



AGREEMENT FOR PROFESSIONAL SERVICES

4Leaf, Inc. Agreement

PREAMBLE

THIS AGREEMENT is by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and 4Leaf, Inc. ("Consultant"), a C-Corp, whose address is 2126 Rheem Dr., Pleasanton, CA 94588. This Agreement is made with reference to the following facts.

I. RECITALS

- A. Town desires to engage Consultant to provide building division plan review and other support services.
- B. Consultant represents and affirms that it is willing to perform the desired work pursuant to this Agreement.
- C. Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain the Consultant.

II. AGREEMENT

- A. Scope of Services. Consultant shall provide services as described in the Scope of Services, which is hereby incorporated by reference and attached as Exhibit A.
- B. Term. The term of this Agreement shall be from July 1, 2026, to June 30, 2031.
- C. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state, and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for the Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license as required in Chapter 14 of the Code of the Town of Los Gatos.
- D. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- E. Information/Report Handling. All documents furnished to Consultant by the Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to the Town upon the completion of services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at Town's risk, unless the Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.

- F. Compensation. Compensation for Consultant's professional services shall not exceed the rates set forth in Exhibit A, which is attached and incorporated by reference. Payment shall be based upon Town approval of each task.
- G. Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents, or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:
Invoices:

Town of Los Gatos
Attn: Accounts Payable
P.O. Box 655
Los Gatos, CA 95031-0655
Email (preferred): AP@losgatosca.gov

- H. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the Town at the Consultant offices during business hours upon written request of the Town.
- I. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the Town.
- J. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.
- K. Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. The Consultant has and shall not obtain any holding or interest within the Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives, nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Consultant shall not knowingly

and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

- L. Non-Discrimination. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

A. Minimum Scope of Insurance.

1. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: two million dollars (\$2,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
3. Consultant shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Service Provider agrees that all certificates and endorsements are to be received and approved by the Town before work commences.
4. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than one million dollars (\$1,000,000) which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

B. General Liability.

1. The Town, its elected and appointed officials, employees, and agents are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant; and premises owned or used by the Consultant.
2. The Consultant's insurance coverage shall be primary insurance as respects the Town, its elected and appointed officials, employees, and agents. Any insurance or self-insurances maintained by the Town, its officers, officials, employees, or agents shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees, or agents.

4. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- C. All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.
- D. Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees. As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease.
- E. Indemnification. The Consultant shall indemnify the Town its elected and appointed officials, employees and agents from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by any act or omissions of the Consultant, or any of the Consultant's officers, employees, agents, or any subconsultant. Consultant shall defend the Town against any such claims.

IV. GENERAL TERMS

- A. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- B. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- C. Mediation. Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties. In the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a blind draw. The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.
- D. Termination of Agreement. The Town and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Consultant shall deliver to the Town all plans, files, documents, and reports performed to date by the Service Provider. In the event of such termination, Town shall pay Consultant an amount that bears the

same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

- E. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Consultant.
- F. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos
Attn: Town Clerk
110 E. Main Street, Los Gatos, CA 95030

4Leaf, Inc.
2126 Rheem Drive
Pleasanton, CA 94588

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

- G. Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.
- H. Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement.

TOWN OF LOS GATOS:

CONSULTANT: Enter name of Consultant

SIGNATURE

Chris Constantin

FULL NAME

Town Manager

TITLE

DATE SIGNED

SIGNATURE

Kevin J. Duggan

ENTER CONSULTANT SIGNATORY'S NAME

President

ENTER CONSULTANT SIGNATORY'S TITLE

DATE SIGNED

Approved as to form:

SIGNATURE

Gabrielle Whelan

FULL NAME

Town Attorney

TITLE

DATE SIGNED

Attest:

SIGNATURE

Wendy Wood

FULL NAME

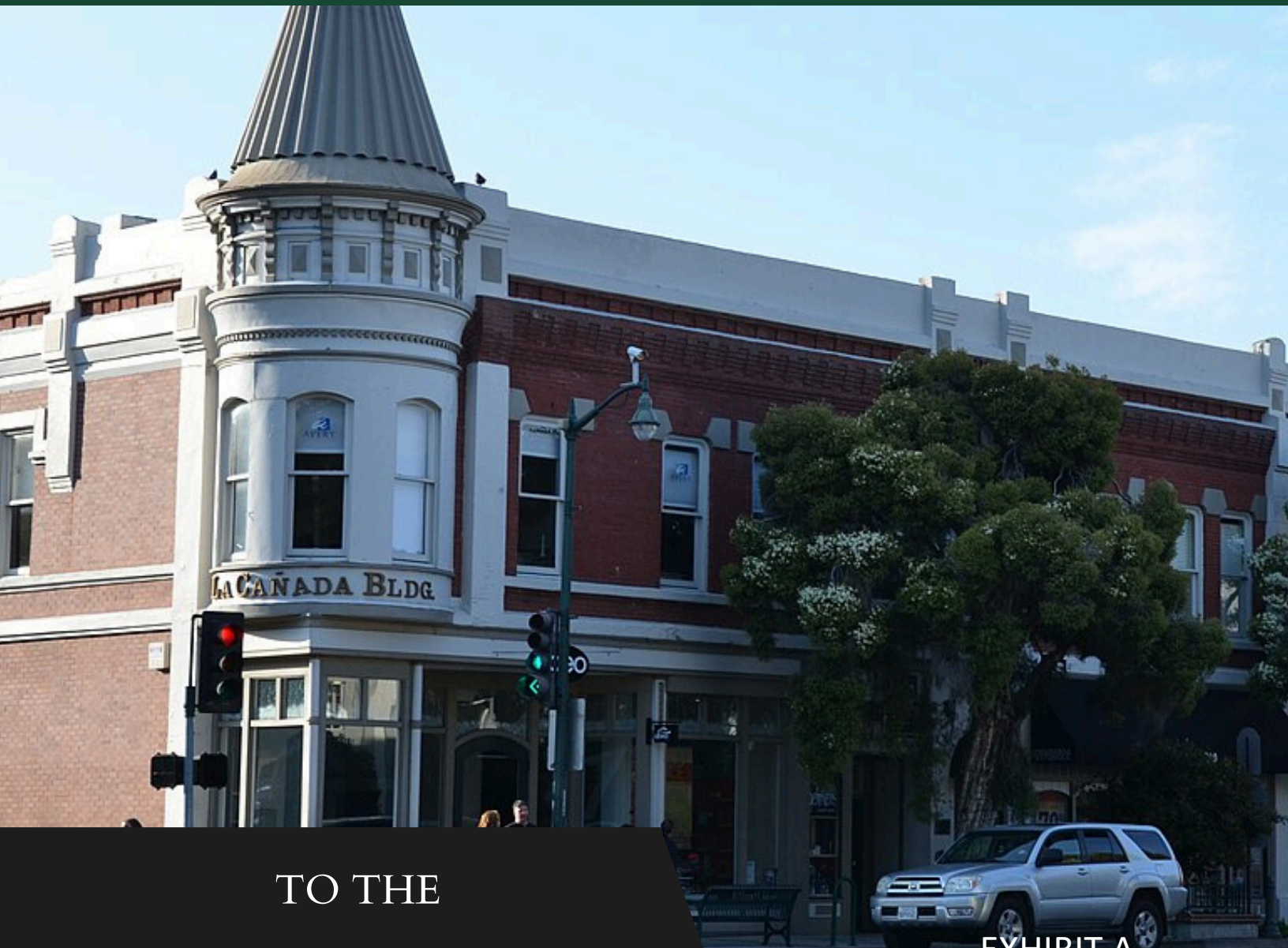
CMC, Town Clerk

TITLE

DATE SIGNED

The execution date is the date on which the last party has signed.

PROPOSAL TO PROVIDE BUILDING DIVISION PLAN REVIEW AND OTHER SUPPORT SERVICES



TO THE
TOWN OF
LOS GATOS

MARCH 30, 2026

EXHIBIT A
PRESENTED BY
4LEAF, INC.

2126 RHEEM DRIVE
PLEASANTON, CA 94588

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4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS

SECTION 1

COVER LETTER





Town of Los Gatos
Building Division
110 E Main Street
Los Gatos, CA 95030
Attn: Robert Gray, Chief Building Official

March 30, 2026

RE: Proposal to Provide Building Division Plan Review and Other Support Services to the Town of Los Gatos

4LEAF, Inc. (4LEAF) is pleased to present our proposal to provide Building Division Plan Review and Other Support Services to the Town of Los Gatos (Town). 4LEAF has been providing professional community development services to over **400 clients** throughout the country for more than **25 years** and we feel we are the ideal candidate for the following reasons:

Local Presence

4LEAF has provided similar services to municipalities near the Town. Our firm has the staff necessary to address any needs the Town may have in an on-site or remote capacity. Additionally, we have experience or are currently performing services for the following local clients:

- City of Santa Clara
- City of Palo Alto
- City of San Jose
- Town of Los Altos
- City of San Mateo
- City of Sunnyvale
- City of Fremont
- City of Newark
- City of Saratoga
- City of Oakland
- County of Santa Clara
- County of San Mateo

Full-Service Firm

As a full-service firm, 4LEAF can provide Building and Safety services to aid with high project workloads that require additional staff assistance. We provide jurisdictions with Inspection, Plan Review, Permitting, Planning, Code Enforcement, and more. We have qualified staff available to serve the Town with remote, on-site, part-time, or full-time project needs. Regarding the Town's needs, our services include:

- **Plan Review:** 4LEAF is an industry leader in Plan Review services and has a team of Structural Engineers, Accessibility Specialists, and Mechanical/Electrical/Plumbing/Fire Plans Examiners available to work on the Town's projects. We provide courier services that guarantee less than 24-hour pickup and delivery of all plan reviews performed off-site. We also offer electronic and expedited plan review services upon request.
- **Permitting:** 4LEAF's pool of talented professionals includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if needed.
- **Inspection:** We have over 200 inspectors on staff who specialize in Residential, Commercial, Industrial, Energy, Fire, ADA, Solar, and Public Works projects. We have a track record of providing inspectors as-needed for long- or short-term projects, including one day assignments to cover staff training, sick days, vacation days, or spikes in permit activity.
- **Building Official:** The 4LEAF Interim Building Official can provide in-house plan reviews to the Town, limiting the amount of projects distributed to outside consultants and helping the Town

achieve significant cost savings. The Building Official will act as an adjunct staff member to the Town and work with Town personnel and various departments to perform building services.

- **Code Enforcement:** 4LEAF staff have the experience working with property owners and other responsible parties to bring properties and conditions into compliance. Our Code Enforcement team is skilled in using processes including issuing administrative citations to establish whether violations of law exist on property and ensuring compliance.

☑ Adaptable Services

4LEAF is renowned for our accommodations and flexibility. Our firm cooperates with our clients to provide personnel that meets their specific and unique requirements. 4LEAF’s highly adaptable staffing network provides us with the ability to quickly adjust our staff to match demand and client feedback in real time. We have bolstered our robust personnel pool to provide our clients with the breadth of talent and experience necessary to complete complex projects.

☑ Management Team & Leadership

Craig Tole – VP, Community Development: With nearly 20 years of building department experience, Craig has the requisite experience to manage all as-needed requests from the Town of Los Gatos.

Michael Loomis, SE, CBO, CASp, PMP – Director of Structural Engineering: With more than 28 years of expertise in the industry, Michael has experience overseeing the continual operations of the Building Department and has served as the Building Official for various municipalities.

Pete Roque – National Director of Code Enforcement: Pete has more than 18 years of industry experience, has served on several local, State, and National boards, has managed several Code Enforcement Divisions, and is an industry subject matter expert.

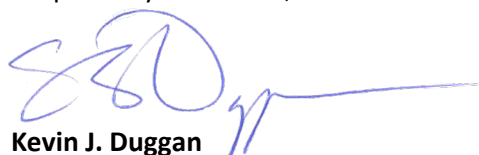
Vanessa Morales – Plan Review Coordinator Manager: Vanessa serves as 4LEAF’s Plan Review Coordinator Manager and has years of professional experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public’s needs at the Building Department counter.

☑ Contact

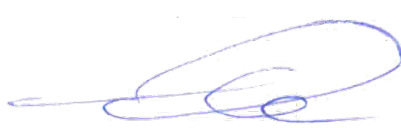
President	VP, Community Development	4LEAF Headquarters
Kevin J. Duggan Office: (925) 462-5959 Fax: (925) 462-5958 Email: KDuggan@4leafinc.com	Craig Tole Office: (925) 462-5959 Mobile: (925) 580-4055 Email: CTole@4leafinc.com	2126 Rheem Drive Pleasanton, CA 94588 Office: (925) 462-5959 Website: 4LEAFINC.COM

As President of 4LEAF, I have the authority to sign on behalf of the firm. We appreciate the opportunity to present the Town with our qualifications. Should you have any questions, please do not hesitate to reach out using the contact information provided.

Respectfully submitted,



Kevin J. Duggan
President



Craig Tole
Vice President, Community Development



4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS



SECTION 2

CERTIFICATION
FORMS

ATTACHMENT 1 - CONFLICT OF INTEREST STATEMENT

THIS FORM MUST BE PRINTED OUT, COMPLETED AND SUBMITTED WITH THE PROPOSAL

BUILDING DIVISION PLAN REVIEW AND OTHER SUPPORT SERVICES

The undersigned declares:

I/We 4LEAF, Inc (Insert Name) have the following financial, business, or other relationship with Town of Los Gatos that may have an impact upon the outcome of the contract. If none, please specify that no other relationships may have an impact on this contract or Project.

No other relationships may have an impact on this contract or Project.

I/We 4LEAF, Inc. (Insert Name) have the following current clients who may have a financial interest in the outcome of this contract. If none, please specify that no other clients may have a financial interest with an impact on this contract or Project.

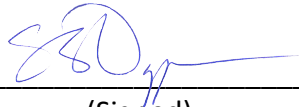
No other relationships may have an impact on this contract or Project.

Pursuant to Government Code section 1090 and any other laws, rules and regulations that may apply, the Proposer covenants that neither it, its subcontractors nor employees presently have an interest, and shall not acquire any interest, direct or indirect, financial or otherwise that would conflict in any manner or degree with contract awarded from this RFP. Proposer certifies that to the best of its knowledge, no one who has or will have any financial interest in the contract awarded from this RFP is an officer or employee of the Town. Through its submittal of a proposal, Proposer acknowledges that it is familiar with Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California and will immediately notify the Town if it becomes aware of any facts concerning the contract to be awarded that constitute a violation of said provisions.

Furthermore, if there is reason to believe that collusion exists among the Proposers, the Town may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same

work unless alternate proposals are called for. A person, firm, or corporation who has submitted a sub-proposal to a Proposer, or who has quoted prices on materials to a Proposer, is not thereby disqualified from submitting a sub-proposal or quoting prices to other Proposers. Reasonable ground for believing that any Proposer is interested in more than one proposal for the same work will cause the rejection of all proposals for the work in which a Proposer is interested. If there is reason to believe that collusion exists among the Proposers, the Town may refuse to consider proposals from participants in such collusion. Proposers shall submit as part of their proposals documents the completed Non-Collusion Declaration provided herein.

I, on behalf of the Proposer, declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 03/30/2026 [date], at Pleasanton [city], CA [state].

<u>4LEAF, Inc.</u> Proposer Name (Person, Firm, Corp.)	<u>President</u> Title of Authorized Representative
<u>2126 Rheem Drive</u> Address	<u>Kevin J. Duggan</u> Name of Authorized Representative
<u>Pleasanton, CA 94588</u> City, State, Zip	
<u>03/30/2026</u> (Date)	 (Signed)

**ATTACHMENT 3 - STATEMENT REGARDING INSURANCE COVERAGE AND WORKER'S COMPENSATION
INSURANCE ACKNOWLEDGMENT CERTIFICATE**

THIS FORM MUST BE PRINTED OUT, COMPLETED AND SUBMITTED WITH THE PROPOSAL

BUILDING DIVISION PLAN REVIEW AND OTHER SUPPORT SERVICES

PROPOSER HEREBY CERTIFIES that the Proposer has reviewed and understands the insurance coverage requirements specified in the RFP. Should the Proposer be awarded a contract for Services, Proposer further certifies that the Proposer can meet the specified requirements for insurance, including insurance coverage of any subcontractors, and agrees to name the Town as additional insured for the Services specified.

By certifying this form, the Proposer also understands the Worker's Compensation insurance requirement per the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

4LEAF, Inc.

Name of Proposer (Person, Firm, or Corporation)



Signature of Proposer's Authorized Representative

Kevin J. Duggan, President

Name & Title of Authorized Representative

03/30/2026

Date of Signing



PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS

A faded, grayscale background image of a street scene. On the left is a prominent corner building with a rounded facade and arched windows, labeled "LA CANADA BLDG". To the right is a long, two-story brick building. In the foreground, there are silhouettes of people walking and a white SUV parked on the street. A traffic light is visible on the left side.

SECTION 3

REVIEW OF SCOPE OF
SERVICES



SECTION 3: REVIEW OF SCOPE OF SERVICES

4LEAF was established in 1999 and incorporated in 2001. Our extensive team of industry professionals are fully equipped with training and experience to provide complete services including Inspection, Plan Check, Accessibility, Code Enforcement, Permit Technician assistance, Professional Development training, and other related professional and technical services to municipalities all over the country. Our goal is to set the industry standard for excellent customer service, and we have grown to nearly **500 personnel** throughout California, Oregon, Washington, Nevada, Arizona, Hawaii, and New England. As such, we are able to serve any full-time or part-time need the Town may have, regardless of scope and duration.

Management Team

VP, Community Development

Craig Tole
Phone: (925) 580-4055
Email: CTole@4leafinc.com

National Director of Code Enforcement

Pete Roque
Phone: (949) 230-4968
Email: PROque@4leafinc.com

Director of Structural Engineering

Michael Loomis, SE, CBO, CASp, PMP
Phone: (831) 620-2305
Email: MLoomis@4leafinc.com

Plan Review Coordinator Manager

Vanessa Morales
Phone: (925) 789-9917
Email: VMorales@4leafinc.com

Office Locations

Pleasanton (HQ)

2126 Rheem Drive
Pleasanton, CA 98588

Sacramento

8896 North Winding Way
Fair Oaks, CA 95628

Monterey

409 Washington Street, Ste 100
Monterey, CA 93940

San Bernardino

424 E. Vanderbilt Way, Ste A
San Bernardino, CA 92408

Newport Beach

4440 Von Karman Ave., Ste 300
Newport Beach, CA 92660

San Diego

402 West Broadway, Ste 400
San Diego, CA 92101

Washington

1201 Pacific Avenue, Ste 600
Tacoma, WA 98402

4LEAF Consulting, LLC

157 East Warm Springs Rd
Las Vegas, NV 89119

New England

132 Central St., Ste 210
Foxborough, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
Code Enforcement Staff (PC832)	75+	ICC Certified Inspectors & IORs	200+
ICC Certified Building Officials	40+	Registered Architects	5
Registered Engineers (PE, SE)	20+	ICC Permit Technicians	60+
ICC Certified Plans Examiners	40+	Accessibility Specialists	15
Construction Managers/Inspectors	40+	Fire Plans Examiners & Inspectors	30+



Mission

4LEAF strives to be the best firm by providing our clients with outstanding customer service and first-rate services. We put our philosophy into action by building client relationships and prioritizing the needs of our clients—this has led us to become an industry leader in providing Building & Fire Life Safety Services to both public and private clients. We have worked with municipal departments in the construction, rehabilitation, and repair of public and private buildings and have partnered with design review and preservation boards to determine building improvement criteria and associated project requirements. We have a depth of experience in working with all types of building structures and have performed Inspection and Plan Review services on more than **\$50 Billion dollars** in construction throughout the past **25 years**.

We have provided plan review and inspection services for thousands of residential projects, tenant improvements, and complex commercial projects including marijuana facilities office campuses, parking garages, hotels/resorts, transportation facilities, city/county-owned buildings, universities, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. In addition, our team has performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

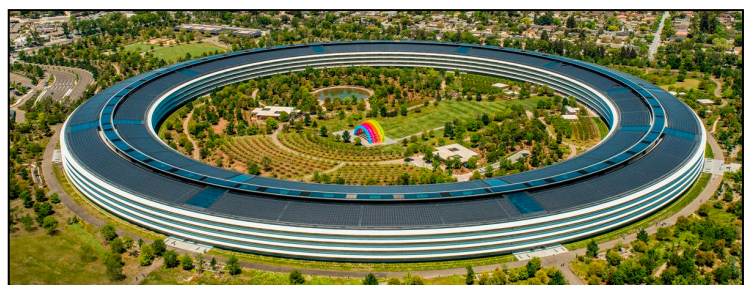
4LEAF has also been an industry leader across numerous other disciplines, such as Code Enforcement and Planning. Our Code Enforcement staff is dedicated to preserving and enhancing the quality of life for the residents in our client jurisdictions and work toward a goal of resolving problems efficiently and safely. Enforcing and upholding municipal codes is of utmost importance to us. Our Code Enforcement Division endeavors to improve communities through education, cooperation, and responsive enforcement.

We have a proven track record of reviewing and inspecting projects of all sizes and complexities including:

Type B Commercial Construction	Refinery Facilities	Laboratories
City/County-Owned Facilities	Site Work	Power & Energy
Large Campuses	Waterfront	Marijuana Facilities
Fire Recovery Services	Multi-Family Projects	Military Projects
Stadiums/Arenas	Healthcare Facilities	Essential Service Facilities
Commercial Office Parks	Transportation Facilities	Detention Facilities

Large Project Experience

4LEAF is uniquely qualified to work on projects of any size. Our team completed the Project Inspections for the entire \$6 billion Apple Campus 2 Corporate Headquarters in the City of Cupertino, CA where we comprised a team of Building Inspectors and Permitting Specialists.





4LEAF also provided the Plan Review and Inspection services for the \$2.6 billion Wynn Casino Project in the City of Everett, MA; San Jose State University’s Interdisciplinary Science Building in the City of San Jose, CA; and the County Office Building III in the County of San Mateo.



We have the resources to deploy staff to any state and as you can see from the limited examples listed above, we have provided services all over the country. Our team is well-equipped and qualified to perform services for any project and in any location. By choosing 4LEAF, you are choosing a company that prides itself on quality work, top-notch customer service, experienced staff, and a multitude of project experience. Please review our scope of services and project examples in the sections that follow to gain more understanding about our firm and how we can help achieve the City’s project goals.

