

Job ID #31664: Plans Examiner

Planning & Economic Development · Hamilton, Ontario



Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometers of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

- **Job ID #31664: Plans Examiner**
- **Union:** CUPE 5167
- **Close date:** Interested applicants please submit your application online at www.cityofhamilton.bamboohr.com/careers by 4:00p.m. on **February 4, 2026**.
- **Vacancy type:** This posting is for an existing vacancy.
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Supervisor, Plan Examination, responsible for review, examination and approval of plans and specifications to determine compliance with the Ontario Building Code, Subdivision Agreements and other relevant legislation for issuance of building permits. Responsible for training and acting as a resource for other staff.

GENERAL DUTIES

- Issue building permits for Part 9 residential buildings such as townhouses, one and two family dwellings, change of use permits, conversions, repairs, and accessory structures.

- Examine, amend and approve architectural, structural and mechanical plans and applications for building permits.
- Administer Ontario Building Code and other applicable law.
- Review and approve design of on-site sewage systems and farm buildings.
- Train and act as technical resource for staff.
- Research zoning maps, survey and property files to verify compliance with Zoning By-Laws and Subdivision Agreements.
- Maintain divisional files for subdivision agreements.
- Determine that materials and methods of construction meet approved standards.
- Analyze and calculate structural design loads.
- Determine acceptance, or refusal of building permit applications based on conformity with applicable legislation.
- Work in co-ordination with other regulatory bodies, staff and other agencies such as Fire Prevention Bureau, Niagara Escarpment Commission, and Conservation Authorities in matters relating to permit issuance.
- Receive and answer inquiries from public, staff, contractors, architects, engineers, lawyers and realtors.
- Advise, communicate and liaise with staff, other departments and industry professionals with all issues relating to interpretation of Ontario Building Code, Zoning By-Laws, accepted construction practices, regulations and procedures.
- Investigate and follow up on approvals relevant to permit issuance.
- Advise owners and building inspectors/plans examiners on procedures and regulations where deviations or revisions have occurred after issuance of building permits.
- Input and retrieve data.
- Assist with administration and interpretation of Development Charge By-Laws including answering inquiries, performing calculations, and collecting fees.
- Prepare and provide reports and evidence for Building Code Commission and Ontario Municipal Board hearings and court for enforcement of Building Code regulations.
- Compose correspondence.
- Attend training courses as required.
- Conducts all duties responsibly, addressing risk management issues, thereby minimizing exposure to personal and municipal liability.
- Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Knowledge of the Ontario Building Code, construction practices, structural design and engineering principles normally acquired by the completion of a Community College Diploma from an Architectural Technology Program or University degree in Civil Engineering or Architecture, or equivalent combination of education and relevant work experience.
2. Eligible for OBOA certification.
3. Must be eligible to be appointed as an inspector under the Ontario Building Code Act and must successfully meet the following required qualifications not more than 6 months after gaining employment:

- General Legal/Process
- On-site Sewage Systems
- HVAC - House
- House

4. Demonstrated relevant Municipal Building Department experience.
5. Ability to interpret construction plans.
6. Experience in a computerized environment. Working knowledge of Word and Excel.
7. Ability to communicate effectively both verbally and in written form.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

Location – Hamilton, ON

Department – Planning & Economic Development

Employment Type – Permanent, Full-Time

Experience: Experienced

Compensation – \$44.784 - \$50.891 per hour

