

Job Title: Architectural Plans Examiner I-C1260

File Number:	3135	Employee Group:	Local 101
Service Area:	Housing and Community Growth	Division:	Building
Job Type:	Full-Time Permanent	# of Openings:	2

Summary of Duties:

Reports to the Manager III, Plans Examination. Examines all drawings, plans specifications and design data primarily for small to medium size buildings and structures to ensure compliance with the Ontario Building Code Act, the Ontario Building Code, related municipal by-laws and other applicable laws

Work Performed:

- Exercise powers and performs duties under the Act and Building Code for examination of all submitted drawings, plans, specifications, and design data primarily for small to medium size buildings and structures to ensure compliance with the Building Code Act, the Ontario Building Code, related municipal by-laws and other applicable laws.
- Examines mechanical plans for small residential buildings to ensure compliance with the Ontario Building Code.
- Examines plans for small residential buildings for compliance to the applicable zoning by-laws.
- Evaluates "alternate solutions" under the objective based provisions of the Building Code to ensure that they will perform as well as a design that would comply with the acceptable solutions in Division B of the Building Code.
- Exercise powers and performs duties in accordance with the standards established by Code of Conduct as per Section 7 of the Building Code Act.
- Answers verbal and written enquiries regarding various regulations, policies, and procedures to architects, engineers, designers, constructors and the public within their area of responsibility.
- Keeps supervisor informed of deviations from office policies requiring modifications.
- Coordinates and ensures that other required approvals related to plan examination are obtained prior to the issuance of building permits for which the incumbent is responsible.
- Checks the weekly report and that the applicable development charges are noted on the application and the estimated cost of construction and, if necessary, adjusts in accordance, with the approved schedules.
- Reviews building plans to ensure that the appropriate information is submitted to allow the processing of permit applications.
- Receives permit applications and enters them in the computer system. Calculates and/or collects all user fees and issues receipts.
- Updates approval status information on computerized permit database in accordance with Building Division procedures.
- Performs related duties as assigned.

Qualifications:

Three year Community College Diploma in Architectural Technology or equivalent. Three years prior Building construction experience.

Provincial Qualifications:

Must be qualified in the categories of: Small Buildings, HVAC House as defined under Division C Section 3.1 of the Ontario Building Code.

Must have successfully passed the Ministry of Municipal Affairs and Housing examination on General Legal/process.

Maintain qualifications as determined by the Ministry of Municipal Affairs and Housing

Experience:

Up to four years related experience.

Specialized Training & Licenses:

Skills and abilities in the following areas are necessary:

- Working knowledge of the Ontario Building Code.

Compensation & Other Information:

\$56,039 - \$80,480 (Level 12)

This posting is for 2 permanent position being filled on a permanent full-time basis.

Current hours of Work: Monday - Friday from 8:30 a.m. to 4:30 p.m.

Work Arrangement: 4 days in office / 1 day remote. Subject to change in accordance with business requirements.

These hours of work are subject to change in accordance with the Collective Agreement and may include evening hours and Saturdays.

NOTE: Applicants may be required to complete a job related test.

Police Record Check:

The successful candidate will be required to complete a Criminal Record Check.

This posting will close December 9, 2025

Please apply on-line by visiting our City of London Careers page: <https://careers.london.ca/job-invite/3135/>