

**Class Code: 6140**  
**Revised: 4/5/2023**  
**Reviewed 1/28/2026**

## **PLANS REVIEWER**

### **PURPOSE AND NATURE OF WORK**

Positions in this class are responsible for the review of building plans and enforcement of applicable building codes for commercial and new residential installations. Work involves plan review of new building construction. Incumbents to the class work independently under the supervision of the Building Official.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews building plans of new commercial, commercial addition and/or renovation, and new residential installations to ensure compliance with all applicable codes and sound construction practices prior to issuance of permits. Recommends changes or improvements to contractors, architects, engineers and designers. Conducts inspections of primarily heavy commercial installations for compliance with codes and conformance with plans. Checks for proper clearances, sizes, methods and materials. Records violations and conducts follow-up inspections to ensure violations have been corrected.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of applicable building codes, laws and ordinances.

Thorough knowledge of sound construction practices.

Thorough knowledge of the plan review process for new construction, alterations, and repairs to buildings.

Some knowledge of proper electrical, mechanical and plumbing installations.

Ability to read and interpret Engineer's building plans, blueprints and sketches, and to determine if construction conforms to plans.

Ability to establish and maintain effective working relationships with contractors, architects, engineers, other employees and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with a degree in Architecture or related field, and considerable experience in building plan review and building construction; or any equivalent combination of training and experience. Certification as International Codes Council (I.C.C) plans examiner within six months of appointment.

### **NECESSARY SPECIAL QUALIFICATIONS**

Certification as a Building Codes Enforcement Officer as required by the State of Louisiana within the time frame stipulated by the Louisiana State Uniform Construction Code Council.