Snapshot of Services

Plan Review / Inspection	Permitting	Code Enforcement
• LEED Accredited Professionals	• Over-the-counter reviews	• Staff Augmentation Services
• Inspectors of Record	• Intake of plans	• Department Assessments
• Program Analysis & Studies	• Routing for plan review	• Vendor Enforcement
• Correcting Code Deficiencies	• Assignment management	• Blight Enforcement
• Investigating Complaints	• Hosting page turn sessions	• Substandard Housing
• Violation Issuance	• Virtual permit technician services	• Lead Paint
• Jurisdictional Inspectors	• Prepare approval packages	• Tobacco Enforcement
• ICC-certified Plan Reviewers	• Inspection scheduling	• Short Term Rentals
• Certified Accessibility Specialists	• Application Processing	• RRP Training
• ICC-certified Building Officials	• Developing Submittal Forms	• ICC & CACEO Trainings
• Building Dept. Services	• Solar Permitting	• Rental Housing Programs
• Expedited Plan Reviews	• Property Research	• Cannabis Enforcement
• On- and Off-Site Plan Review	• Public interface	• Business License Enforcement
• Property Condition Surveys	• Special events permits	• Parking Enforcement
• Industrial, Energy, & Solar		• Zoning



4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS

SECTION 4

EXPERIENCE AND
EXPERTISE



SECTION 4: EXPERIENCE & EXPERTISE

City of Palo Alto

Plan Review, Permit Technician, Building Official, and Building Inspection Services

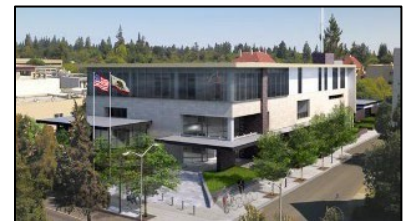
Since 2007, 4LEAF has provided several combination inspectors to assist the City of Palo Alto staff with routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff to help augment staffing due to vacation, extended absences, illness, and/or market demand.



Since 2010, 4LEAF has provided on-site plans examiners for the City. Our Plans Examiners are registered engineers in the State of California and ICC Certified, who are responsible for reviewing larger projects ranging between \$100,000 to \$100,000,000 under the direction of the Chief Building Official. Some reviewed and inspected projects include Skype, Stanford Medical Center, Technology Credit Union, and VMware. Some of 4LEAF's other review and inspection highlights include the following projects:

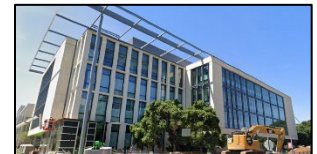
Public Safety Building, \$84 Million (Essential Services Facility)

This new three-story, 136,873 SF City of Palo Alto Public Safety Building will have 2 levels of underground parking and will house the Police Department, 911 Emergency Dispatch Center, the Emergency Operations Center, the Office of Emergency Services, and the administration needs of the Fire Department.



Stanford Biomedical Innovation Building, \$126 Million

New research laboratory building for Stanford University School of Medicine. Four-story above garage and one below grade for a total of 216,647 sq. ft. Wet-bench research laboratories and associate support spaces, faculty offices and open office spaces workstations, conference rooms and staff amenity spaces.



744 San Antonio Rd., \$42 Million

Courtyard by Marriott and an AC Hotel by Marriott. Two five-story hotels (164,764 SF) hotels offering a combined 294 rooms with surface and underground parking.



ISO 1 Rating

With approximately 13 full-time personnel working at the City, 4LEAF was instrumental in the implementation of the ISO Program achieving the ISO 1 Rating. In March of 2015, Palo Alto became the 8th City in the country out of 14,000 Building Departments to achieve this status.





City of Cupertino

On-Call Building Inspection and Plan Review Services

4LEAF performs on-call building inspection and plan review services for the City of Cupertino.

4LEAF has completed numerous residential and commercial plan reviews on behalf of the City.



Apple Park

4LEAF provided the Building, Fire, and Public Works Department with inspection services on the largest private commercial construction project in the country. 4LEAF was tasked with mobilizing a **project team of more than 20** building, fire, and public works inspectors, project administration staff, and engineering team members for this more than **\$8 billion project**. 4LEAF was responsible for coordinating the inspections in relation to the City’s permits and ultimately packaging milestones of the project for occupancy approval from the City’s Chief Building Official.

- **Main Building** – The Main Building accommodates up to 12,000 employees and comprises approximately 2.8 million sq. ft.
- **Corporate Fitness Center** – Comprising approximately 100,000 sq. ft.
- **Corporate Auditorium** – Comprising approximately 120,000 sq. ft. and holding up to 1,000 people.
- **North and South Parking Structures** – Two above-grade parking structures of approximately 6,000 spaces.
- **Central Utility Plant** – Integrated parking structure and serves all buildings on the Main Building site.
- **Phase 2 Research and Development Buildings** – 600,000 sq. ft. of office, research, and development and two above ground parking garages.



Main Street Cupertino

4LEAF completed the plan review and inspections for the 17.4 acre Downtown Cupertino project that includes 130,000 sq. ft. of retail space, 100,000 sq. ft. of office space, and 160 units of high-end senior housing. We also completed the building inspection for a very large office complex and parking structure. The project in its entirety is valued at over \$500 million.



Vallco Town Center

The Vallco Town Center project is a mixed-use development on the site of the former Vallco Shopping Mall in Cupertino, encompassing housing, office space, retail, and a large green roof park, with plans for almost 2,700 housing units. For this \$2.2 billion project, 4LEAF is conducting the plan review and inspection.





City of Sand City

Building & Fire Inspection, Plan Review, Code Enforcement, Permitting, and Chief Building Official

4LEAF is currently the City of Sand City’s only Building Department Consulting Firm. Our duties include:

- Chief Building Official
- Building Inspections / Project Inspections
- Building and Civil Plan Reviews
- Permit Technician/Permit Processing
- Traffic Engineering
- **Fire Review and Inspection**
- Code Enforcement



4LEAF was recently selected as the sole provider of Plan Review and Inspection Services for three major developments to be constructed over the next five years. 4LEAF provides inspection services and plan review for each project which will utilize 4LEAF’s internal management system EZ Plan Review and GoFormz.

South of Tioga

4LEAF is providing the Project Management, Plan Review, and Inspections on this mixed-use (residential 10.64 acre site bounded by Tioga Avenue to the northeast, California Avenue to the southeast, East Avenue to the southwest, and the Merle Street right-of-way to the northwest, and includes 356 multi-family residential units, 216 hotel units, and a restaurant. There will also be a surface parking lot as well as a multi-story parking garage. Also included in this development,



is a proposed new road that will be dedicated as a City Right-of-Way. The project will merge existing lots, abandon existing public rights-of-way, creates six new parcels (HI, HIA, H2, H2A, R-1, and R-2), relocates an existing wastewater lift station, dedicates additional right-of-way to, or relocation of, existing streets, and dedicates right of-way for new public streets. The project will be separated into five (5) separate components.

- Demolition of multiple buildings on approximately 41 existing parcels.
- Completion of new public streets and rights-of-way, utility and infrastructure installation, and preparation of development pads on each of the projects newly created parcels.
- Construction of a five-story wood frame building consisting of a 216-room Hotel and restaurant with associated parking adjacent to the building.
- Construction of a seven-story wood frame building consisting of 125-unit multi-family residential structure.
- Construction of a seven-story wood frame building consisting of 231-unit multi-family residential structure with an associated four-story concrete parking garage.



City of Pacific Grove

Inspection, Plan Review, Permitting, and Code Enforcement

4LEAF is currently the City of Pacific Grove's only Building Department consulting firm. Our duties include:



- Chief Building Official
- Building Inspection Services
- Project Inspection Services
- Building and Civil Plan Review Services
- Permit Technician/Permit Processing
- Code Enforcement Services
- Planning

4LEAF has been the sole provider of Plan Review and Inspection Service for two major developments to be constructed over the next three years. 4LEAF has been providing inspection services and plan review for each of these projects for the entirety of the project cycle. These developments will utilize 4LEAF's internal management systems EZPlan Review and GoFormz.

Pacific Grove Hotel

4LEAF is providing the plan review, inspection, and Project Management on Pacific Grove's first new construction hotel project since 1983. This luxury four-star hotel will feature 102 guestrooms and suites with ocean views from all four floors, luxury amenities, and elevated Spanish colonial design. Amenities include a chef-driven restaurant and bar, day spa, expanded fitness center, redwood saunas with Himalayan rock wall, and two pro-style virtual golf simulators.



ATC Hotel and Commercial Project

4LEAF is providing the plan review, inspection, and project management on a project to replace the existing 165,000 square feet of "factory outlet" and related uses with a new hotel and commercial uses. The hotel and commercial uses would provide 225 guest rooms in two primary guest wings (family/group wing and executive wing) with a restaurant and bars, meeting and gathering spaces, spa and fitness center and approximately 20,000 square feet of street retail uses along the Ocean View Boulevard frontage. These street retail uses would retain and incorporate portions of the existing industrial structure.





City of Hollister

Plan Review, Inspection, and Permit Technician Services

4LEAF has been providing full Building Department Services to the City of Hollister since 2012. Currently, 4LEAF provides the City with more than 14 full-time employees at the City's Building and Planning Departments who perform Building Official, Building Permit Issuance, Building Inspector, Code Enforcement, Planning, and Building Plan Checker services, essentially all standard functions of a Building Department. 4LEAF also provides off-site Plan Check and Fire Plan Check services.



Services provided to the City include:

- Combination inspections to verify with City of Hollister's latest adopted and amended Title 24 California Building Codes, parts, 2,3, 4, 6, 8, and 12 covering structural, fire, life-safety, disables access, energy conversion, plumbing mechanical and electrical installations.
- Off-site plan review. 4LEAF's off-site plan review team completes residential and commercial plan reviews on any projects not performed by on-site personnel. Plans include an initial review and subsequent rechecks. All pick-up or shipping expenses are covered by 4LEAF. All initial plan reviews for residential, commercial, and large commercial are completed within (10) working days of submittal. Subsequent reviews are completed within (5) working days of the resubmittal.
- Preparation of all building permits and related paperwork to be submitted to the City for collection of permit fees.
- Collection of all fees for building inspection and review services at Building Department office and submits to the City's Finance Department all received payments by the close of each business day.
- Fire plan review for alarm permits, fire sprinkler systems, hood system, and underground storage tanks for compliance with all applicable, local, state, and federal codes. Provides all approved plans to the city fire department to make inspections. Collects fees for fire plan checks, fire permits and fire inspections.

Project Highlight:

4LEAF is currently closing out Project Almond which is **Amazon's** signature fulfillment center and office space for the Silicon Valley area. 4LEAF provided two full-time Inspectors of Record and Public Works personnel for the entirety of the project. This included 1 million sq. ft. on a 1,500-acre lot is estimated at more than \$50 million.





City of Santa Cruz

Plan Review and Inspection Services

4LEAF, Inc. provides plan review and inspection services, including CASp and permitting assistance to the City of Santa Cruz as directed by the Chief Building Official. 4LEAF's ongoing services to the City include but are not limited to:



Plan Review Services

- Plan review and CASp review of building construction plans for compliance with State of California model codes adopted by the City and local ordinances including modifications as stated in SCMC (Santa Cruz Municipal Code) Title 18.
- Review of plans prepared by or on behalf of the various private developers for compliance with the City's codes and regulations.
- Notification of applicants of other required approvals, releases, and required reviews by other agencies having jurisdiction in such matters relative to the enforcement of the state laws including but not limited to fire codes, government codes, health and safety codes, etc.

Inspection Services

- Onsite building inspection services covering but not limited to safety, structural, plumbing, mechanical, and electrical systems related to any applicable City or state codes or regulations, approved plans, and supporting construction documents for all new construction or alterations of residential and commercial structures.
- Building inspection services as needed and as requested in support of City staff for time-off, other absences, and/or the course of construction of such private facilities to obtain compliance with the provisions of the City's ordinances and the code requirements set forth on the approved plans and supporting documentation for which the permit was issued.
- Professional and timely inspection for each project at the completion of the various stages of construction to determine compliance with the approved plans, supporting documentation, and any applicable City codes or regulations.
- As-needed, in-house CASp inspection services.



Additional Services

4LEAF integrates our processes with the City's Permitting and Land Management Platform, Tyler Enterprise Permitting and Licensing (EPL) as well as Bluebeam integration to complete, review, comment, and stamp plans and other documents as requested by the City.



4LEAF, INC.

PROPOSAL TO PROVIDE
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SECTION 5

QUALIFICATIONS OF
KEY PERSONNEL



SECTION 5: QUALIFICATIONS OF KEY PERSONNEL

As your consultant, 4LEAF understands that our role is to advocate on behalf of the Town and represent the Town’s best interests. 4LEAF’s team will function as an extension of your staff, seamlessly integrating with the personnel and practices established by the Town while adding the perspective and expertise that only 4LEAF can offer. Our goal, which we have successfully accomplished on previous clients’ projects, is to integrate our staff with yours and be accepted as an essential part of the Town.

Key Personnel

Craig Tole – Vice President, Community Development / Executive PM

Craig has directed 4LEAF’s Development Services team for the past 20 years under the supervision of the company President. Among Craig’s chief responsibilities include the day-to-day contact with many of 4LEAF’s clients in the Building & Safety, Engineering, and Construction Management industries. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion. Craig also manages numerous Building Department clients and is responsible for recruiting, qualifying, and placing staff throughout the organization. Craig can assist the Town with staffing requests and handle contractual details.



Office – (925) 462-5959 | Cell – (925) 580-4055 | Email – CTole@4leafinc.com

Michael Loomis, SE, CBO, CASp, PMP – Director of Structural Engineering

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC) and is an Accessibility Specialist. Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside.



Office – (925) 462-5959 | Cell – (831) 620-2305 | Email – MLoomis@4leafinc.com

Pedro “Pete” Roque – National Director of Code Enforcement

Pete is a Code Enforcement expert with PC 832 and Advanced Certificates. He has more than 20 years of experience in Code Enforcement and has served in the capacities of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple California public agencies. With a demonstrated history of working in the government administration industry, Pete is skilled in Government, Emergency Management, Law Enforcement, Disaster Response, and Plan Review. Pete is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals.



Office – (925) 462-5959 | Cell – (949) 230-4968 | Email – PROque@4leafinc.com



Vanessa Morales – Plan Review Coordinator Manager

Vanessa serves as 4LEAF’s Plan Review Coordinator Manager and has years of professional experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public’s needs at the Building Department counter. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely.



Office – (925) 462-5959 | Cell – (925) 789-9917 | Email – VMorales@4leafinc.com

Christopher Fowler, CBO, HCAI A, OSHPD A – Lead Inspector

Chris has more than 30 years of senior level commercial construction project management experience, with special emphasis on LEED educational and governmental buildings. He has extensive knowledge of and experience in applying, implementing, and enforcing the International Building Codes. Chris has complete understanding and proficiency with all major construction methods and procedures including hands-on management experience as both a general and subcontractor representative and overseer. He has provided nearly 15 years of educational training programs in coordination with the ICC for college curriculums. Chris has ready knowledge of local, state, and federal codes and ordinances such as ICC, UMC, UPC, NFPA, NEC, OSHA, ADA, and health regulations.



Office – (925) 462-5959 | Cell – (925) 453-1992 | Email – CFowler@4leafinc.com

Giovanni Caponigro – Business Development Manager

Giovanni is a highly proficient Business Development Manager and possesses expertise in fostering client retention, revenue growth, and strategic partnerships. Giovanni skillfully coordinates large-scale efforts amongst a variety of diverse teams and has a proven track record in the successful management of highly complex portfolios and projects worth millions of dollars, and has added to the productivity of 4LEAF’s Northern California offices with his exceptional efficiency and experience. His expertise in client retention and fostering strategic partnerships has allowed him to interact with high-level clients on a regular basis.



Office – (925) 462-5959 | Cell – (925) 719-6072 | Email – GCaponigro@4leafinc.com

Albert Salvador – Interim Building Official

Albert is an experienced Building Official based in Santa Clara County. He is well versed in all areas of the building code and various city ordinances. In his more than 37 years of experience, Albert has worked throughout Community Development and Building Departments providing Building Official, Inspection, Plan Review, and related services. He is experienced working with many local clientele including the cities of Cupertino, Seaside, County of Monterey, and City of San Mateo. He has served in the capacities of Chief Building Official, Deputy Building Official, Assistant County Director, and company Vice President, among other titles during his varied career working within municipalities. He was also the Chief Building Official during the Apple Campus 2 project that 4LEAF provided Inspection and Permit Support services for.



Office – (925) 462-5959 | Email – ASalvador@4leafinc.com



Augie Cerdan, FPE – Fire Services Manager / Fire Protection Engineer

Augie has over 34 years of experience as a Fire Protection Engineer and has a successful history of holding management level positions. He is extremely knowledgeable about the Fire Prevention industry and also has experience providing building department services, as he played a crucial role in providing permit processing services in a few of his previous roles. Augie specializes in performing fire-related engineering reviews to ensure compliance with safety ordinances and codes of practice. The knowledge that he's accumulated through his decades of experience in tandem with his hard-working mentality and ability to work others makes Augie a true asset to any team he works with.



Office – (925) 462-5959 | Cell – (916) 220-3023 | Email – ACerdan@4leafinc.com

Supporting Personnel

Scott Martin, PE – Quality Control Manager / Supervisory Plans Examiner

Scott has more than 26 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

Melissa Mennucci, SE – Senior Structural Plan Review Engineer

Melissa is a Registered Structural Engineer in the State of California with more than 16 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our UC Davis client as well as performing Structural Plan Reviews from 4LEAF's Fair Oaks office. She also provides technical guidance to plan reviews and is experienced with a wide array of project types.

Joseph Leonard, SE – Plans Examiner

Joseph is a professional and driven licensed professional structural engineer with over 20 years of plan review experience. He has a great understanding of current California Building Standards Codes, especially the building, plumbing, mechanical, fire, Title 24, CalGreen, and municipal codes of various jurisdictions. Joseph has served in a number of senior positions, providing him with valuable leadership and interpersonal skills. In addition, Joseph has tremendous customer service skills and maintains open lines of communication.

Timothy Griffith, CBO, CASp – Plans Examiner

Timothy is an experienced Senior Building Inspector with more than 39 years of industry experience. He is a former principal building inspector who served in one of the largest jurisdictions in California for over two decades, and he is an experienced supervisor and project manager, adept at all elements of construction phases as well as field inspection. He consistently completed projects on schedule, within budget, and met or surpassed quality specifications. With his knowledge of all types of construction, his years of experience, and his well-honed communication skills, Timothy is also a seasoned trainer who effectively trains new inspectors and code enforcement officers. As someone who values his community, Timothy has also served as a reserve deputy sheriff, run for public office, and directed the construction of a quarter million-dollar community baseball field at a local high school. He brings this dedication to service to ensure that all construction and inspection projects meet all compliance requirements for the safety and benefit of all.



Shayne Prudente – Permit Technician

Shayne is an exceptional team member who takes initiative in any project/task she is assigned and has over 10 years of customer service experience. She is skilled in office management duties including front desk operations and communicating with multiple department managers, outside services, vendors, and customers. Shayne is punctual, self-motivated, has strong organizational skills, and has the ability to multitask in a fast-paced and demanding environment due to her previous work experience. Her professionalism, organizational skills, and quality work ethics make her a great asset to any department.

Kono Soong, CBO – Senior Combination Building Inspector / Inspector of Record

Kono is a Certified Building Official and Combination Residential and Commercial Inspector with over 25 years of jurisdictional experience and has experience performing inspection services for the City of Foster City. Kono is experienced with residential, commercial, and industrial construction and has acted as Lead Inspector of Record at the Jackson Rancheria Hotel & Casino.

Don Salts, CBO, CASp – CASp Plans Examiner / Inspector

Don is an exceptional CASp Inspector, with more than 35 years of hands-on industry experience. He is equally adept as an individual contributor or in a team environment with senior managerial experience. Don's diverse background and extensive experience make him an ideal fit for various types of projects. Don has a proven track history of ensuring projects are compliant with current codes with a high quality of workmanship.

Kerry Brenton – Building Inspector / Inspector of Record

Kerry is a highly experienced building and safety professional with over 55 years in inspection, construction, and regulatory compliance. Kerry has recently been providing Inspector of Record services to the City of Gonzalez for their Community Center Complex Project. On top of this, he has done regular inspection work for the City of Santa Cruz, the City of Hollister, the City of San Juan Bautista, and the City of Saratoga. He also has extensive knowledge of all aspects of construction, including underground storage tanks, plumbing, electrical, tank monitoring, system compliance, system certifications, and system maintenance.

Ryan Smith – Building Inspector

Ryan is a highly motivated and talented Building Inspector with a wealth of new skills that he eagerly seeks to apply to building inspection projects. He is knowledgeable on all fundamental safety practices and protocols that are necessary for his work as a building inspector. Ryan also possesses customer service experience that allows him to easily interact with any potential clients, teammates, or other personnel.

Ross Ault – Code Enforcement Supervisor

Ross is a highly efficient professional with more than 35 years of related industry experience working with building departments. Ross is a resolute team player with a strong suit in problem solving, logistical planning, and managing projects. His professional knowledge and experience with Code Enforcement units has equipped him with the knowledge needed to respond to blight and nuisance complaints, schedule abatement clean-ups in collaboration with code units, and successfully assist in bringing properties into compliance. Ross is a professional guided by his integrity along with his diligence. He ensures tasks are completed efficiently and swiftly, making him an asset to any department.



Michael Torres – Code Enforcement Supervisor

Michael is a highly efficient professional with 13+ years of customer service experience and 16+ years of related industry experience in working with building departments. Michael is a resolute team player with a strong suit in problem solving abilities, logistical planning, managing projects, and ensuring project completion while working with stakeholders. His professional knowledge and experience with Code Enforcement Departments have equipped him with the skills necessary to respond to blight and nuisance complaints, schedule abatement clean-ups in collaboration with code units, successfully assist in bringing properties into compliance, and conduct all other enforcement duties. Michael is a professional guided by his integrity along with his diligence, ensuring tasks are completed efficiently and swiftly, making him an asset to any department.

