



Job Title: Plans Examiner

Competition Number: GRO-25-26	Department: Growth
Posting Category: Open	Division: Development Services
Job Type: Full-Time	Affiliation: CUPE Local 87
Site: Unavailable Variable	Location: CA-ON-Thunder Bay
Min: CAD \$35.3338/Hr.	Max: CAD \$43.3092/Hr.
Pay Band: 11	Number of Positions: 1
Effective Date: January 1, 2006	Supersedes Date: January 6, 1989
Posted Date: July 31, 2026	Post End Date: August 30, 2026

The **City of Thunder Bay** provides exceptional quality of life to those who live, work, and play in Thunder Bay – a culturally vibrant, economically diverse community with a metro population of over 120,000. Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. We value our high quality of life and promote a clean, green, beautiful, and healthy community that provides economic opportunity, respects diversity, and provides affordable and safe neighbourhoods that are accessible to all.

The City of Thunder Bay is a place where art, culture and nature come together!

Review Plans. Apply Expertise. Support Development.

At the City of Thunder Bay, **Our City Runs on People Like You**. Together, we are building a workplace where everyone belongs—where your technical expertise, attention to detail, and knowledge of the Ontario Building Code help support efficient permit review and the delivery of building services to our community.

Here, you will review building permit applications, interpret and apply regulatory requirements, and you'll assist homeowners, contractors, designers, and developers in understanding regulatory requirements and navigating the building permit process. You'll be part of a workplace that values respect, fosters growth, and promotes a culture of diversity, well-being, and collaboration.

Thunder Bay offers more than a fulfilling career. With its natural beauty, affordability, and strong sense of community, it's a city where you can grow personally and professionally.

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Where You'll Make a Difference Every Day

As a Plans Examiner, you'll play a key role in the building permit process by reviewing applications, interpreting technical requirements, and helping applicants navigate regulatory standards. Your work will support consistent, timely permit review and help ensure applications meet established building and zoning requirements.

Whether you live in Thunder Bay, you're looking to return, or excited to make the City your new home, join a team where your skills, expertise, and presence is recognized, and make a real impact to our community

How You'll Support the Team

In this role, you will review building permit applications, apply regulatory requirements, and provide technical information to support the delivery of building services. You will also have the following accountabilities:

- Review all plans and drawings and all other information submitted in association with building permit applications, within the context of the requirements of the Ontario Building Code and all other applicable law.
- Review building permit applications for compliance with the Zoning By-law and make basic zoning interpretations.
- Make determinations with respect to building permit applications; issue permits or respond appropriately to applicants regarding non-issuance of permits.
- Assume responsibility for building permit applications until the permit is issued or the application is cancelled.
- Provide information to the development community and the general public on matters relating to buildings.
- Perform building inspections and obtain compliance with the Ontario Building Code, when required, in order to address work load issues within the Building Section's Inspections Unit.
- Compile information and maintain databases.
- Assign new street addresses.

[Plans Examiner Job Description](#)

What You Can Count On With Us

We're proud to offer a workplace where your well-being, growth, and sense of purpose come first. As a Plans Examiner, you'll enjoy:

- A competitive salary that reflects your expertise
- A matching pension plan to help you build long-term financial security
- Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
- Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
- Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions

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What You'll Bring to the Team

Here's what will help you succeed as the Plans Examiner:

- Diploma in architectural technology together with a minimum of three years' experience working with the Ontario Building Code in building design, or a diploma or degree in a directly related field together with a minimum of five years' experience working with the Ontario Building Code in building design; or
- Equivalent combination of education and experience.
- Successful completion of the Ministry of Municipal Affairs and Housing examination program relating to "General Legal", "Small Buildings" and "Large Buildings".

Grow Your Expertise With Us- Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll help create safer, healthier, and more sustainable ways for people to move throughout our community while making a lasting impact every day.

Apply today and start your next chapter with the City of Thunder Bay.

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866