical exam for a total of six (6), as approved by management

**Plans Examiner III Building Plans Review 2<sup>nd</sup> Proficiency**

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Supervisory Skills, not previously submitted, as approved by management
- Attends two (2) technical code related seminars, not previously submitted, as approved by management

**Professional Code Official Building Plans Review**

- Employee will be eligible for a one (1) step increase upon completion and receipt of one (1) additional ICC technical exam for a total of six (6), as approved by management and six (6) months of employment in the position.
- Employee will be eligible for an additional one (1) step increase upon completion and receipt of two (2) additional ICC technical exams for a total of seven (7), as approved by management and one (1) year of employment in the position.

**Senior Code Official Building Plans Review**

- Employee will be eligible for a one (1) step increase upon completion and receipt of one (1) additional ICC technical exam for a total of five (5), as approved by management and six (6) months of employment in the position.
- Employee will be eligible for an additional one (1) step increase upon completion and receipt of two (2) additional ICC technical exams for a total of six (6), as approved by management and one (1) year of employment in the position

***I have attached all the required documentation as stated in the Plans Examiner I, II, or III or Professional Code Official Building Plans Review or Senior Code Official Building Plans Review Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.***

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_