Thomas A. Cervantes – Fire Plans Examiner / Fire Inspector / Fire Marshal

Thomas brings with him expert level experience in managing and reviewing a wide range of projects. He is skilled in working in the capacity of a fire plans examiner, fire prevention officer, and fire inspector. Thomas is skilled at the application of building practices and evaluating plans in relation to fire safety codes, as well as resolving unexpected site conditions and regulatory compliance issues involving local, State, and Federal requirements.

Resumes of Key and Supporting Personnel can be found in the Appendix of this Proposal.



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The background of the lower half of the page is a faded, grayscale photograph of a street scene. On the left, a prominent building with a rounded corner is visible, with the text "LA CANADA BLDG" on its facade. In the foreground, there are traffic lights, a pedestrian crossing, and a silver SUV parked on the right. The overall scene is dimly lit, creating a soft, atmospheric background for the text.

SECTION 6

TIMELINE



SECTION 6: TIMELINE

Plan Review Services

4LEAF will provide Plan Review for any and all types of structures to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and State and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CASp) compliance, and all other applicable ordinances. We provide these services for project types including Single-Family Dwellings, large Multi-Family Mixed-Use Dwelling Units, Commercial, and Industrial.

Approach

We understand that the specific building plan review responsibilities will include, but are not limited to:

- Examining plans, drawings, specifications, computations documents, soils reports, and additional data;
- Ascertaining whether projects are in accordance with applicable building and fire codes, and Town ordinances, including but not limited to Title 24 and Title 25;
- Performing such reviews as structural, MEP, green building, fire and life safety, grading and drainage;
- Reviewing plans to ensure conformity to the required strengths, stresses, strains, loads, and stability as per the applicable laws;
- Reviewing plans to ensure conformity with use and occupancy classification, general building heights and areas, types of construction, fire resistance construction and protection systems, means of egress, accessibility, structural design, soils and foundations; and masonry;
- Providing additional plan review services as requested by the Town;
- Conducting all plan review at the Town Department or at a site mutually agreed upon in writing and;
- Supplying all plan review staff with all code books and other basic professional references.

4LEAF's EZPlan Review

EZPlan Review is our in-house tracking software that acts as a communication tool between 4LEAF and the jurisdictions we work with. The use of EZPlan makes communication easy. This web portal allows users visualize project due dates, notes, and status updates so that projects can be followed from start to finish. Additionally, 4LEAF provides electronically stamped and uploaded copies of approved project plans, a value which saves clients time and resources. With the use of EZPlan, 4LEAF hopes to provide a level of ease and transparency during the off-site plan review process.

The screenshot shows the 'Sonoma County Fire Recovery Dashboard' in the EZPlan Review software. It features a search bar, navigation tabs for project status (e.g., 'In Progress', 'Approved'), and a main table of projects. The table includes columns for 4LEAF ID, Permit #, Project Address, Project Name, Description, Expedite, Dates, Due Date, EPC, PCN, Status, Date Returned, and Del.

4LEAF ID	Permit #	Project Address	Project Name	Description	Expedite	Dates	Due Date	EPC	PCN	Status	Date Returned	Del
660-19-301	BLD19-4722	9505 Franz Valley Sc...	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	19-02-2019	10-08-2019	Y	3	CAN		X
660-19-075	BLD19-3803	11333 Vineyard Spn...	2017 COMPLEX FIRE S4	2017 COMPLEX FIRE S4	Y	03-15-2019	03-23-2019	Y	2	CAN	03-25-2019	X
660-19-083	GRD19-0032	2886 Sandy Rd Santa...	2017 COMPLEX FIRE EN...	2017 COMPLEX FIRE EN...	Y	03-25-2019	03-13-2019	Y	1	CAN	03-07-2019	X
660-19-111	BLD19-1577	4385 Parker Hill Rd ...	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	03-26-2019	03-26-2019	Y	1	CAN	03-26-2019	X
660-19-129	GRD19-0054	3444 CROCHEN RIDGE R...	2017 COMPLEX FIRE 10...	2017 COMPLEX FIRE 10...	Y	03-29-2019	04-12-2019	Y	1	CAN		X
660-19-162	BLD19-2132	5610 Crystal Ct Sant...	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	04-16-2019	04-22-2019	Y	1	CAN	04-24-2019	X
660-19-164	BLD19-2208	147 Wendley Ct Santa...	2017 COMPLEX FIRE-SF...	2017 COMPLEX FIRE-SF...	Y	04-17-2019	04-22-2019	Y	1	CAN	04-23-2019	X
660-19-178	BLD19-2298	4729 Pressley Rd San...	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	04-19-2019	04-24-2019	Y	1	CAN	04-24-2019	X
660-19-186	GRD19-0073	4323 Wallace Rd Sant...	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	04-19-2019	05-03-2019	Y	1	CAN		X
660-19-206	BLD19-1589	5810 Crystal Ct Sant...	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	05-10-2019	05-16-2019	Y	2	CAN		X
660-19-272	BLD19-3853	4635 Canyon Ln San...	2017 COMPLEX FIRE...	2017 COMPLEX FIRE...	Y	08-27-2019	08-30-2019	Y	2	CAN	08-29-2019	X



QA/QC Review Process

Task 1 – Project Tracking Set-up

The first step of our process will be to set up the project in our system to enable 4LEAF and the Town each to track the progress of the review. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal.

Task 2 - Complete Submittal Review

Upon receiving the plans from the Town, 4LEAF will triage (preliminary plan review performed by 4LEAF plan review project lead) the submittal to verify that the submittal received is complete (i.e., all pertinent plans, calculations, reports, and other related documents) in order that we can begin our review. If the submitted package is incomplete, we will communicate with the Town to discuss the deficient documents needed to proceed with our review.

Task 3 - Plan Review Assignment

After the triage process is performed and a complete package is verified, the project will be assigned to the most qualified Plans Examiner and a turnaround time will be established. We will log each application into our database the same day the plans are received to assure that they are routed in a timely manner and to allow for daily project tracking.

Task 4 - Plan Review

4LEAF will provide the project contact (Developer, Contractor, Architect, or Engineer) desired by the Town with a list of any items needing correction and clarification to comply with applicable building codes, ordinances, and regulations. A correction list will be created based on the missing codes and ordinances.

Task 5 - Quality Control

Prior to submitting the plan review correction list to the Town, the designated plan review project lead will review the correction list for adherence to applicable codes and ordinances as well as for accuracy and completeness. After completion of our quality control review a correction list will be e-mailed to a designated staff member at the Town or as directed by the Town. The correction list and a 4LEAF transmittal form will include the following information: a description of the work, type of construction, occupancy group, square footage, number of floors, and sprinkler requirements.

Task 6 - Plan Review Rechecks

Plans received for rechecks will be reviewed for conformance. Our goal is to actively work with the designers to resolve all unresolved issues after our second review. If it appears that there are complicated issues that might cause a project to go beyond our second review, we will communicate directly with the designer to resolve these concerns.

Task 7 - Project Approval

Once the final plan reviews are completed and ready for approval, 4LEAF will organize the plans and supporting documents per the Town processing requirements and return them to the Town, along with our letter of completion.



Turn-Around Times

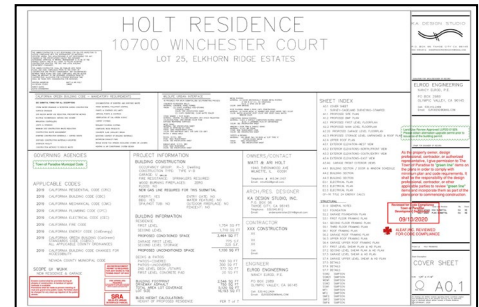
4LEAF has a tremendous reputation for completing projects on-time and under budget. 4LEAF’s plan review team is widely recognized for quick turn-around times and prompt service. Off-site plan reviews are performed at our office, with plans transmitted by personal delivery or overnight service. The standard turn-around time is within 10 business days for residential plan reviews and within 10 days for commercial/industrial plan reviews; however, these timeframes are negotiable based on your needs. **4LEAF also provides Fire Plan Review services.**

Type of Plans	Transportation	Initial Review	Resubmittal Review	Resubmittal Review #2	Expedited Review	Expedited Resubmittal
*Residential	< 24 Hours (pick up & delivery)	< 7 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
**Multi-Family	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
Commercial	< 24 Hours (pick up & delivery)	< 10 Days	< 5 Days	< 5 Days	< 5 Days	< 3 Days
***Large Commercial > 15,000 s.f.	< 24 Hours (pick up & delivery)	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable

***Larger complex plan reviews can be negotiated to achieve the best possible pricing. 4LEAF has a proven track record of working with municipalities to provide expedited reviews with special discounted pricing.**

Document Control

When plans and documents are received for review, 4LEAF’s Plan Review Manager and Document Control Technician analyze the project, creates a job number, and completes a Job Setup Sheet. This form highlights both the jurisdiction, applicable contact information, and all project specific design criteria and notes. Jobs are then transmitted through 4LEAF’s easily accessed EZPlan Review Portal which tracks initial and subsequent reviews and is open for view by the client. The Town and their customers can view 4LEAF’s plan review control log through 4LEAF’s EZPlan Review Portal.



Plans then get distributed for review to a 4LEAF team consisting of Plan Review Engineers, Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the state codes, referenced construction standards, and Town amendments. 4LEAF’s code review methodology is “The Effective Use of the Codes” reinforced through proprietary and jurisdictional checklists. When complete, the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the client’s pre-designated contacts.

Off-Site Electronic Plan Review

Digital plan review allows 4LEAF the ability to review, markup and transport plans of any size electronically. We strongly encourage this service for our clients. This process delivers a high degree of cost effectiveness, time



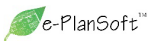
efficiency and a “green” and environmentally friendly system. Through our strong focus on utilizing this digital capability, we offer full access to all 4LEAF engineers and plans examiners company-wide, from any of our office locations. A protected online portal will be established to allow property owners, contractors, developers, businesses, designers, and stakeholders to submit plans electronically for review. Access to the online portal will be given to Town staff for immediate access to information regarding project status during the review process.

4LEAF has successfully implemented and used **Bluebeam** for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF’s offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup, and collaboration technology with reliable file creation. Bluebeam integrates flawlessly with our Green Line approach for electronic and timely turnarounds resulting in permit issuance within 5-7 business days.



Additional Technologies

Having served more than 400 jurisdictions, 4LEAF and our staff are knowledgeable and have experience working with a variety of different technologies for Electronic Plan Review, Permit Tracking, and Building Inspections. 4LEAF’s experience with tracking technologies includes, but is not limited to:



4LEAF Plan Check Engineers

4LEAF PLAN CHECK ENGINEERS

CIVIL, STRUCTURAL, FIRE PROTECTION, AND MECHANICAL ENGINEERS

- SCOTT MARTIN, PE
- ALBERT KONG, PE
- MELISSA BRIDGES, PE
- STEPHANIE HIONIS, PE
- JOE NICOLAS, PE
- ALI HEKMAT, PE
- JEFFREY ADDISON, PE
- JAY SHIH, PE
- TAMI REYES, PE
- JOSE LOPEZ, PE
- YOFI AUTIE, PE
- MAY NAMENI, PE
- SHANNON YAUCHZEE, PE
- DAVISON CHANDA, PE
- JULIE EISING, PE
- STEVE KIM, PE
- JON BLANK, PE
- KHUONG LE, PE
- DANIEL WOLFE, PE
- KHANH LE, PE
- ROUHI EL-RABAA, PE
- GEORGE THOMAS, PE
- GEORGE ARMSTRONG, PE
- MICHAEL LOOMIS, SE
- MELISSA Mennucci, SE
- JOSEPH LEONARD, SE
- FARHEEN SULTANA, SE
- PARVIZ EZZATYAR, SE
- AUGIE CERDAN, FPE
- GIB MOUSH, FPE



Fire Prevention Services

4LEAF understands that the Town is seeking a consultant who is highly experienced in providing commercial and residential fire plan review. The Town would like to contract with a dependable firm who can conduct external plan reviews and provide inspection services as needed by the Town in an effort to provide a timely, efficient, and professional service to the needs of the Town. Additional services might include professional personnel such as Fire Marshals, Fire Protection Engineers, Fire Inspectors, Fire Prevention Officers, permit technicians, in-house/remote fire plans examiners, and other Fire Prevention personnel as needed. 4LEAF is a qualified fire consultant who can provide:

- ✓ Complete Fire Prevention Services
- ✓ Construction Related Fire Plan Reviews and Inspections
- ✓ Web-based digital platform for Fire Plan Review Permit Tracking
- ✓ Fire Prevention Division Staff Augmentation
- ✓ Annual Fire Inspections
- ✓ Administrative support



Approach

Our Fire team is comprised of experienced Fire Prevention Officers, Fire Inspectors, Fire Investigators, Fire Plans Examiners, Fire Protection Engineers, Fire Marshals, and Fire Chiefs. 4LEAF's Fire Prevention personnel are **professionally licensed, ICC Certified, and/or CSFM Certified** and experienced working within a public and private work environment. Our team can provide complete Fire Prevention services for all types of occupancies and construction types to ensure compliance with all adopted codes, local ordinances and state and federal laws, ordinances, regulations, and standards that pertain to Fire/Life Safety including:



- | | |
|--|---|
| ➤ CA Code of Regulations, Titles 19 & 24 | ➤ Municipal Codes, Standards, and Policies |
| ➤ All NFPA Standards | ➤ California Health and Safety Code |
| ➤ Local amendments to the CA Fire Code | ➤ National Fire & Building Referenced Standards |

4LEAF is a Fire and Life Safety industry leader in Fire Prevention. Our Fire Prevention services include, but are not limited to:

Complete Fire Code New Construction Services:

- | | |
|--|---|
| ➤ Emergency Site Access Compliance | ➤ Emergency Responder Radio Communication System Compliance |
| ➤ Fire Flow Water Supply Compliance | ➤ Wildland-Urban Interface Compliance |
| ➤ Building Fire and Life Safety Compliance | ➤ Review of Alternative Materials and Methods of Construction |
| ➤ Hazardous Materials Code Compliance | ➤ Review of Performance-Based Code Compliance |
| ➤ Fire Suppression, Fire Alarm and Gas Detection System Compliance | ➤ New Construction Acceptance Testing and Inspections |
| ➤ Hazardous Occupancies, High Piled Storage, Energy Storage Systems and Plant Processing and Extraction Compliance | ➤ In-House & Off-Site Plan Review |
| ➤ Cause & Origin Investigation | ➤ Code Adoption |



Complete Fire Prevention Division Services:

- Fire Code Operational Permits
- Annual Business Inspections
- Fire Investigations
- Hazardous Materials Inspections
- Wildland-Urban Interface Compliance
- Codes and Standards Development
- Public Education
- Safety Training
- Special Events Permits

Certified Access Specialist (CAsp) Capability

4LEAF has fifteen (15) CAsp certified professionals on staff and can easily fulfill any CAsp related needs that the Town of Los Gatos may have. We have performed CAsp inspections, Plan Review projects, and have consulted on numerous construction projects for accessibility questions and advice. A list of all of our CAsp certified professionals may be found below:



CAsp Certified Personnel	
Michael Loomis, CAsp, SE, CBO, PMP Marty Cooper, CAsp, CBO Steve Arnold, CAsp, CBO Steve Kim, CAsp Brent Hipsher, CAsp, CBO Brian Fenty, CAsp, CBO Mike Kelly, CAsp, HCAI C Don Salts, CAsp, CBO	Howard Conroy, CAsp, CBO Steven Raney, CAsp, CBO Jay Shih, CAsp, PE, CBO Robert Hall, CAsp Timothy Griffith, CAsp, CBO Rouhi El-Rabaa, CAsp, PE

Building Department Services

4LEAF has a proven track record of providing Permit Technician/Counter staff and Building Officials to jurisdictions. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if required. Our staff encompasses the right combination of experience, education, and certifications.

Permit Technician

4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter. 4LEAF has numerous Permit/Counter Technicians on staff, many who are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job. Typical Permit Technician duties include:



- Accepting plans for plan check
- Verification that plans are accurate and complete
- Calculating permit fees
- Explaining ordinances and procedures to owners, contractors, developers, architects, and the public
- Assisting with preparation of permit applications
- Receiving plans for Planning and Building permits and route to various agencies (if requested)
- Accepting complaints on code violations, process, and record complaints
- Answering phone calls for field and office staff



- Processing inspection requests
- Maintaining files for building permits
- Operating the Building Department’s computerized information system
- Inputting a variety of information, including building permits and inspections
- Completing related duties and responsibilities as assigned by Building Official and Senior staff members

Building Official

The 4LEAF Interim Building Official can provide in-house plan reviews to the Town, limiting the amount of projects distributed to outside consultants and helping the Town achieve significant cost savings. The Building Official will act as an adjunct staff member to the Town and work with Town personnel and various departments to perform professional building services including but not limited to plan review, permit technician, building inspection, and code enforcement.

Staff qualifications for this role include evaluating and documenting projects for compliance with applicable building standards and housing codes, on- and off-site plan review, staff augmentation, and other building department related tasks. Proposed staff for this role will be appropriately trained and certified for all work.

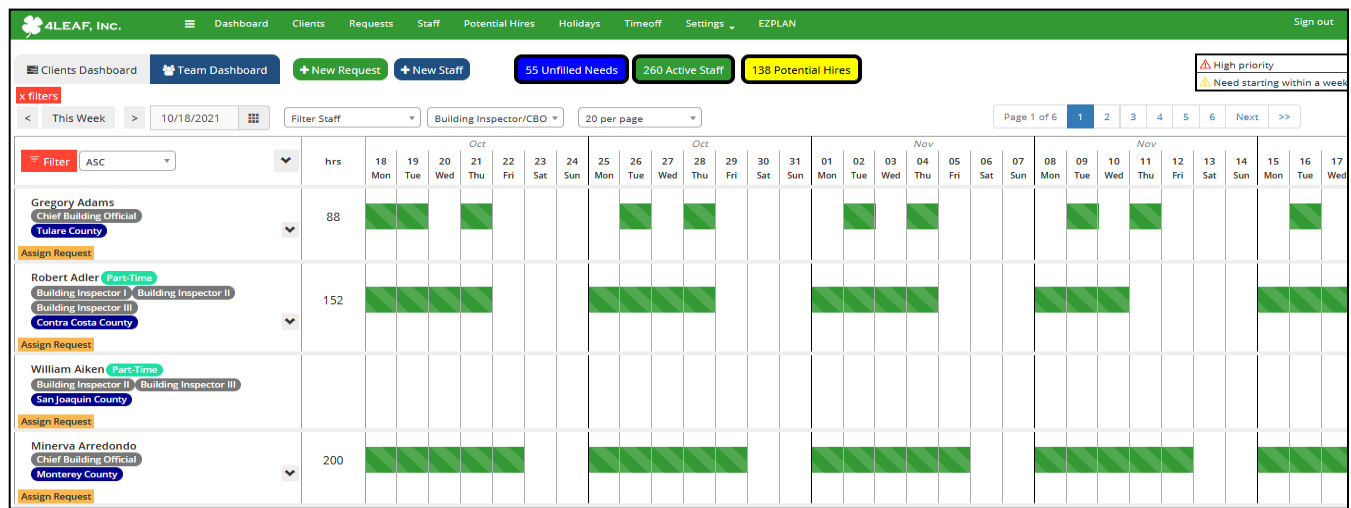
Placement Schedule

Building Department Staff	Interim	Full-Time
Permit Technician (ICC Certified)	< 2 Days	< 5 Days
Assistant Permit Technician/ Counter Staff	< 2 Days	< 5 Days
Building Official	< 2 Days	< 15 Days

Inspection Services

4LEAF has a team of more than 200 ICC Certified Building Inspectors, HCAI/DSA Inspectors of Record, Fire Personnel, and Construction Inspectors working on various contracts. 4LEAF has a team committed to work throughout California who will remain for the duration of projects to ensure we capture the goals and performance that have made our inspection system successful.

We maintain the largest database of qualified inspectors of varied qualifications. Inspectors vary from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff which include inspectors who are available subject to client demand. 4LEAF’s inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections. **4LEAF can provide interim or full-time inspectors same-day or within one business day**—simply call, email, or text our assigned Project Manager for an immediate response. Our on-call database is utilized for all our clients for as-needed requests.



Periodic Inspection Services → Available Next Day

4LEAF can fulfill inspection requests immediately upon request including same day. 4LEAF has a wealth of local and available inspectors ready to serve the Town. In addition, 4LEAF has a proven track record of providing such services to a number of different building departments.

Part-Time Inspection Services → Available Next Day

4LEAF will provide the Town with part-time inspectors upon request. 4LEAF can provide part-time staff within 24 hours of request for any duration of time. 4LEAF’s Project Manager will work closely with the department to identify the right personnel and determine the appropriate work schedule.

Full-Time Inspection Services → Available Two Days or Less

4LEAF can provide full-time inspectors upon request. 4LEAF provides this service regularly to many clients throughout Northern California, Southern California, the Central Valley, Central Coast, Sacramento Valley, Peninsula/South Bay, East Bay, and North Bay.

Project Specific Inspection Services → Available Two Days or Less

4LEAF is often tasked with providing inspection services to large projects on behalf of municipalities. 4LEAF currently handles large-scale projects for such clients as the City of Palo Alto, City of Cupertino, etc. These projects are developer funded into a separate Town account which is distributed to 4LEAF using a separate invoice and contract number. This is particularly helpful to fast paced projects looking for continuous inspection services over a short period of time (i.e. 6 - 36 Months).

Inspection Technology

4LEAF has extensive experience working with various inspection reporting technologies, including **elas.™** and GoFormz, which 4LEAF used this for all scopes of the Apple 2 Campus (~\$8 Billion), and for the Encore Boston Harbor Casino (~\$2.6 Billion), San Mateo County Project Development Unit (~\$1.1 Billion), and at San Jose State University (~\$1 Billion).



Innovative technology allows every piece of information collected on a project to be accessible by all staff as every inspection report is stored securely and safely in the cloud. The information can be accessed through a user’s web account where any inspection report can be viewed, and reports can be ran using stored project data. With inspection technology, 4LEAF inspectors are able to leave detailed notes under the



inspections and observations box and instantaneously attach pictures to reports to show the items inspected. By means of an iPad, inspectors sign reports using a mobile signature block and attached pictures of the item inspected that were taken using the iPad.

elas.™ Page View

The screenshot displays the 'elas.™' software interface. At the top, there's a navigation bar with 'elas.' and various menu options. Below it, a date selector shows 'April 2025'. A 'Viewing Options' section includes filters for 'Client requests', 'Monthly view', and filters by 'Role', 'Client', 'Status', and 'Name'. The main area is a calendar grid from April 1st to 30th. Each day's cell contains a list of requests with details like 'Client: John C.', 'Role: Building Inspector', and 'Status: Pending'. A 'Create Request' modal is open in the foreground, showing fields for 'Client Name', 'City', 'No. of staff needed', 'From-To', 'Days' (with checkboxes for Monday-Sunday), 'Request Type', 'Role needed', 'Name', 'From To', 'Status', and 'Potential Staff' (with a table of staff members and their availability).

Code Enforcement Services

Our Code Enforcement personnel are certified through the **International Code Council, CACEO, and various training programs offered through accredited institutions.** In addition, most of our personnel hold a PC832, ICC Property Maintenance and Housing Inspector, and/or CACEO certification.

4LEAF staff have experience collaborating with property owners and other responsible parties to bring properties into compliance with regulatory standards. Our team is entrusted with the responsibility of ensuring adherence to local, state, and federal laws, codes, ordinances, and regulations pertaining to various aspects of community development and public safety. Our Code Enforcement team possesses a diverse skill set and expertise covering a wide area, including building construction, zoning, land use, property maintenance, health and sanitation, environmental protection, and public nuisances. Our Code Enforcement team is adept at utilizing various procedural mechanisms, such as issuing administrative citations, to investigate potential violations and ensure prompt resolution while upholding legal integrity. At 4LEAF, our





primary goal for our code enforcement team is to promote and maintain the health, safety, and welfare of residents and visitors within the municipality or jurisdiction we serve.

4LEAF Code Enforcement Officers have experience in writing criminal citations and in working with legal counsel to assist in the successful prosecution of Code Enforcement cases either in criminal or civil courts when necessary. We focus on nearly every area of Code Enforcement including, but not limited to, the following categories detailed below.

Scope of Services & Areas of Enforcement

Standard Operating Procedures

4LEAF's Code Enforcement Directors have an extensive history with Cities and Counties in preparing Standard Operating Procedures (SOP's) to ensure consistency while performing code enforcement duties. This will provide a guideline for Code Enforcement personnel to implement and achieve voluntary compliance. These SOPs are specific to each community's needs, and we help establish a uniform set of guidelines for consistency and efficiency. Some of these areas include:

- Training guidelines for new CEO's
- Safety guidelines (including Officer Safety Procedures or compliance with SB246)
- Hearings
- Testimony

Blight Enforcement

Our team works to identify and enforce state and local laws pertaining to the maintenance of private property. Through field contact with tenants and property owners, our team works efficiently in providing guidance to address blighted conditions such as overgrown weeds, trash, debris, and graffiti.

Classroom Training with CEUs

You can often find members of 4LEAF training nationally for organizations such as the International Code Council (ICC), American Association of Code Enforcement (AACE), California Association of Code Enforcement Officers (CACEO), and other nationally recognized affiliations of these chapters. Our instructors are nationally accredited and offer Continuing Education Credits (CEUs).



Our trainers currently cover topics such as:

- 10 Most Common Complaints
- Accessible Parking
- ADU Legislation
- Agency Promotion Community Relations
- Banner and Sign Enforcement
- Basic Ethics
- Basic Ethics and Inspections
- Basic Ethics, Authority, and Inspections
- Basic Inspection Protocol
- Basic Report Writing
- Basic Residential Construction
- Blueprint Reading
- Building And Safety Presentation
- Building Blocks for Code Enforcement Officer Success
- Building Code



- Building Inspections and Code Enforcement
 - A Powerful Duo
- Case Documentation
- Case Management from Start to Finish
- Code Enforcement 101
- Code Enforcement Culture
- Courtroom Testimony and Demeanor
- Dealing With Difficult People
- Effective Communications – Bridging the Gap with External and Internal Customers
- Ensuring Short-Term Rental Reg. Compliance
- Essentials for Short-Term Rental Enforcement
- Ethics
- Hoarding
- Individual Awareness and Preparation
- Inspection Protocol
- Interior Inspections
- Intermediate Communications
- Interview And Interrogation
- Interview And Report Writing
- Investigative Report Writing
- IPMC 2021 or 2018 Exam Prep
- IPMC 2021 Overview
- Landlord Tenant Disputes
- Legal Aspects
- Marketing Your Code Enforcement
- Mobile Vending
- Mold, Lead, Asbestos, & Vectors Enforcement
- Multi-Agency Task Forces
- Officer Safety – Drug Awareness for the Code Enforcement Officer
- Officer Safety – Encountering Mental Illness in the field of Code Enforcement (Self-Care)
- Officer Safety – Field Inspection Protocols for the Code Enforcement Officer
- Officer Safety – Gang Awareness for the Code Enforcement Officer
- Officer Safety – Hazardous Building Safety for the Code Enforcement Officer
- Planning And Zoning Basics
- Property Maintenance

Community Outreach

4LEAF will review current outreach and engagement initiatives and make appropriate recommendations to the Town. Items typically reviewed include:

- Opportunities for involvement in community events
- Creation of pamphlets and marketing material
- Social media engagement
- News media outlets
- Municipal Code Enforcement web page
- Review of frequently asked questions



Department Assessments

4LEAF is working with many Community Development Departments to provide assessments of their code units reviewing closely staffing levels, Standard Operating Procedures (including branding/rebranding, target issues, prioritization of existing Code Enforcement cases, community engagement strategies, written materials such as compliance notices, postings and door hangers, data entry, inspection response time management, and training programs. Additionally, 4LEAF provides in-house assessments and regular meetings with directors and municipal stakeholders for plan implementation and execution.



Hearing Officers

4LEAF has Hearing Officers available for contracted municipalities. Our seasoned officers are trained to understand the existing Municipal Code as well as other adopted codes and make a knowledgeable determination regarding the validity of a violation. Results may include the issuance of fines or granting additional time for compliance for respondents with unusual hardships.

Inspections

4LEAF can provide certified and qualified staff to perform inspections in a lawful manner that respects the reasonable expectations of privacy and security of residents and their properties. Inspections conducted will determine if conditions on the properties are compliant with applicable sections of the current editions of the International Property Maintenance Code (IPMC), Municipal Code, Zoning Code, California Health and Safety Codes, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Building, CA Residential Code, CA Building Code, and trade codes.

Upon assignment, 4LEAF's Code Enforcement staff will be ready to respond and provide compliance solutions to code cases, new and existing, with minimal impact to current processes.



4LEAF Code Enforcement Inspectors are qualified to do the following:

- Perform inspections for violations of Building Codes and Ordinances as adopted by the municipality.
- Research properties for prior approvals, permits, and general information relating to violations.
- Investigate and take necessary action when a violation of municipal codes exists
- Consult with the Town Council as required, when requested by the Code Enforcement Manager/Director, and when escalated enforcement may be required.
- Comply with the Town's procedures for reporting inspection results and deficiencies.
- Use Town inspection correction forms.
- Complete necessary digital entries that capture site inspection results, case status communications and any documentation of notices provided to responsible parties and stakeholders.
- Conduct follow-up inspections as needed.
- Notify the responsible parties of other agency approvals prior to closing a Code Enforcement action.
- Maintain records as needed for the efficient and effective operation of the Town.
- Meet with members of the public and municipal staff on a daily basis as needed.

Short-Term Rental Programs

One of the fastest-growing programs within Code Enforcement Divisions is short-term rentals. 4LEAF assists with compliance with municipal short-term rental ordinances that require property owners to adhere to several rules, including limiting the number of daytime and overnight guests, prohibiting events and amplified sound, and posting specific rules and emergency information, among others. Short-term rentals are presenting challenges within our communities. While these rentals offer unique opportunities for travelers and hosts, they have also brought forth various concerns that warrant immediate attention. Housing availability, neighborhood dynamics, and safety considerations have raised valid apprehensions among residents. 4LEAF understands these issues and is pleased to present a comprehensive scope of services designed to regulate short-term rentals effectively, fostering



a harmonious coexistence for all stakeholders involved. Our proposed solution encompasses meticulous research, the development of fair regulations, stringent compliance inspections, and a robust enforcement system to address illegal postings and operations. With these measures in place, we can resolve the prevailing issues and create a sustainable short-term rental ecosystem that benefits the entire community. We look forward to collaborating with you all in implementing this solution and achieving a positive and lasting impact on our neighborhoods. These are scopes of services that we provide, including but not limited to:

1. **Research and Analysis:** Conducting a thorough study of the local short-term rental market is crucial to understanding the current landscape and potential impact on the community. This data-driven approach enables your jurisdiction to make informed decisions and design effective regulations tailored to your specific needs.
2. **Developing Regulations and Policies:** Developing clear and well-defined regulations is essential for creating a level playing field for all short-term rental operators. These policies help establish guidelines, standards, and boundaries that ensure the industry operates responsibly, benefiting both residents and hosts alike.
3. **Licensing and Registration:** Implementing a licensing and registration system ensures that only eligible and responsible operators are allowed to offer short-term rentals. This process helps your jurisdiction track and communicate with operators, making it easier to enforce regulations and ensure compliance with safety and tax requirements.
4. **Compliance Inspections:** Regular compliance inspections are vital to guarantee the safety and quality of short-term rental properties. By verifying adherence to regulations, your jurisdiction can maintain community safety, prevent potential hazards, and protect the rights of both guests and neighbors.
5. **Enforcement and Penalties:** A robust enforcement mechanism, including penalties for non-compliant operators, serves as a deterrent against illegal or irresponsible practices. By imposing consequences for violations, authorities can discourage unlawful behavior and encourage operators to adhere to the established regulations.
6. **Data Monitoring and Reporting:** Implementing or ensuring that proper documentation is completed is standard operating procedure for 4LEAF. A proper data monitoring system provides insights into the short-term rental market's impact on housing and the local economy. It enables evidence-based decision-making, helping your jurisdiction adjust regulations if necessary and fostering transparency in the regulatory process.
7. **Public Awareness and Education:** Public awareness campaigns educate both short-term rental operators and residents about their respective rights and responsibilities. By promoting best practices and addressing concerns, these campaigns foster a sense of community understanding and cooperation, reducing potential conflicts.
8. **Collaborative Partnerships:** Partnering with short-term rental platforms and law enforcement agencies fosters cooperation and facilitates compliance. Data sharing and joint efforts between these stakeholders help streamline the enforcement process and address challenges more effectively.



9. **Complaint Resolution:** a complaint resolution empowers residents to report issues and complaints related to short-term rentals. Swift and fair resolution of complaints helps maintain harmony within the community and ensures that any problems are addressed promptly.
10. **Periodic Review:** Regularly reviewing and updating regulations allows your jurisdiction to keep pace with changes in the short-term rental industry and adapt to new challenges or opportunities. This flexibility ensures that the regulatory framework remains relevant and effective in achieving its intended goals.

Lead Abatement

Although lead-based legislation has been around since the 1950s, nationwide regulation was not enforced until 1971 with the introduction of the Lead-Based Paint Poisoning Prevention Act (LBPPPA), which prohibited the use of lead-based paint in residential structures constructed or rehabilitated by the Federal government or with Federal assistance. In 1973, an amendment to the LBPPPA stated that lead-based paint should be removed from pre-1950 housing and structures. Our Code Enforcement team follows the requirements set forth by the State of California to ensure proper lead safe practices are taking place in removal of lead-based paint to protect citizens from exposure.



Additionally, our team participated at the National Healthy Homes Conference in 2022 in Baltimore, MD, where we spoke on the importance of Code Enforcement for Lead Paint Abatement Programs to safeguard communities.

Massage Parlor Enforcement

This scope can often be utilized for undercover stings with partnering agencies for businesses that not only violate criminal laws but also building code violations, licensing requirements, and potential massage parlor ordinances in the Town. Early detection is vital in these cases and steps include background checks and other reasonable means of identification and clearances. Our team has championed programs specializing in identifying and mitigating illegal actions in massage parlors.

Parking Enforcement

4LEAF has the capabilities of providing parking enforcement. This includes:

- Enforcement of state and municipal parking regulations.
- Removal of abandoned and nuisance vehicles from the public right-of-way.
- Issuance of parking citations and review of contested citations.

Policy Review

4LEAF shall review and read current policies and procedures and define policy clearly to set the tone for your municipality's Code Enforcement Program. A clear policy communicates defined expectations to stakeholders whether it's how they handle complaints, how Code Enforcement Officers conduct compliance reviews, or any other aspect that the municipality needs to have communicated and consistently followed. 4LEAF will develop a well-defined user-friendly format.



Program Analysis

4LEAF understands that Code Enforcement is an essential part of a community's public health and safety, providing a regulatory mechanism to ensure the public's overall wellbeing. Addressing the community's concerns in a timely and efficient manner is paramount to a successful Code Enforcement Program. 4LEAF personnel will perform the following:

- Conduct investigative inspections of unpermitted activities.
- Create standard operating procedures, if required.
- Conduct review of all administrative/misdemeanor citations.
- Provide guidance for resolution of high case load along commercial corridors.
- Assist with complex code enforcement cases.
- Provide guidance for resolution of existing cases.
- Provide in-house and/or field training of traditional Code Enforcement protocols.
- Create an outreach plan to address and deter unpermitted vending/commercial corridor violations.

Program Development

4LEAF project managers have experience in working collaboratively with clients to further develop and enhance their Code Enforcement Program when requested. Our project managers are currently working with local jurisdictions to revise and strengthen Code Enforcement Programs to gain voluntary compliance, provide resident education, and effectively communicate with the public. 4LEAF staff take an approach in recommending, implementing, and executing program assessments, creation of policies and procedures, creation of training manuals for new hires, providing educational materials for the public, providing staff with up-to-date training, teaching current Code Enforcement staff options for compliance using adopted ordinances, and providing recommendations to cases that may require specialized expertise that may be sensitive in nature. 4LEAF staff also has designated staff tracking recent legislation to ensure the municipality follows state regulations and clients are aware of upcoming legislation that may affect their Code Enforcement Program.

Project-Specific Assignments

Our Code Enforcement Directors are often brought on board by municipalities to provide consulting for long-standing cases that need a fresh set of eyes and assessment. The Code Enforcement team at 4LEAF will lend their considerable expertise in bringing those difficult cases into compliance. We will review your most challenging cases, assess the work done to date, confer with the Municipal Code and your department's Standard Operating Procedures. Once our analysis is complete, 4LEAF will provide you with a detailed report of our findings and specific, step-by-step strategies to get those cases off the active roster. 4LEAF personnel will be available to speak with stakeholders such as Department Heads, Council, and other elected officials. If necessary, we can also provide Expert Witness Testimony.

Rental Housing Enforcement

Our team will assist with the inspection of residential rental properties on a routine and comprehensive basis to assure the overall quality of the unit meets the requirements of the Health and Safety Code and property maintenance guidelines. This includes educating property owners, property managers, and tenants about those requirements.





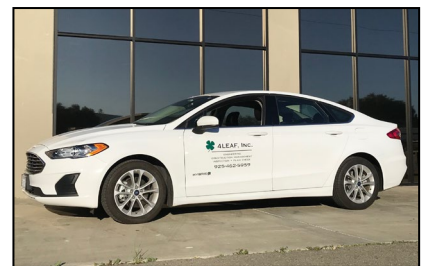
Review and Develop SOPs

4LEAF routinely works with Code Enforcement Divisions to review the current Standard Operating Procedures and provide suggestions for enhancing SOPs. Our staff can also help implement and train the existing municipal personnel in these changes. Currently, we are providing these services for California municipalities such as the cities of Escondido, Del Mar, and San Diego.

Staff Augmentation

4LEAF specializes in providing personnel to municipalities on a part-time or full-time basis. At your request, our staff arrive at your door with training opportunities, study materials, company phones, and energy- saving fleet vehicles. 4LEAF’s Code Enforcement Staff Augmentation personnel categories include:

- o Department Director
- o Department Manager
- o Code Enforcement Manager and Training Officer
- o Senior Code Enforcement Officer
- o Code Enforcement Officer I & II
- o Code Enforcement Coordinator/Technician
- o Hearing Officer



Stormwater Enforcement

4LEAF provides Stormwater Enforcement. This includes the visual inspection of infrastructure dedicated to the management of rainwater. Violations would include having inadequate erosion/sediment controls for property, failing to conduct/document inspections, illegal dumping, overgrowth of vegetation, and flooding.

Substandard Housing

One of the major areas of code enforcement throughout the U.S. is the inspection of Substandard Housing. 4LEAF Code Enforcement Officers routinely inspect and report any violations to housing codes including substandard and uninhabitable conditions, un-permitted construction, unlawfully created units or spaces, inadequate or non-existent heating, accumulated trash and debris, lack of utilities, property maintenance, mold, and rodent/insect infestations.



Tobacco Enforcement

These programs ensure that retailers are properly licensed/permitted for the sale of tobacco and such establishments are posting proper notification such as STAKE Act stickers at each point of sale. In addition, we can assist in compliance with work-place smoking and vaping prohibitions.



Vendor Enforcement

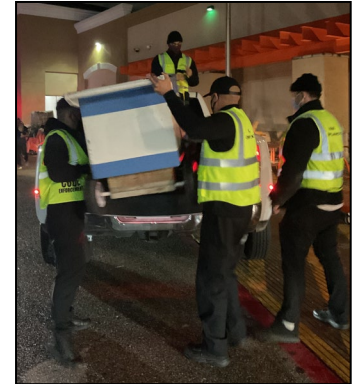
In many areas across California, unlawful street vending has become a pressing concern. These vendors, offering a wide variety of products, often operate without adhering to established regulations, leading to challenges such as littering, public right of way obstructions, and unfair competition with authorized businesses. While California has taken





commendable steps, such as the introduction of Senate Bill 946 and Senate Bill 972, both of which are designed to regulate and decriminalize certain aspects of street vending, there remains much work to do. Many vendors, driven more by economic desperation than defiance, continue to bypass these regulations, resulting in a surge of potentially unsafe vending operations, many of which are food vendors. This not only jeopardizes public health but also diminishes the state's regulatory efforts.

4LEAF is an experienced solution-oriented firm that recognizes the complexities of this issue. Beyond mere law enforcement, the 4LEAF team understands the socio-economic intricacies driving vendors towards this livelihood. Our tailored programs are designed to address the root causes, ensuring vendors have pathways to legitimate operations while helping jurisdictions maintain public safety and order. Through a partnership with the Town, 4LEAF is poised to offer a comprehensive strategy and service that not only aligns with state regulations but also provides sustainable solutions for the challenges of unlawful street vending.





4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS



SECTION 7

SAMPLES



March 19, 2026

City of Gilroy
Building and Safety Division

RE: Building Plan Review Comments

[REDACTED]

4LEAF, INC. has completed the **first building plan review** based on the California Code of Regulations, Title 24 code year 2025 as adopted by the City of Gilroy.

The below listed documents have been reviewed:

- Plans
- Energy Calculations
- Truss Calculations
- Structural Calculations
- Soils Report
- Soils Review Letter
- C&D Form
- Special Inspection Form
- Other: ICC Evaluation Report

Project Data			
Occupancy:	U	Sprinklers:	None
Type of Construction:	Not applicable	Fire Hazard Severity	Not Applicable
Stories:	Not Applicable	Flood Zone	Not applicable
Floor Area (s.f.):	Not Applicable		

The submitted plans and documents have been reviewed for the following disciplines:

- Architectural
- CWUIC
- Accessibility
- Energy
- Green Building
- Mechanical
- Plumbing
- Electrical
- Structural
- WELO

Please note that 4LEAF, INC.'s plan review is limited only to the provisions regulated and enforced by the Building and Safety Division. Please contact all Divisions/Departments for their review comments. Please do not return plans until all comments from all applicable divisions/departments have been addressed.

The building plan review comments are attached.

If you need clarification or have any questions, please contact **George Thomas, PE, CBO** (gthomas@4LEAFINC.com) of 4LEAF, Inc. at (831) 330-1235.

INSTRUCTIONS:

- A. Please resubmit **complete** sets of revised plans and/or documents via the [GO Permit Portal](#). See [Electronic Plan Check Guide](#) for full submittal requirements.
- B. All plans shall have a **signature** of the designer and/or the registration number and **signature** of the responsible professional (architect, engineer, etc.) on all sheets. (Electronic signatures are acceptable.)
- C. Provide an **itemized list** which clearly indicates how each review comment(s) is addressed and the specific location on the plans, specifications or calculations where the correction(s) is provided. Include on the itemized list any changes to the plans or previously submitted documents that are not the result of the plan check correction process. Changes made to the plans not a result of responses to the plan review comments may result in additional comments on future rounds.

GENERAL COMMENTS:

- G1. Submit written responses addressing each plan review comments below and a summary of changes for any additional modifications. In each response, please refer to the specific detail or sheet, or specific page of the supporting documents. Show compliance with all comments within the construction documents. Add all responses to the beginning of the submittal making sure to include bookmarks.
- (FYI) Any missing plan sheets, missing stamps and/or signatures may delay the review and approval process. We will not 'slip sheet' plan sheets between submittal plan sets.

ARCHITECTURAL COMMENTS:

- A1. Cover Sheet: There was no Cover Sheet provided with the Plan Submission. With your next submission, please include a Cover Sheet that includes a full description of the proposed Scope of Work (New Pool and Spa, New Pool Equipment, New Electrical Subpanel, New Concrete Pool Surround, New Electrical Lighting, New Gas Line, New Pool Safety Barriers, etc.), Occupancy Classification (U), WUI designation (Moderate Fire Hazard Severity Zone), Flood Zone (X), Applicable Codes and Standards (2025 CA Codes of Regulation, Title 24, and applicable referenced standards), Sheet Index, Contact Information for the Design Team (Pool Manufacturer, Contractor, Engineer-of-Record, Geotechnical Engineer, etc.), Pool Safety Barrier Requirements, Vicinity Plan, etc. CRC R106.1.1, CBC 107.2.1.
- A2. Cover Sheet: On the Cover Sheet of the plans, please provide notes and details that private swimming pools, hot tubs, spas and ponds containing water more than 18 inches in depth shall be completely enclosed by a fence, wall or other barrier not less than 60 inches in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches from the gatepost. The vertical clearance from the ground to the bottom of the enclosure shall be a maximum of two inches (2"). The maximum vertical clearance at the bottom of the barrier may be increased to four inches (4") when the grade is a solid surface such as a concrete deck. On wood fences with horizontal members spaced less than forty-five inches (45") apart, the horizontal members shall be placed on the poolside of the barrier. The outside surface of the enclosure shall be free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child below the age of five years to climb over. Existing pool enclosures shall not be removed, replaced, or changed in a manner that reduces its effectiveness as a safety barrier. [GMC 6.7.i.27] CRC R106.1.1.

- A3. Site Plan: The Site Plan is not identified (Sheet Number and Title Block) and is not signed and dated by the document author. With your next submission, please make sure that all plan sheets are numbered, have a title block, and are signed and dated by the document author. If the plan sheet is prepared by a CA Licensed Design Professional (Engineer, Architect, Geologist, etc.) please make sure the plans are stamped and signed by the design professional. CRC R106.1.1 and CA Business and Practices Code.
- A4. Site Plan: The Site Plan references older codes and standards, such as the 2016 CEC. With your next submission, please verify compliance with current codes and standards and reference the current 2025 CA Codes of Regulation, Title 24. CRC R106.1.1.
- A5. Site Plan: With your next submission, please clearly show the location of all the pool safety barriers, including the height and location of the perimeter fences, gates, pool cover (Safety Cover Listing), etc. on the site plan. CRC R106.1, and CA Pool Safety Act.
- A6. Please provide MEP drawings with your next submittal. The City of Gilroy does not allow deferred MEP submittals.
- A7. Latham Pool Plans: A note on the Site Plan states that the pool is an “Astoria 14” model pool. The Latham Pool Plans provide tables of dozens of pools and spas. With your next submission, please ‘high light’ the specific pool (Astoria 14) and Spa details that will apply to this project. Either cross out pool plans and details that do not apply to the proposed project or please clearly identify the specific pool (Astoria 14) and spa details that apply to the proposed pool and spa. CRC R106.1.1.

WILDLAND URBAN INTERFACE COMMENTS:

- W1. The project is located in a Moderate Fire Hazard Zone in a Local Response Area. Please add this note to the Cover Sheet of the plans. Please refer to Plan Review Comment A1 above.

ENERGY COMMENTS:

- En1. With your next submission, please provide energy compliance notes related to new pool equipment, electrical lighting, or other energy compliance features. CEnC, CGBSC.

GREEN BUILDING COMMENTS:

- GB1. With your next submission, please complete and submit the City of Gilroy Construction and Demolition Form. Please make sure to include all required signatures and dates on the form. CRC R106.1.1.

MECHANICAL COMMENTS:

- M1. With your next submission, please provide the UL Listings for the proposed new mechanical pool equipment. CMC.

PLUMBING COMMENTS:

- P1. With your next submission, please provide complete notes and details on the proposed new gas piping installation, including gas pipe sizing calculations, gas pipe burial details, etc. CPC-Chapter 12.

ELECTRICAL COMMENTS:

- E1. With your next submission, please provide electrical load calculations and a panel schedule for the additional pool loads, including the pool and spa heating, pool filters, pool lighting, etc. CRC R106.1.1, CEC.

STRUCTURAL COMMENTS:

S1. Latham Plan Sheet 1 of 9: The plan notes describe a series of conditions that must be met to install the pool without obtaining a Geotechnical Investigation. With your next submission, please provide a geotechnical report and incorporate the recommendations into the revised plans. If a Geotechnical Investigation is not provided, please provide a statement by the EOR that the installation conditions described in the plan notes have been met and the approval of the Building Official was obtained to not perform a Geotechnical Investigation and Report. CRC R106.1.1.

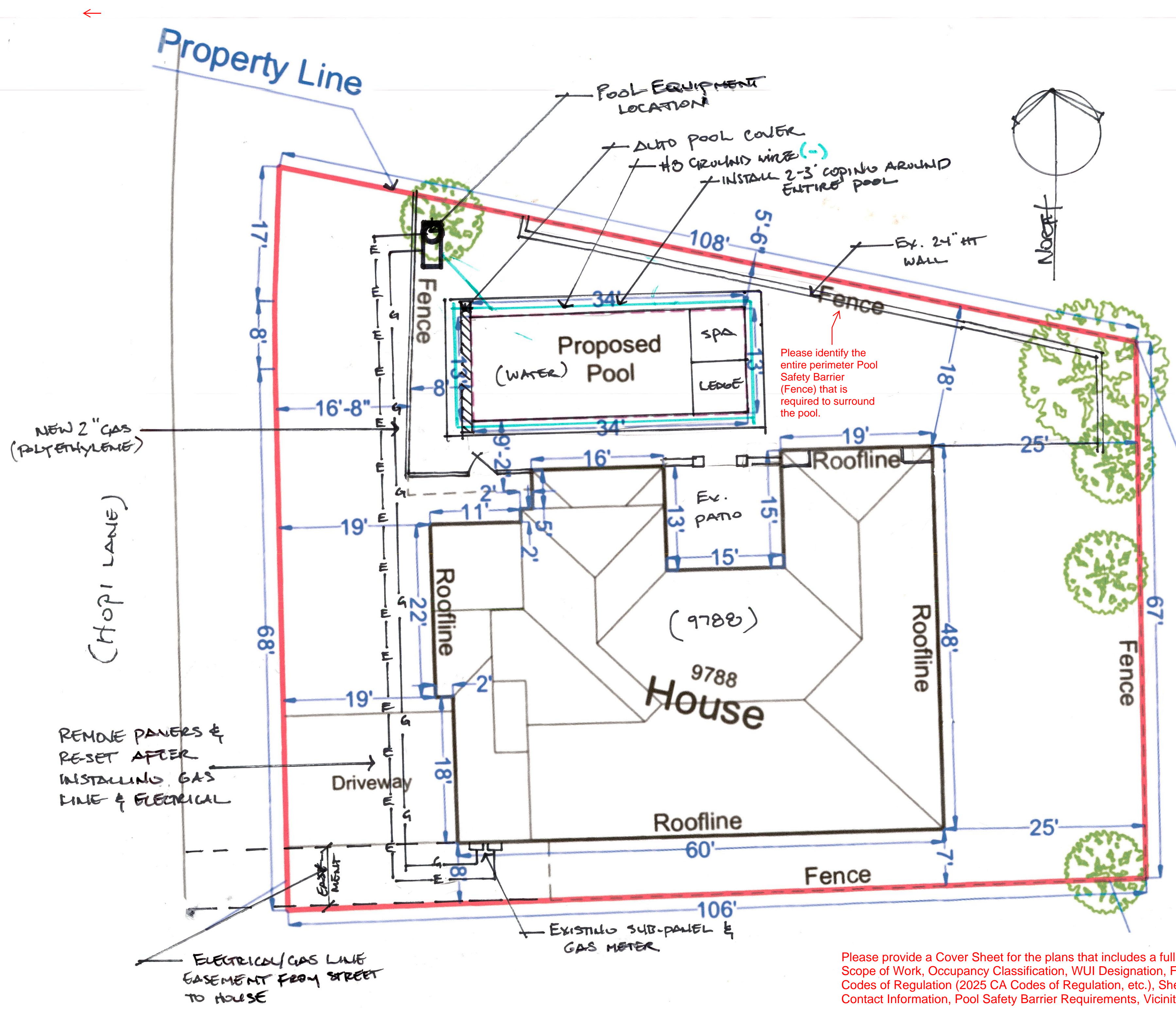
Structural Calculation Comments:

SC1. Informational Comment: There were no supporting structural calculations provided with the pool submittal. The installation of the fiber glass pool shall comply with the pool listing requirements in the submitted ICC ESR- 2014 Report. However, the plans show a perimeter concrete coping around the pool. If the perimeter concrete coping around the pool requires an engineering design, please provide supporting structural calculations to justify the design as necessary.

[END]

PLEASE REFER TO THE PC1 LETTER FOR FURTHER DETAILS ON THE REDLINED COMMENTS LOCATED THROUGHOUT THE PLANS.

- With your next submission:
- * Please provide supporting MEP notes and details.
 - * Please provide Energy Compliance notes and details.
 - * Please complete and submit the City of Gilroy Construction and Demolition Waste Recycling and Management Form.
 - * Please provide UL Listings for the proposed new Mechanical and Electrical Pool Equipment.
 - * Please provide gas pipe sizing calculations and notes and details, including gas pipe sizing burial depth, etc.
 - * Please provide electrical load calculations and a panel schedule for the new pool equipment and lighting.
 - * Please provide the Soils Investigation Report and provide references to the Report Recommendations within the plans.



POOL ALARMS: ALL DOORS LEADING TO POOL AREA TO BE EQUIPPED WITH EXIT ALARMS. IF ALARM BUOY IS USED WHEN PLACED IN POOL WILL SOUND UPON DETECTION OF ACCIDENTAL OR UNAUTHORIZED ENTRANCE INTO WATER. ALARM SHALL MEET AND INDEPENDANTLY CERTIFIED TO ASTM STANDARD F2208 STANDARD SAFETY SPEC FOR RES.

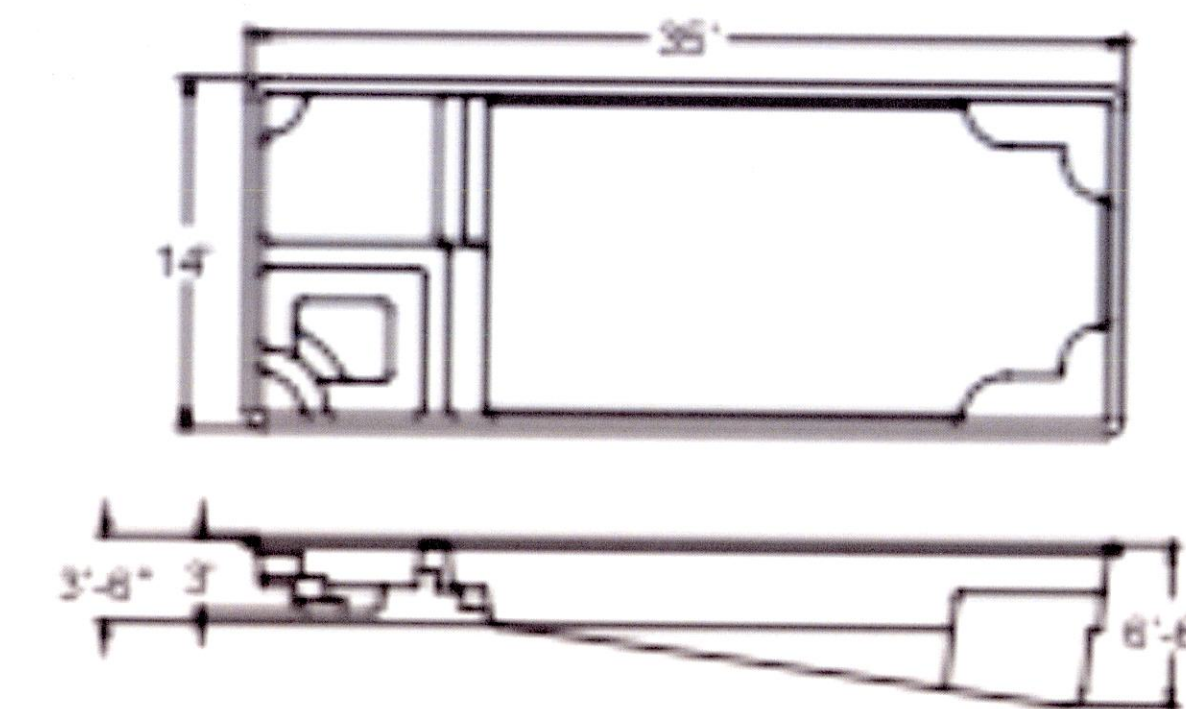
FENCING: ALL BARRIER FENCES ARE TO BE 60" IN HEIGHT AND ALL GATE OPENINGS INTO POOL AREA MUST BE SELF CLOSING & SELF LATCHING

BONDING REQUIREMENT: BONDING OF ALL NEW POOL EQUIPMENT AND PERIMETER SERVICES PER. 2016 CEC 680.26

Please verify and reference compliance with the current 2025 CA Codes of Regulation, Title 24. The 2016 CEC is not the current adopted CA Electrical Code (CEC).

SUCTION INLETS: ALL SUCTION INLETS TO HAVE ANTI-ENTRAPMENT COVERS THAT COMPLY WITH AB2977 AND CONFORM TO ASME A112.19.8M.

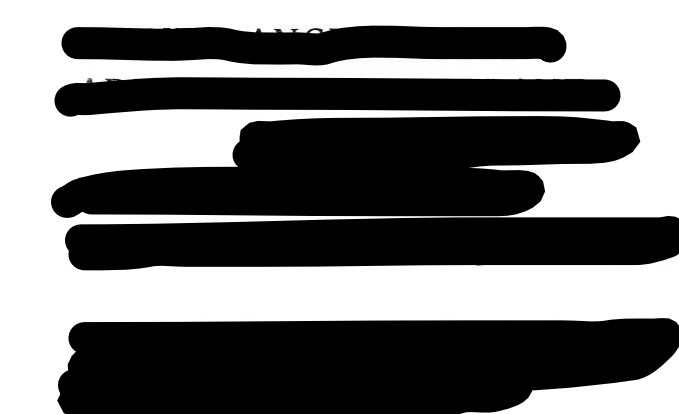
POOL EQUIPMENT: SHALL NOT EXCEED A MAXIMUM OUTDOOR NOISE LEVEL OF 600 BA DAYTIME (7AM-10PM) OR 50 DBA NIGHTIME (10PM-7AM) AS MEASURED FROM PROPERTY LINE.



ASTORIA 14 - FRX14
10,700 Gal. Approx.

Please provide specific references throughout the plans (including the Latham Pool Plans) to the specific requirements and details for the Astoria 14- FRX14 Pool

SCOPE OF WORK: INSTALL LATHAM FIBERGLASS POOL & SPA
MODEL: ASTORIA



Please provide a Cover Sheet for the plans that includes a full description of the Proposed Scope of Work, Occupancy Classification, WUI Designation, Flood Zone Designation, Codes of Regulation (2025 CA Codes of Regulation, etc.), Sheet Index, Design Team Contact Information, Pool Safety Barrier Requirements, Vicinity Plan, etc.

Please provide complete notes and details for the pool barrier, including fence height, non-climbable features, self-closing and self-latching gates, etc.

Please provide Mechanical, Plumbing, and Electrical Plans with your next submission.

Please identify each plan sheet with a unique plan number and description. All plan sheets must be signed and dated by the document author. Plans that are prepared by a CA Licensed Design Professional shall be stamped and signed. Please refer to the CA Business and Practices Act for further details.

SCALE: 1/8" = 1'-0"

General Notes

General

The swimming pools and spas consist of one-piece fiberglass construction shop-formed over a mold. The material is fiberglass reinforced plastic (FRP), a minimum of 1/4 inch (6.4 mm) thick, composed of isophthalic resin, vinyl ester resin, and fiberglass. The surface finish is a neo pentyl glycol gel coat. Viking Pools produces various styles of swimming pools and spas. When installed in accordance to Viking Pools installation procedures, the pools and spas comply with applicable requirements of the following codes:

- 2024 International Building Code® (IBC)
- 2024 International Residential Code (IRC)
- 2024 International Plumbing Code® (IPC)
- 2024 IAPMO Uniform Plumbing Code (IAPMO UPC)
- 1997 Uniform Building Code/2003 (BNBC)
- BOCA® National Building Code/2003 (BNBC)
- 2025 California Building Code
- 2025 California Plumbing Code
- 2025 California Mechanical Code
- 2025 California Electrical Code
- 2025 California Fire Code
- 2025 California Energy Code
- 2025 California Residential Code
- 2023 National Electric Code (NEC)(NFPA 70)
- 2007 ANSI/ASME-A112.19.8
- 2014 (R2023) ANSI/APSP/ICC-3 Permanently Installed Residential Spas and Swim Spas
- 2011 (R2022) ANSI/NSPI-5 Residential Inground Swimming Pools
- 2020 ANSI/APSP/ICC-7 Suction Entrapment Avoidance
- 2017 (PA2021) ANSI/APSP/ICC-16 Suction Outlet Fitting Assemblies
- 2024 International Swimming Pool and Spa Code - (ISPS-ICC)
- 2024 Uniform Swimming Pool, Spa, Hot tub Code (IAPMO)

The overall pool dimensions, depths and capacities are shown in Table 1 and Table 4. The units comply with ANSI/NSPI-5, specified in Section AG103.1 of the IRC, and IAPMO IGC-2000*, specified in the UPC.

Models described in Table 2, Table 3, and Table 4 can be placed up to 19-1/2 inches (49.5mm) above ground. These pools and spas may be placed with or without concrete or wood decking. Unless elevated portions of the units are protected from sunlight by soil berms, decking, etc., these portions must be coated with a UV-inhibiting opaque paint that is compatible with the laminate.

All plumbing must comply with the IPC or UPC. Electrical work must comply with the code in effect at the construction site. The pool and spa must remain full of water at all times. A permanent sign, bearing the following statement, must be attached to the pumping equipment:

Notice-The pool or spa is designed to remain full of water at all times. The pool shell may be damaged if the water level is allowed to drop below the skimmer. When appreciable draw-down is noticed or if it becomes necessary to drain the pool or spa, contact Viking Pools or its dealers for instructions.

A permanent label must be installed adjacent to the above sign indicating the Viking Pools dealer's name, address and telephone number.

Please provide a copy of the Geotechnical Investigation Report

Installation Procedure:

Viking pools and spas may be installed without a soil investigation by a registered design professional(RDP), subject to the building official's approval, provided none of the following conditions are encountered at the site:

1. The existence of uncontrollable groundwater within the depth of the pool or spa excavation.
2. The existence of an uncompacted fill in contact with any portion of the pool or spa.
3. The existence of any soil types with an angle of repose that will not support the walls of the excavation at desired slopes.
4. Danger to adjacent structures posed by the proposed pool or spa location.
5. The existence of any cracks or openings in soil that would not confine sand or 1/2" clean gravel bedding.

If any of the conditions above is encountered, excavation must cease immediately. The specified conditions at the site must then be reviewed

and recommendations made by the RDP. The building official must approve the RDP's report before work is completed.

The pool or spa excavation profile must coincide with the contours of the pool. The over excavation is minimum 6 inches (152mm) on the sides and ends. The over excavation at the pool bottom is minimum 4 inches (102mm). The backfill for the pool or spa bottom is a layer of 3-inch-thick (76mm) bedding sand matching the pool or spa profile.

This sand layer is compacted using a manual tamper and water. The pool or spa is then set into place using a crane, excavator or manually and be within 1 inch (25mm) of level. Simultaneous waterfill and sand backfill operations then commence. The sand is compacted with a tamper and water. The installer must ensure that the backfill level and water level are approximately the same throughout this procedure.

After completion of the backfill and plumbing, the decking is placed. Decks are prepared as indicated in Figures 1 through 4:

1. Cantilevered concrete decks are constructed as noted in Figure 1 in all cases.
2. Cantilevered decks are constructed with brick or stone as noted in Figure 2 in all cases.
3. Raised bond beams are constructed as noted in Figure 3 in all cases.
4. Aboveground installations are constructed as noted in Figure 4 in all cases.

Barriers are required where pools are on premises of UBC Group R, Division 3, Occupancies or IBC Group R Occupancies. The barriers must comply with Appendix Chapter 4, Division 1, of the UBC or Section 3109.4 of the IBC

Pool or spa electrical wiring, installation, bonding, and grounding shall comply with 2025 California Building Code, NFPA 70, 2023 Ed. and local codes in effect at the construction site.

Expansive soils:

For installation of pools or spas in expansive soils, the following additional installation details:

1. All surfaces adjacent to the pool or spas must be excavated to a minimum depth of 12 inches (305 mm) beneath the pool bottom and minimum 6 inches (152 mm) behind the pool walls.
2. Any soft or loose soils exposed by step 1 must be removed until exposed material is solid. If the soil is still soft and loose, the upper 6 inches (152 mm) of all horizontal excavation surfaces must be scarified and compacted with mechanical equipment. The compacted surfaces and the excavated wall surfaces must be maintained in a moist condition until the first lift of backfill or fill is placed against the surface. The term compaction implies any method necessary to consolidate the native and fill materials to keep the pool or structure from settling.
3. The excavated bottom area of the pool or spa must be backfilled with granular import material to approximately 6 inches (152 mm) below the bottom of the pool or spa, wetted and compacted.
4. The remaining 6 inches (152 mm) must be backfilled beneath the pool or spa and outside the pool walls with compacted clean sand. The pool or spa must be filled with water as backfilling progresses to a level equivalent to that of the backfill. The backfill must be placed in compacted layers of approximately 6 inches (152 mm) while a uniform height of backfill is maintained around the pool or spa.
5. Positive surface drainage away from the perimeter of the pool and surrounding deck is required and critical to installations in highly expansive soils. Surface area drains and surface drainage swales or subdrains must be placed as needed to prevent ponding or saturation of the soil around the perimeter and vicinity of the pool to prevent excessive shrink-swell or volume changes in the soil.

Identification:

Viking pools and spas are identified by the following information imprinted on the top step of the pool or spa: manufacturer's name (Viking Pools) and address, pool or spa model designation, a coded serial number and the evaluation report number (ESR-2014).

The units also bear the label of the quality control agency, Columbia Research & Testing Corporation (AA-527).

Findings: That the fiberglass one piece swimming pools and spas are

in compliance with the above listed codes as noted in ESR-2014 subject to the following conditions.

1. The construction and pool/spa installation comply with this report and the manufacturer's instructions.
2. Electrical and plumbing installation comply with the respective codes in effect at the construction site.
3. That all pools are installed in accordance with manufacturer's recommendations.
4. The pools and spas produced by Viking Pools Northeast, Inc. 176 Viking Drive Industrial Park, Jane Lew, West Virginia; Viking Pools Central, Inc., 10600 West Interstate 20 East, Midland, Texas; and Viking Pools, Inc., 121 Crawford Road, Williams, California; Viking Pools Southeast, 40119 Country Road 54E, Zephyrhills, FL are manufactured under a quality control program with inspections by Columbia Research & Testing Corporation (AA-527).

latham

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Page 1	General Notes/Expansive Soils
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Page 3	Figures 1-6
Page 4	Pool Models
Page 5	Pool Models
Page 6	Pool Models
Page 7	Pool Models
Page 8	Spa Models & Tanning Ledges
Page 9	Alternative Recirculation Systems

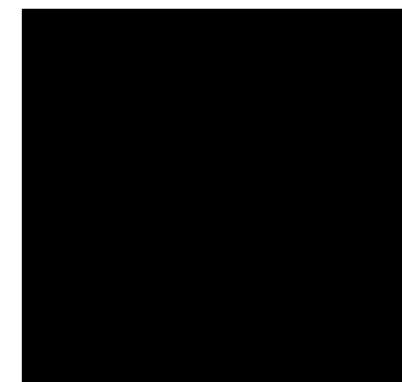
Length, width and depth may vary up to 3% - all dimensions are to outside edge of coping, measured from parallel lines.

Reviewed by:

[Redacted Signature]

IAS and ICC/ES Approved Testing Laboratory

Seal:



Project Name and Address

Contractor

Date

Latham Pool Products Inc.

DBA Latham Grand

Viking Pool, Blue Hawaiian Pools, Trilogy Pools

ICC Evaluation Report Number

Page

1

of 9

TABLE 1- POOLS

POOL	Formerly Named	CODE	SIZE	DEPTH	GALLONS APPROX.	SQUARE FEET	PAGE NUMBER	POOL TYPE
			WIDTH x LENGTH	SHALLOW, DEEP				
Apollo 14		CR14	13'-10" x 32'	3'-6" - 6'-1"	7,700	391	Page 4	Type 0
Ariel 16		WR16	15'-10" x 40'	3'-6" - 7'-4"	15,300	570	Page 4	Type 0
Aruba		ARJ	11' x 22'	3'-6" , 5'	5,200	177	Page 4	Type 0
Astoria 12		FRX12	12' x 28'	3'-6" x 5'-7"	6,000	277	Page 4	Type 0
Astoria 14		FRX14	14' x 35'	3'-6" , 6'-6"	10,700	434	Page 4	Type 0
Astoria 16		FRX	15'-10" x 40'	3'-6" , 7'	15,600	548	Page 4	Type 0
Axiom 12		CRUM	12' x 26'	4' , 5'	5,300	214	Page 4	Type 0
Axiom 12 Deluxe		CRUD	12' x 26'	4'-2" , 4'-9"	3,500	207	Page 4	Type 0
Axiom 14		CRUL	14' x 30'	4' , 6'	8,000	297	Page 4	Type 0
Axiom 14 Deluxe		CRULX	14' x 30'	4' -6" , 5'-6"	5,100	288	Page 4	Type 0
Axiom 16		CRUJ	16' x 35'	4'-6" , 6'-6"	11,600	395	Page 4	Type 0
Barcelona		BAR	16' x 38'	3'-6" , 7'	18,500	555	Page 4	Type 0
Bay Isle		BHBY	14'-6" x 29'-10"	3' , 6'-6"	10,000	318	Page 4	Type 0
Bermuda 12	Bermuda	AL	12' x 26'	3'-6" , 5'-6"	7,000	226	Page 4	Type 0
Bermuda 12 Deluxe	Bermuda 12 Deluxe	ALX	12' x 26'	3'-6" , 5'-6"	4,500	216	Page 4	Type 0
Bermuda 14	Laguna	LG	14' x 30'	3'-6" , 6'	10,000	310	Page 4	Type 0
Bermuda 14 Deluxe	Laguna Deluxe	LGX	14' x 30'	4' , 6'	9,000	300	Page 5	Type 0
Bermuda 16.35	Cancun	CC	16' x 35'	3'-6" , 6'-6"	14,000	397	Page 5	Type 0
Bermuda 16.35 Deluxe	Cancun Deluxe	CCX	16' x 35'	4'-3" , 6'-6"	11,500	381	Page 5	Type 0
Bermuda 16.40	Caribbean	MR	16' x 40'	3'-6" - 6'-6"	17,000	468	Page 5	Type 0
Cape Cod 12	Java	JV	12' x 26'-9"	3'-6" , 5'-5"	6,800	233	Page 5	Type 0
Cape Cod 14	Cape Cod	CA	14' x 31'	3'-6" , 6'	12,000	325	Page 5	Type 0
Cape Cod 16	Cambridge	LN	16' x 36'	3'-6" , 7'	18,000	451	Page 5	Type 0
Claremont		V	14' x 33'	3'-7" , 5'-4"	11,700	416	Page 5	Type 0
Coral 16		HB16	15'-10" x 30'-10"	3'-6" , 6'-11"	9,000	331	Page 5	Type 0
Corinthian 12		RT12	12' x 25'	3'-6" , 5'-5"	5,100	254	Page 5	Type 0
Corinthian 14		RT14	14' x 30'	3'-6" , 6'	8,200	365	Page 5	Type 0
Corinthian 16		RT16	15'-10" x 40'	3'-6" , 7'	15,400	563	Page 5	Type 0
Coronado		BHBI	15' x 34'	3'-6" , 6'-6"	13,000	410	Page 5	Type 0
Delray		B	11'-10" x 25'-5"	4'-6"	8,100	264	Page 5	Type 0
Enchantment 9.17		NIR05	9'-1" x 17'-5"	4'-9"	3,200	129	Page 5	Type 0
Enchantment 9.21		NIR06	9'-1" x 20'-7"	4'-9"	4,000	154	Page 5	Type 0
Enchantment 9.24		NIR07	9'-1" x 23'-10"	4'-9"	4,800	180	Page 6	Type 0
Fiji		FJ	15' x 34'	3'-6" , 6'	12,000	375	Page 6	Type 0
Jamaica 10	Jamaica	LD	9'-10" x 19'-9"	3'-2" , 5'	3,750	138	Page 6	Type 0
Jamaica 12	St. Lucia	CM	12'-3" x 23'-11"	3'-6" , 5'	6,000	211	Page 6	Type 0
Jamaica 14	Valencia	ST	14'-4" x 27'-7"	3'-7" , 5'-10"	10,000	288	Page 6	Type 0
Key West		BFF	12' x 25'-7"	3'-7" , 6'	9,000	230	Page 6	Type 0
Kingston		AP	16' x 38'	3'-6" , 5'-10"	17,500	555	Page 6	Type 0
Lake Shore		CD	16' x 33'	3'-7" , 5'-5"	15,000	480	Page 6	Type 0
Milan 10.16	Milan	CTL	10' x 16'	4'	2,450	135	Page 6	Type 0
Milan 10.20	Milan 10.20	CTL10	10' x 20'	4'-10"	3,900	166	Page 6	Type 0
Milan 8.14	Milan 8.14	CTL8	8' x 14'	4'	1,200	88	Page 6	Type 0
Monaco	Monaco	AT	16' x 40'	3'-8" , 8'	21,000	585	Page 6	Type 1
Olympia 12		FR12	12' x 26'	3'-6" , 5'-6"	7,600	275	Page 6	Type 0
Olympia 14		FR14	14' x 30'	3'-6" , 6'	11,200	377	Page 6	Type 0
Olympia 16		FR16	16' x 35'	3'-6" , 6'-4"	15,250	510	Page 6	Type 0
Pleasant Cove		BHPL	11'-11" x 21'-2"	3'-5" , 5'-4"	5,000	173	Page 6	Type 0
Srius		CRSBM	12' x 24'	3'-6" x 5'-6"	6,700	239	Page 7	Type 0
St. Thomas		L	14' x 31'-6"	3'-7" , 7'	13,700	396	Page 7	Type 0
Synergy		TSYN	16' x 40'-2"	3'-10" , 6'-3"	14,000	553	Page 7	Type 0
Synergy Grand	Genesis	TGEN	16' x 40'-2"	3'-10" , 8'-6"	20,000	553	Page 7	Type 0
Tuscan 11.20		SYM06	11'-1" x 20'-3"	3' 11" -5' 2"	5,000	168	Page 7	Type 0
Tuscan 13.24		SYM07	12'-10" x 23'-7"	3' 11" -5' 5"	6,100	229	Page 7	Type 0
Tuscan 14.27		SYM08	13'-9" x 26'-10"	3' 11" -5' 9"	7,900	288	Page 7	Type 0
Tuscan 14.30		SYM09	13'-9" x 30'-4"	3' 11" -5' 11"	10,000	325	Page 7	Type 0
Tuscan 14.40		SYM12	13'-9" x 39'-11"	3' 11" -6' 8"	12,200	459	Page 7	Type 0
Vista Isle		BHM	12' x 28'	3' , 6'-10"	8,000	294	Page 7	Type 0

← Astoria 14- FRX14

TABLE 2- POOLS


ABOVE GROUND INSTALLATION	
CODES	CODES
AL	CTL10
ALX	CTL8
ARJ	FR12
B	FRX12
BFF	JV
BHPL	LD
BHM	NIR05
CM	NIR06
CRSBM	NIR07
CRUD	RT12
CRUM	SYM06
CTL	

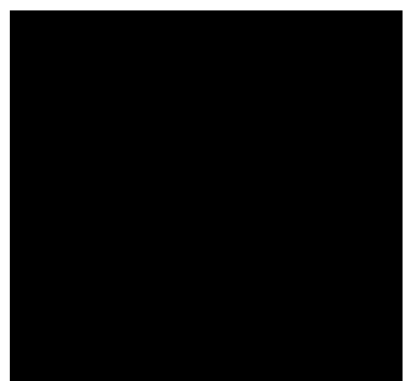
TABLE 3- SPAS

SPAS	CODE	SIZE	DEPTH	GALLONS APPROX.	SQUARE FEET	PAGE NUMBER
		WIDTH x LENGTH	SHALLOW, DEEP			
Mystic	M	9'-8" x 9'-8"	3'-4"	550	64	Page 7
Mystic Spillover	MSW	9'-8" x 10'-6"	3'-4"	550	64	Page 7
Regal	RG	7'-8" x 9'-8"	3'-4"	600	52	Page 7
Regal Spillover	RGSW	8'-6" x 9'-8"	3'-4"	600	52	Page 7
Royal	RY	9'-8" x 7'-8"	3'-4"	600	63	Page 7
Royal Spillover	RYSW	9'-8" x 8'-6"	3'-4"	600	63	Page 7
Shasta	LRS	7' x 7'	3'	420	31	Page 7
Shasta Spillover	LRSSW	7' x 7'-10"	3'	420	31	Page 7
Tanning Ledges						
Gemini Tanning Ledge	TGEMT	8'-10" x 18'-3"	10"	300	93	Page 7
Genesis/Synergy Side Tanning Ledge	TGENT	9'-4" x 16'-6"	10"	400	92	Page 7
Hermosa	VFTL	6'-10" x 10'-7"	10"	200	50	Page 7
Rectangle Tanning Ledge	RTL	7'-8" x 15'-8"	10"	400	105	Page 7

NOTES

Latham Pool Products Inc.
 DBA Latham Grand
 Viking Pool, Blue Hawaiian Pools, Trilogy Pools
 ICC Evaluation Report Number (F-1111)

Reviewed by:

 IAS and ICC/ES Approved Testing Laboratory

Seal:


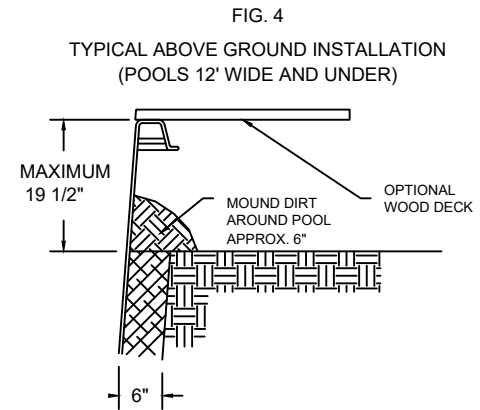
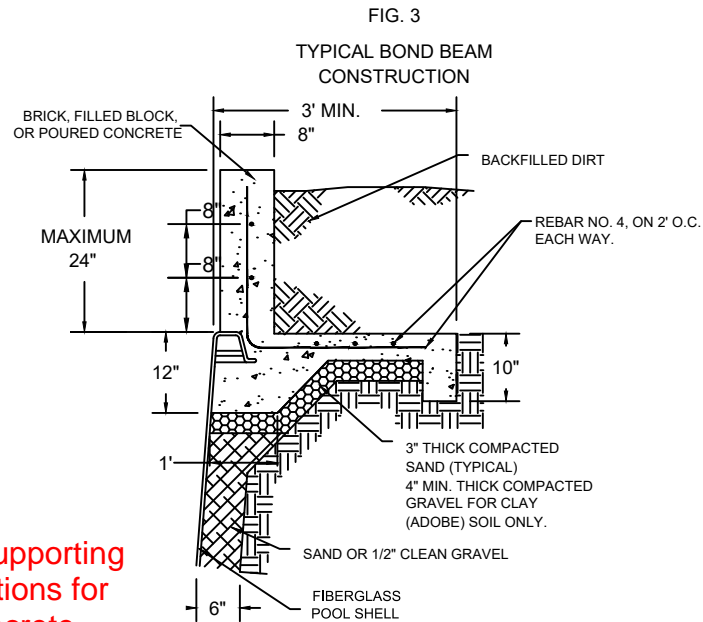
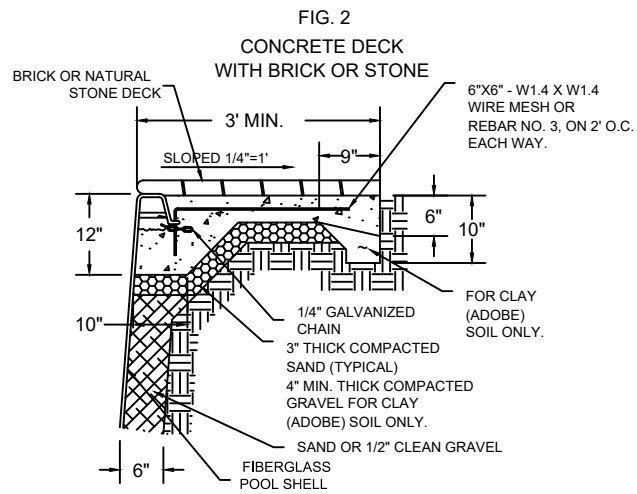
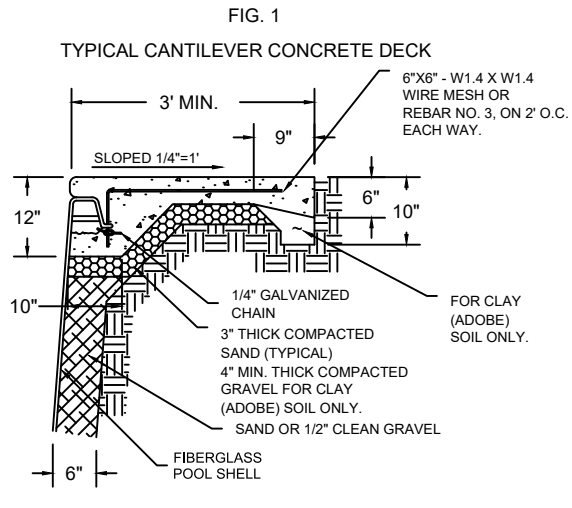
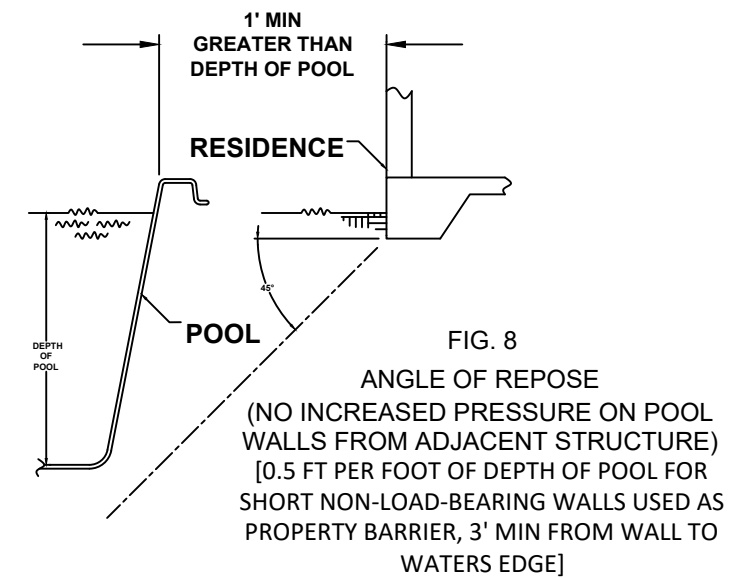
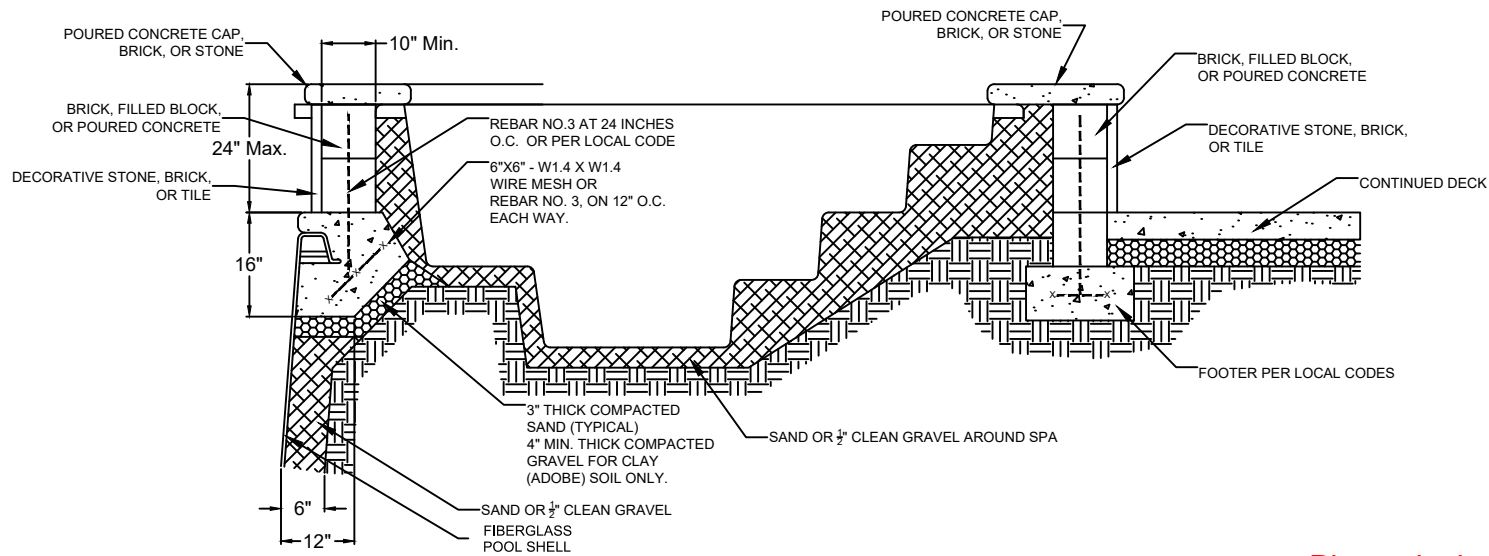


FIG. 5
TYPICAL BOND BEAM WITH SPA



Please provide supporting structural calculations for the perimeter concrete coping and retaining walls.

Please include any design recommendations from the Soils Report and Investigation into the design.

Please complete the City of Gilroy Special Inspection and Testing Form. Please assure that the Form is complete, including all required signatures and dates.

NOTES

Latham Pool Products Inc.
 DBA Latham Grand
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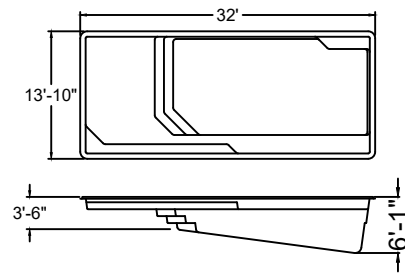
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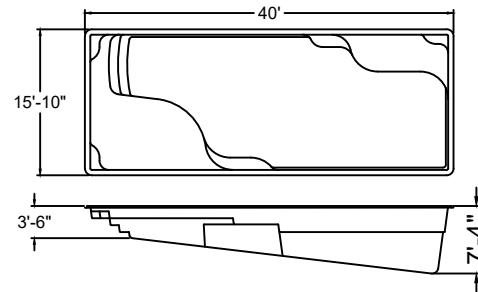
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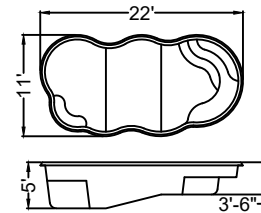
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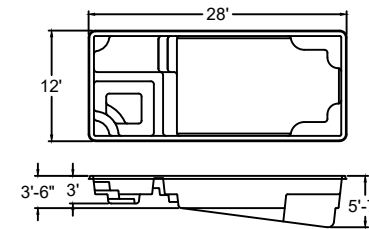
APOLLO 14 - CR14
7,700 Gal. Approx.



ARIEL 16 - WR16
15,300 Gal. Approx.

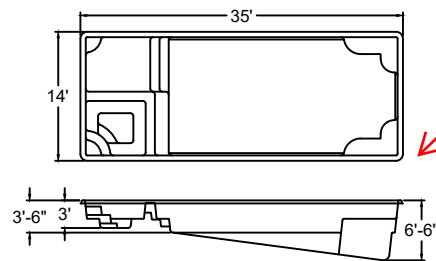


ARUBA - ARU
5,200 Gal. Approx.

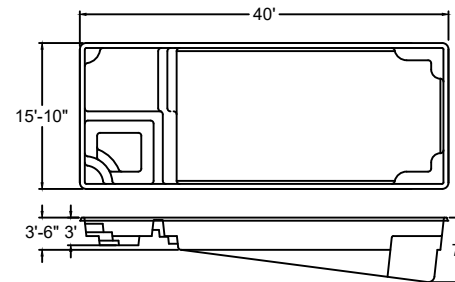


ASTORIA 12 - FRX12
6,000 Gal. Approx.

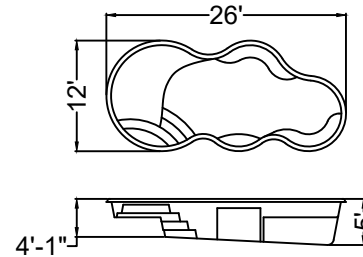
Astoria 14- FRX14
Pool and Spa



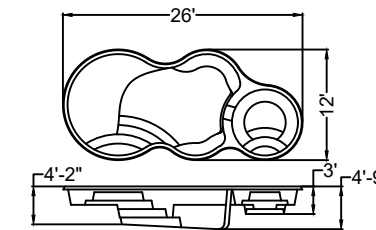
ASTORIA 14 - FRX14
10,700 Gal. Approx.



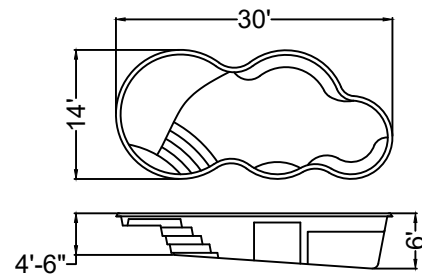
ASTORIA 16 - FRX
15,600 Gal. Approx.



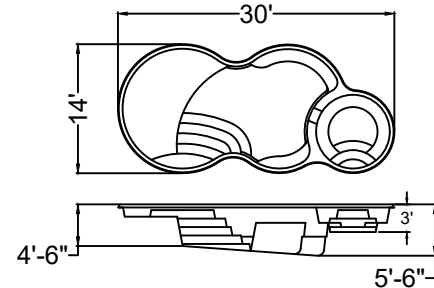
AXIOM 12 - CRUM
5,300 gal. approx.



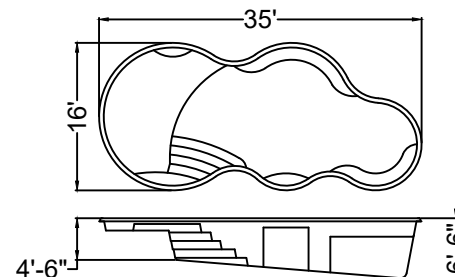
AXIOM 12 Deluxe - CRUD
3,500 Gal. Approx.



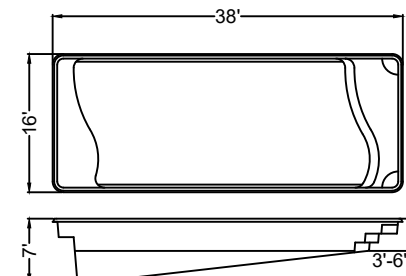
AXIOM 14 - CRUL
8,000 gal. approx.



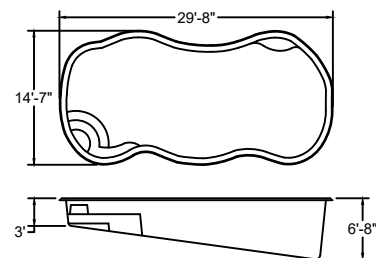
AXIOM 14 DELUXE - CRULX
5,100 gal. approx.



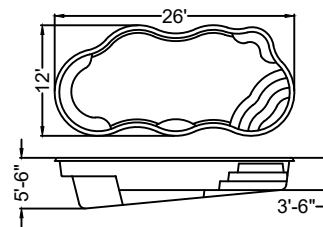
AXIOM 16 - CRUJ
11,600 gal. approx.



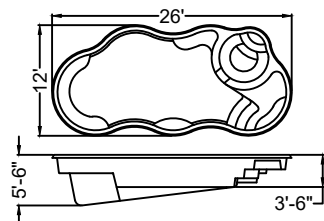
Barcelona - BAR
18,500 gal. approx.



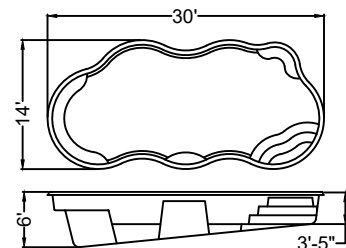
BAY ISLE - BHBY
10,000 Gal. Approx.



BERMUDA 12 - AL
7,000 gal. approx.



BERMUDA 12 DELUXE - ALX
4,500 gal. approx.



BERMUDA 14 - LG
10,000 gal. approx.

NOTES

Latham Pool Products Inc.

DBA Latham Grand

Viking Pool, Blue Hawaiian Pools, Trilogy Pools

ICC Evaluation Report Number [REDACTED]

Reviewed by:

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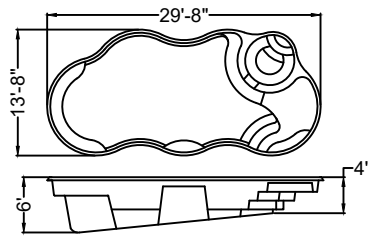
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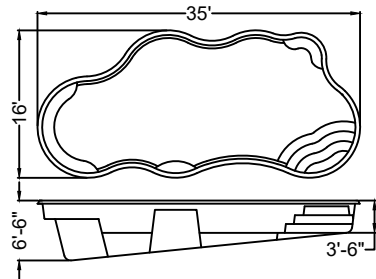
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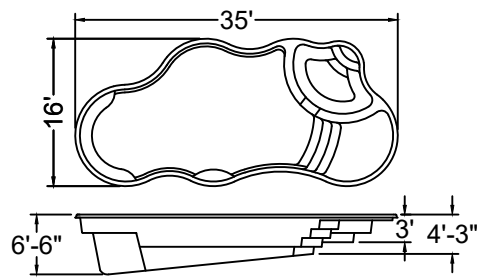
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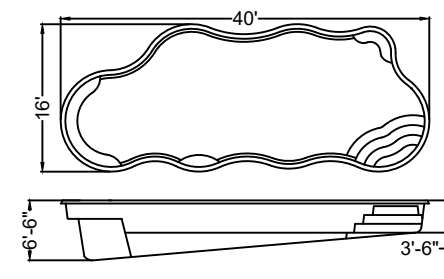
BERMUDA 14 DELUXE - LGX
9,000 gal. approx.



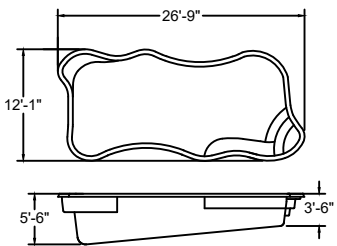
BERMUDA 16.35 - CC
14,000 gal. approx.



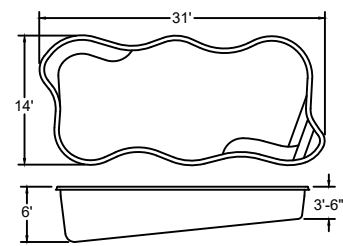
BERMUDA 16.35 DELUXE - CCX
11,500 gal. approx.



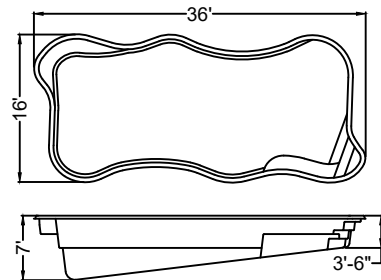
BERMUDA 16.40 - MR
17,000 gal. approx.



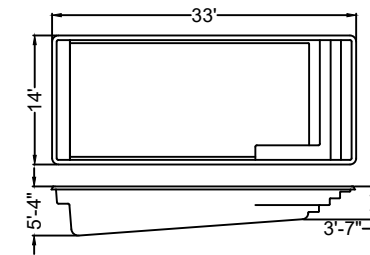
CAPE COD 12 - JV
6,800 Gal. Approx.



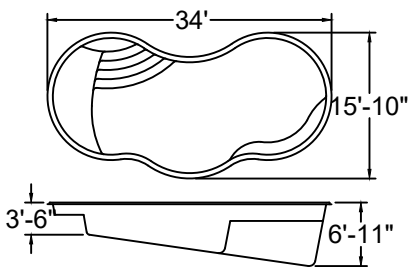
CAPE COD 14 - CA
12,000 gal. approx.



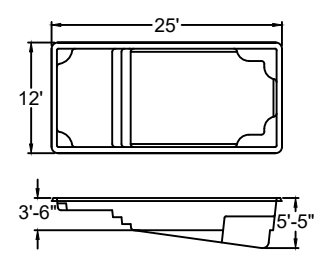
CAPE COD 16 - LN
18,000 gal. approx.



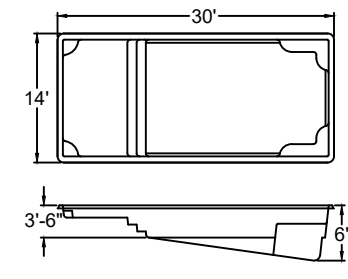
CLAREMONT - V
11,700 Gal. Approx.



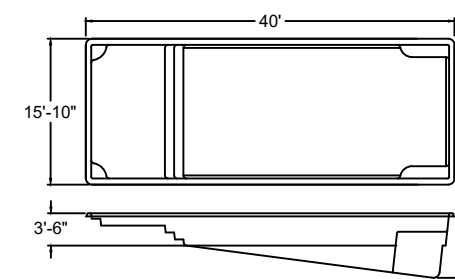
CORAL 16 - HB16
9,000 gal. approx.



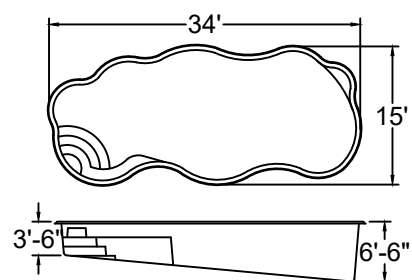
CORINTHIAN 12 - RT12
5,100 gal. approx.



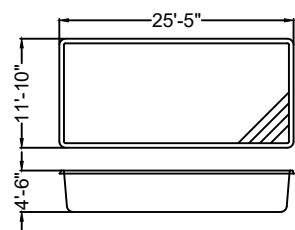
CORINTHIAN 14 - RT14
8,200 gal. approx.



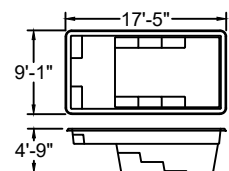
CORINTHIAN 16 - RT16
15,400 Gal. Approx.



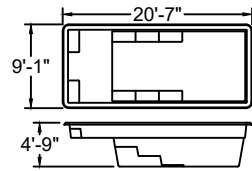
CORONADO - BHBI
13,000 Gal. Approx.



DELRAY - B
8,100 gal. approx.



ENCHANTMENT 9.17 - NIV05
3,200 gal. approx.



ENCHANTMENT 9.21 - NIV06
4,000 gal. approx.

NOTES

Latham Pool Products Inc.

DBA Latham Grand

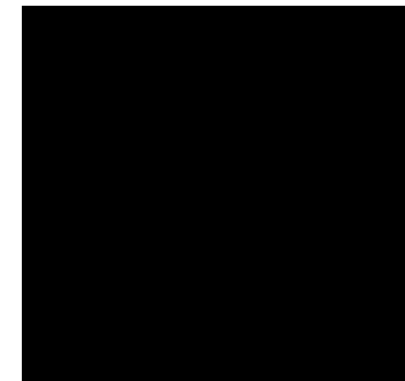
Viking Pool, Blue Hawaiian Pools, Trilogy Pools

ICC Evaluation Report Number [REDACTED]

Reviewed by:

[REDACTED]
IAS and ICC/ES Approved Testing Laboratory

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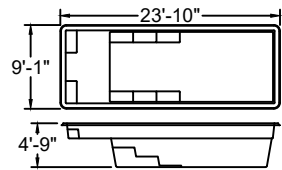


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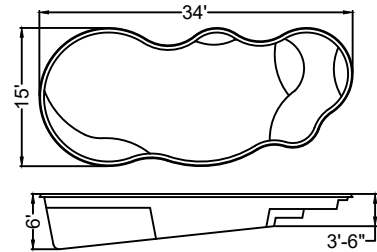
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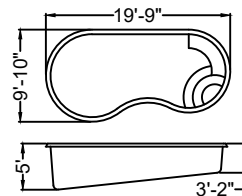
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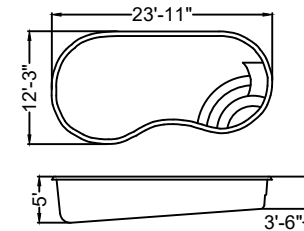
ENCHANTMENT 9.24 - NIV06
4,800 gal. approx.



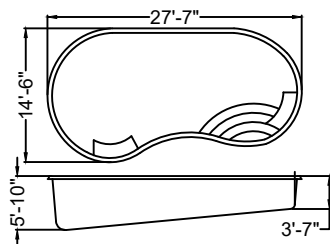
FIJI - FJI
12,000 gal. approx.



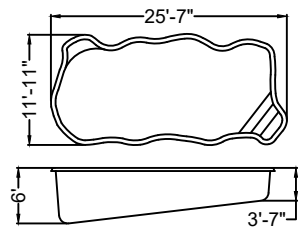
JAMAICA 10 - LD
3,750 gal. approx.



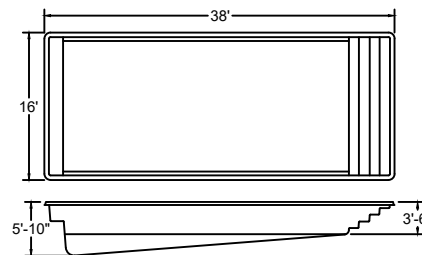
JAMAICA 12 - CM
6,000 gal. approx.



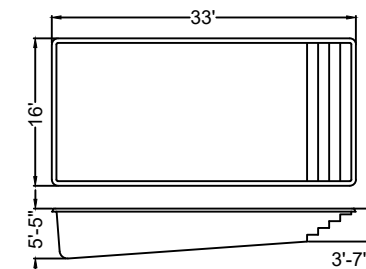
JAMAICA 14 - ST
10,000 gal. approx.



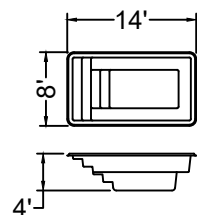
KEY WEST - BFF
9,000 gal. approx.



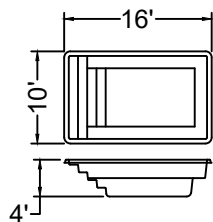
KINGSTON - AP
17,500 Gal. Approx.



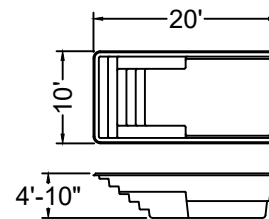
LAKE SHORE - CD
15,000 gal. approx.



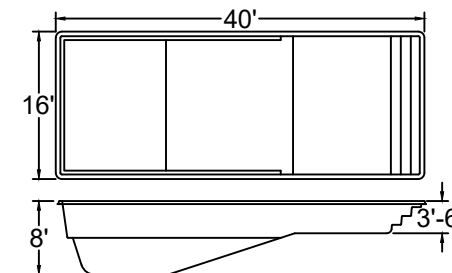
MILAN 8.14 - CTL8
5,200 Gal. Approx.



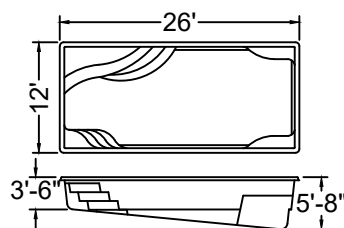
MILAN- CTL
2,450 gal. approx.



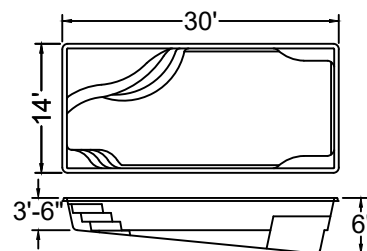
MILAN 10.20 - CTL10
5,200 Gal. Approx.



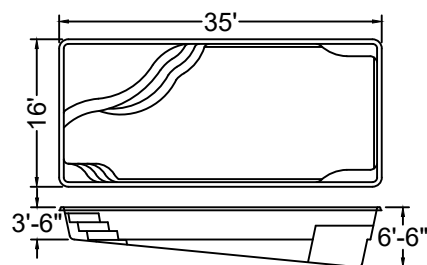
MONACO - AT
21,000 gal. approx.



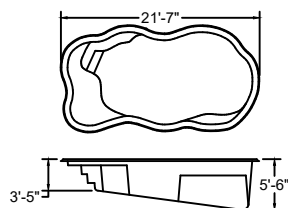
OLYMPIA 12 - FR12
7,600 gal. approx.



OLYMPIA 14 - FR14
11,200 gal. approx.



OLYMPIA 16 - FR16
15,250 gal. approx.



PLEASANT COVE - BHPL
5,000 Gal. Approx.

NOTES

Latham Pool Products Inc.

DBA Latham Grand

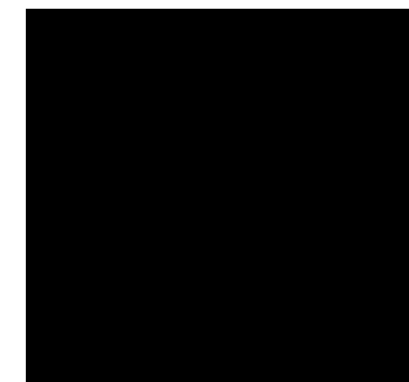
Viking Pool, Blue Hawaiian Pools, Trilogy Pools

ICC Evaluation Report Number [REDACTED]

Reviewed by:

[REDACTED]
IAS and ICC/ES Approved Testing Laboratory

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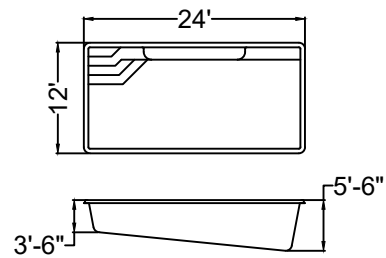


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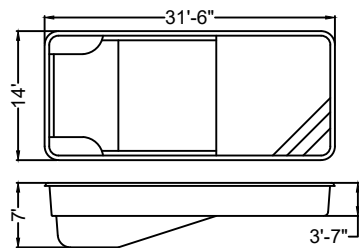
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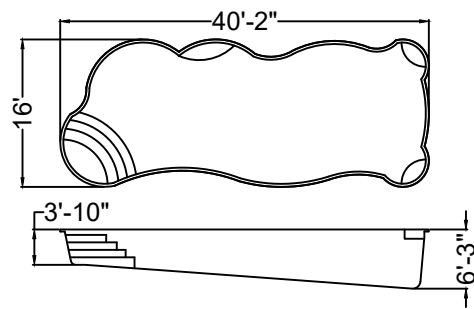
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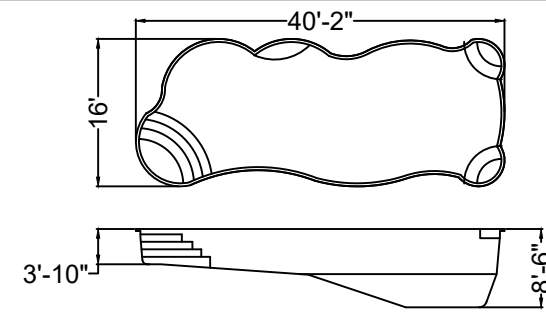
SIRIUS - CRSBM
6,700 gal. approx.



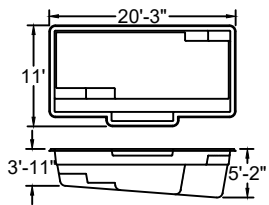
ST. THOMAS - L
13,700 gal. approx.



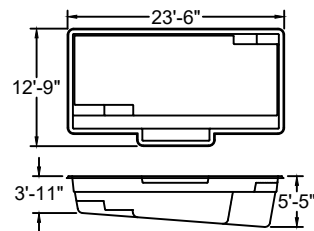
SYNERGY - TSYN
18,000 gal. approx.



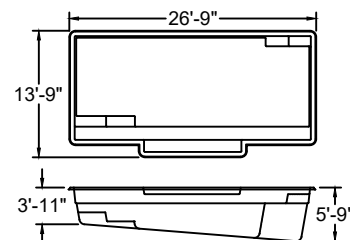
SYNERGY GRAND - TGEN
20,000 gal. approx.



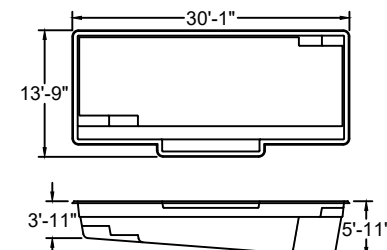
TUSCAN 11.20 - SYM06
3,700 gal. approx.



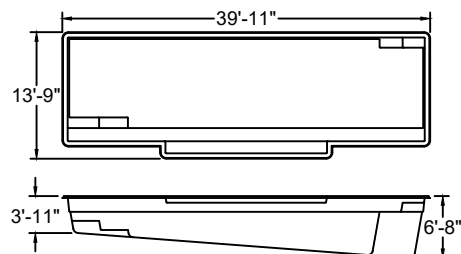
TUSCAN 13.24 - SYM07
5,000 gal. approx.



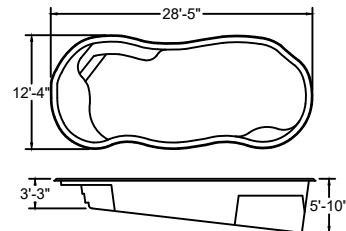
TUSCAN 14.27 - SYM08
7,900 gal. approx.



TUSCAN 14.30 - SYM09
10,000 gal. approx.



TUSCAN 14.40 - SYM12
12,200 gal. approx.



VISTA ISLE - BHVI
8,000 Gal. Approx.

NOTES

Latham Pool Products Inc.

DBA Latham Grand

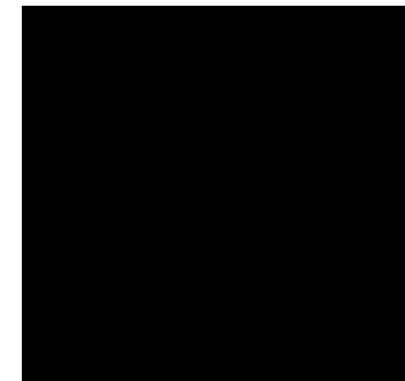
Viking Pool, Blue Hawaiian Pools, Trilogy Pools

ICC Evaluation Report Number [REDACTED]

Reviewed by:

[REDACTED]
IAS and ICC/ES Approved Testing Laboratory

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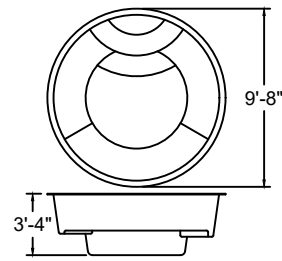


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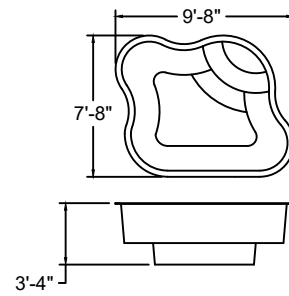
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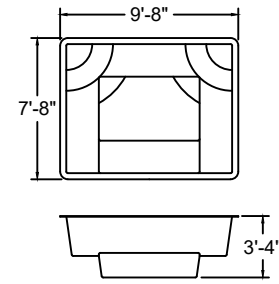
Length, width and depth may vary up to 3% - all dimensions are to outside edge of coping, measured from parallel lines.



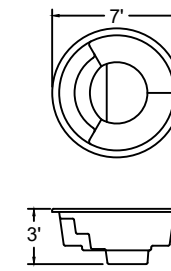
MYSTIC - M
550 Gal. Approx.



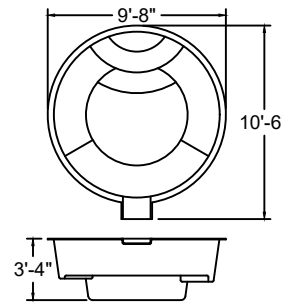
REGAL - RG
600 Gal. Approx.



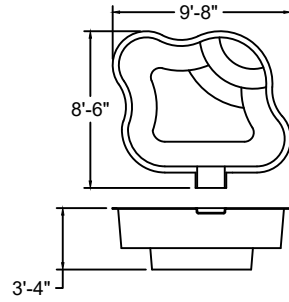
ROYAL - RY
600 Gal. Approx.



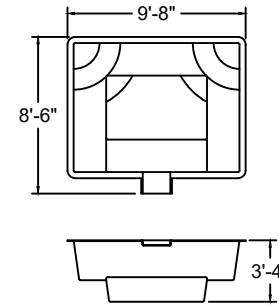
SHASTA - LRS
420 Gal. Approx.



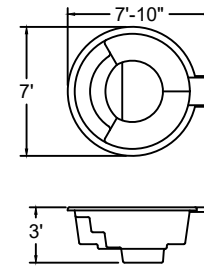
MYSTIC SPILLWAY - MSW
550 Gal. Approx.



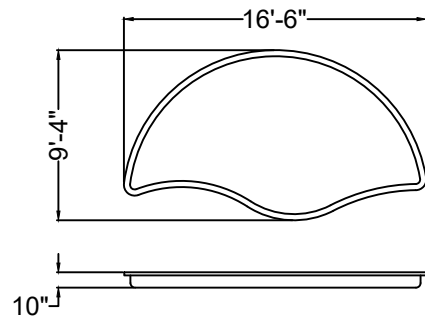
REGAL SPILLWAY - RGSW
600 Gal. Approx.



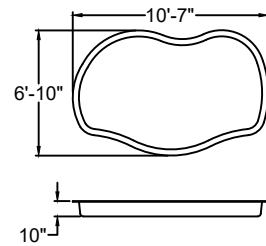
ROYAL SPILLWAY - RSW
600 Gal. Approx.



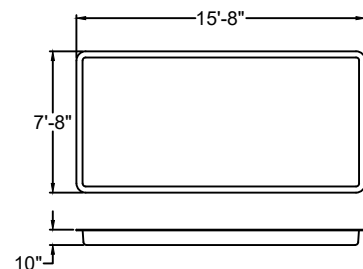
SHASTA SPILLWAY - LRSSW
420 Gal. Approx.



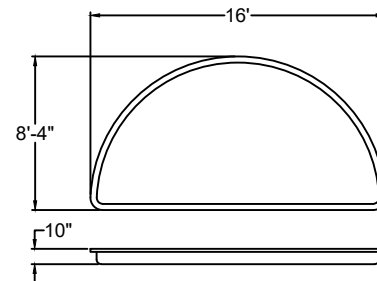
GENESIS/SYNERGY SEMI-CIRCLE TANNING LEDGE - TGEN
575 gal. approx.



HERMOSA - VFSL
200 Gal. Approx.



RECTANGLE TANNING LEDGE - RTL
400 Gal. Approx.



SEMI CIRCLE TANNING LEDGE - TSCT
400 Gal. Approx.

NOTES

Latham Pool Products Inc.

DBA Latham Grand

Viking Pool, Blue Hawaiian Pools, Trilogy Pools

ICC Evaluation Report Number (ECP-6614)

Reviewed by:

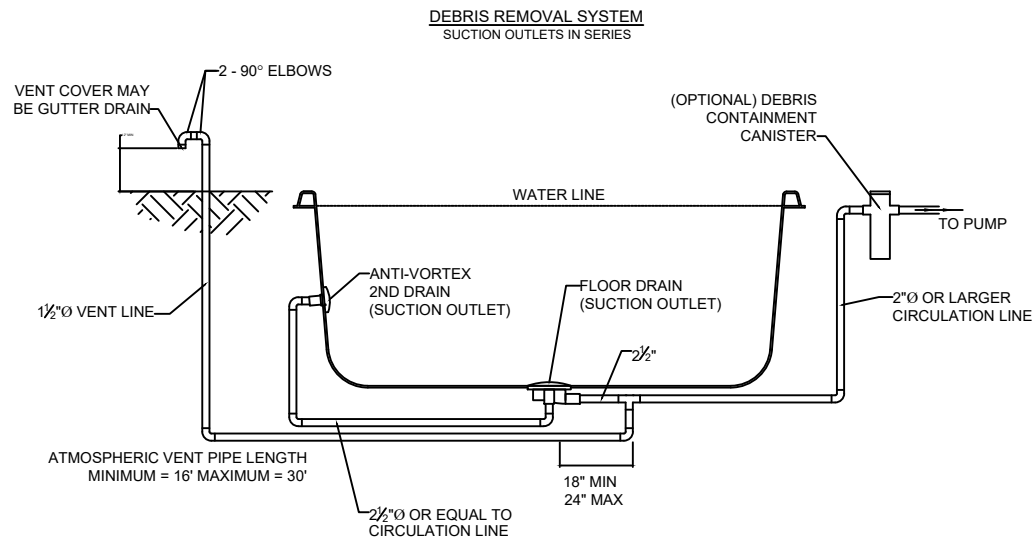
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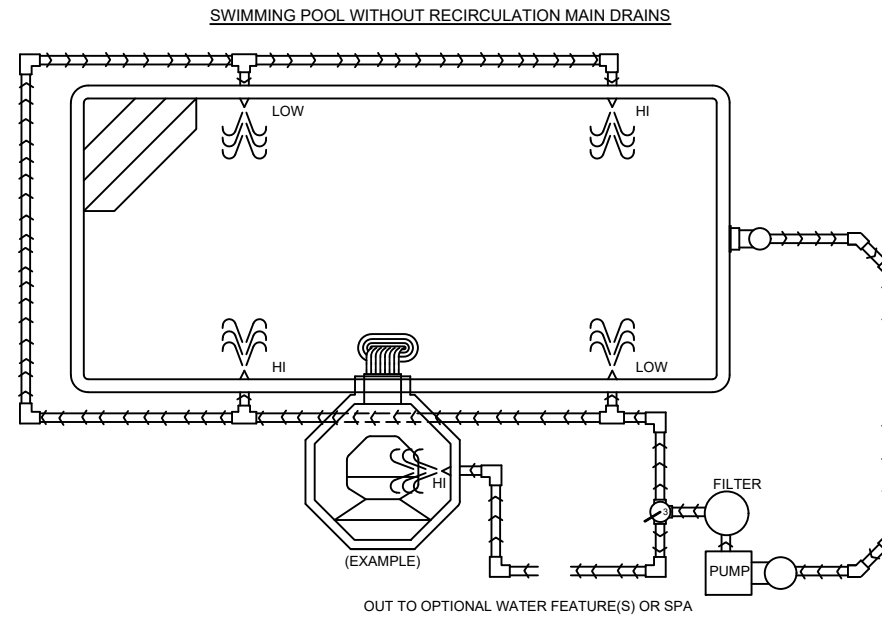
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GENERAL NOTES

1. THE DEBRIS REMOVAL SYSTEM IS TO BE INSTALLED IN ACCORDANCE WITH DRAIN MANUFACTURER'S RECOMMENDATIONS.
2. CONTRACTOR TO INSTALL VACUUM RELIEF BACKUP SYSTEM IN ACCORDANCE WITH 2025 CALIFORNIA BUILDING CODE.
3. ALL PIPING TO BE SCHEDULE 40 PVC BEARING NSF APPROVAL UNLESS OTHERWISE NOTED.
4. THE FLOOR DRAIN MEETS THE REQUIREMENTS OF ANSI/ASME- A112.19.8-2007 AND DRAIN COVERS MEET THE REQUIREMENTS OF ANSI/ASME A 112.19.8-2007 FOR ANTI-HAIR AND BODY ENTRAPMENT, ANSI/APSP/ICC-16 2017 (PA2021) AND 2020 ANSI/APSP/ICC-7 SUCTION ENTRAPMENT AVOIDANCE.
5. THIS DRAWING WILL SUPPLEMENT CONTRACTOR'S SPECIFICATION DRAWING ON FILE. FOR METHODS AND MATERIALS OF CONSTRUCTION. REFER TO CONTRACTOR'S ENGINEERED AND SEALED SPECIFICATION DRAWING ON FILE WITH THE BUILDING DEPARTMENT
6. ATTACH PLACARD WHICH STATES THAT VENT IS A SWIMMING POOL SAFETY DEVICE AND SHOULD NOT BE TAMPERED WITH.
7. THE MAXIMUM VACUUM WITH ONE SUMP PLUGGED AND TO RELEASE A BODY ENTRAPMENT ON THE OTHER SUMP WILL NOT EXCEED 4.5 INCHES OF MERCURY IN 3 SECONDS
8. MAXIMUM SUCTION PIPE VELOCITY SIX (6) FPS OR 59 GPM
9. AN APPROVED VACUUM RELEASE SYSTEM SUCH AS THE VAC-ALERT SVRS SYSTEM IS AN ALTERNATIVE TO THE OTHER SYSTEMS SHOWN.

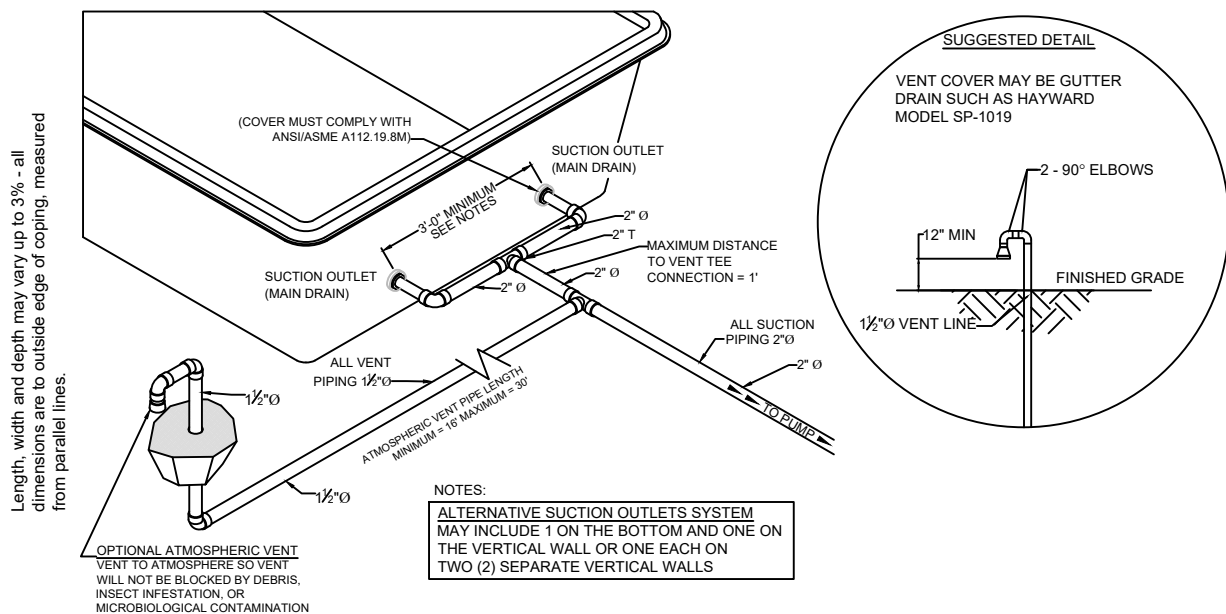


STANDARD NOTES:

1. USE 2" SCHEDULE 40 PIPE.
2. DO NOT USE 90 DEGREE ELBOWS ON SUCTION SIDE.
3. CHECK VALVES MAY BE NEEDED IF EQUIPMENT IS MORE THAN 18' ABOVE WATER LINE.
4. KEEP VALVES WITHIN 5' OF THE PUMP AND/OR FILTER.

LEGEND

	FIBER OPTIC LIGHT		T-JOINT
	SKIMMER		3" MAIN DRAIN
	RETURN		3-WAY VALVE
	SPILLOVER		PLUMBING



NOTES:
ALTERNATIVE SUCTION OUTLETS SYSTEM MAY INCLUDE 1 ON THE BOTTOM AND ONE ON THE VERTICAL WALL OR ONE EACH ON TWO (2) SEPARATE VERTICAL WALLS

DUAL SUCTION OUTLETS IN PARALLEL WITH OPTIONAL ATMOSPHERIC VENT SYSTEM, N.T.S.
TO BE INSTALLED IN ACCORD WITH 2025 CALIFORNIA BUILDING CODE, ANSI/APSP/ICC-16 2017 (PA2021) AND ANSI/APSP/ICC-7 2020.

NOTES

Latham Pool Products Inc.
DBA Latham Grand
Viking Pool, Blue Hawaiian Pools, Trilogy Pools
ICC Evaluation Report Number [REDACTED]

Reviewed by:

IAS and ICC/ES Approved Testing Laboratory

Seal:

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DIVISION: 13 00 00—SPECIAL CONSTRUCTION
Section: 13 11 13—Below-Grade Swimming Pools

REPORT HOLDER:

LATHAM POOL PRODUCTS, INC. dba VIKING POOLS, BLUE HAWAIIAN POOLS, TRILOGY POOLS, LIBERTY COMPOSITE POOLS, NARELLAN POOLS, LATHAM GRAND, LATHAM SELECT, AND HYDURA FIBERGLASS
[REDACTED]

EVALUATION SUBJECT:

LATHAM POOL PRODUCTS, INC. FIBERGLASS SWIMMING POOL AND SPA SHELLS

1.0 EVALUATION SCOPE

Compliance with the following codes:

- 2024, 2021, 2018, 2015, 2012 & 2009 *International Building Code*® (IBC)
- 2024, 2021, 2018, 2015, 2012 & 2009 *International Residential Code*® (IRC)
- 2024, 2021, 2018 & 2015 *International Swimming Pool and Spa Code*® (ISPSC)
- 2024, 2012 & 2009 *International Plumbing Code*® (IPC)
- 2024, 2021, 2018, 2015 and 2012 *Uniform Swimming Pool, Spa & Hot Tub Code*® (USPSHTC)
- 2025, 2022, 2019, 2016, 2013 AND 2010 *California Residential Code*® (CRC)
- 2023, 2020 and 2017 *City of Los Angeles Residential Code*® (LARC)
- 2013 *Abu Dhabi International Building Code* (ADIBC)[†]

[†]The ADIBC is based on the 2009 IBC. 2009 IBC code sections referenced in this report are the same sections in the ADIBC.

Compliance with the following standards:

- ANSI/APSP/ICC 5-2011, Standard for Residential Inground Swimming Pools
- ANSI/APSP/ICC 3-2014, Standard for Permanently Installed Residential Spas and Swim Spas
- IAPMO/ANSI Z124.7-2013(R18), Prefabricated Plastic Spa Shells
- AC274, ICC-ES Acceptance Criteria for In-ground Residential, Fiber-reinforced Plastic Swimming Pools and Permanently Installed Plastic Spas, dated December 2006 (editorially revised July 2017)

2.0 USES

The fiberglass pool and spa shells are for recreational use as swimming pools or spas in residential applications with water circulated through a filter in a closed system. The pools comply with ANSI/APSP/ICC-5 as Type O or Type I pools. The spas comply with ANSI/APSP/ICC-3 and IAPMO/ANSI Z124.7.

3.0 DESCRIPTION

3.1 General:

The fiberglass pool and spa shells consist of one-piece fiberglass construction shop-formed over a mold. The material is minimum 1/4-inch-thick (6.4 mm), fiberglass-reinforced plastic (FRP), composed of isophthalic resin, vinyl ester resin, fiberglass, and ceramic (ceramic in Viking Pools only). The surface finish is a neopentyl glycol gel coat.

The overall dimensions, depths and capacities are shown in Table 1 for pools, Table 2 for spas and Table 3 for models that are permitted to be installed up to 19 1/2 inches (495 mm) above ground.

Notice: The pool and spa shells are designed to remain full of water at all times. The shell may be damaged if the water level is allowed to drop below the skimmer. When appreciable drawdown is noticed or if it becomes necessary to drain the pool or spa, contact Latham Pool Products Inc., or its dealers for instructions.

3.2 Aboveground Pools and Spas:

Models intended for installation up to 19 1/2 inches (495 mm) above ground, listed in Table 3, have vertical supports consisting of 1-inch-by-1 1/2-inch-by-36-inch-long (25 mm by 38 mm by 914 mm), Douglas fir, No. 2 wood members encapsulated in the FRP process at 4 1/2-foot (13372 mm) intervals.

4.0 INSTALLATION

4.1 General:

The swimming pool and spa shells must be permanently installed in-ground or, in the case of the models shown in Table 3, up to 19 1/2 inches (495 mm) above ground. All plumbing and electrical installations must comply with the relevant codes in effect at the construction site at the time of construction.

Subject to the code official's approval, the pool or spa shells may be installed without a soil investigation by a registered design professional, provided none of the following conditions is encountered at the site:

1. The existence of groundwater within the excavation, where the pool or spa floor will contact the soil at the time of installation.

2. The existence of an uncompacted fill in contact with any portion of the pool or spa shell.
3. The existence of any expansive-type soils.
4. The existence of any soil types with an angle of repose that will not support the walls of the excavation at desired slopes.
5. Danger to adjacent structures posed by the proposed pool or spa location.

If any of the above conditions is encountered, excavation must cease immediately. The specified conditions at the site must then be reviewed, and recommendations made, by a registered design professional. The code official must approve the registered design professional's recommendations; subject to the code official's approval, pools and spas may be installed in expansive-type soils in accordance with Section 4.2 before work is resumed.

The pool or spa excavation profile must coincide with the contours of the pool or spa. The over excavation must be approximately 6 to 24 inches (152 to 610 mm) on the sides and ends. The over excavation at the pool bottom must be a minimum of 3 inches (76 mm). The backfill for the pool or spa bottom must consist of a layer of bedding material as outlined in our current installation guides, formed to match the pool or spa profile. The pool or spa shell must sit firmly on the bedding material and levelness of pool or spa to be within industry guidelines. Simultaneous waterfill and backfill operations must then commence. The backfill must be compacted with a tamper. The installer must ensure that the backfill level and water level are approximately the same throughout the filling procedure.

After completion of the backfill, the bond beam and decking must be installed in accordance with the manufacturer's published installation instructions and approved by the code official.

4.2 Expansive soils:

For installation of pools or spas in expansive soils, the following additional installation details must be followed subject to the code official's approval:

1. All surfaces adjacent to the pool or spas must be excavated to a depth of 12 inches (305 mm) beneath the pool bottom and 6 inches (152 mm) behind the horizontal pool walls.
2. Any soft or loose soils exposed by step 1 must be removed until exposed material is solid. If the soil is still soft and loose, the upper 6 inches (152 mm) of all horizontal excavation surfaces must be scarified and compacted with mechanical equipment. The compacted surfaces and the excavated wall surfaces must be maintained in a moist condition until the first lift of backfill or fill is placed against the surface. The term compaction implies any method necessary to consolidate the native and fill materials to keep the pool or structure from settling.
3. The excavated bottom area of the pool or spa must be backfilled with granular import material to approximately 6 inches (152 mm) below the bottom of the pool or spa, wetted and compacted.
4. The remaining 6 inches (152 mm) must be backfilled beneath the pool or spa and behind the pool walls with clean sand and compact. The pool or spa must be filled with water as backfilling progresses to a level equivalent to that of the backfill. The backfill must be placed in compacted layers of approximately 6 inches (152 mm) while a uniform height of backfill is maintained around the pool or spa.

5. Positive surface drainage away from the perimeter of the pool and surrounding deck is required and critical to installations in highly expansive soils. Surface area drains and surface drainage swales or subdrains must be placed as needed to prevent ponding or saturation of the soil around the perimeter and vicinity of the pool to prevent excessive shrink-swell or volume changes in the soil.

4.3 Aboveground Pools and Spas:

Models shown in Table 3 may be installed up to 19¹/₂ inches (495 mm) above ground. These pool and spa shells may be placed with or without concrete or wood decking. Unless the elevated external portions of the units are protected from sunlight by soil berms, decking, etc., these portions must be coated with a UV-inhibiting opaque paint that is compatible with the laminate.

5.0 CONDITIONS OF USE

The pool and spa shells described in this report comply with, or are suitable alternatives to what is specified in, those codes listed in Section 1.0 of this report, subject to the following conditions:

- 5.1 The pool and spa shells must be constructed and installed in accordance with this report and the manufacturer's published installation instructions. In the event of conflict, this report governs.
- 5.2 Electrical and plumbing installations must comply with the relevant codes in effect at the construction site at the time of construction.
- 5.3 Clearances of the pools and spas from slopes set forth in IBC Section 1805.3, CRC Section R403.1.7, IRC Section R403.1.7 or UBC Section 1805.3.3 must be observed.
- 5.4 A barrier must be installed in accordance with IBC Section 3109, ISPSC Section 305, IRC Section AG105, or UBC Appendix Chapter 4, as applicable.
- 5.5 Slip resistance is outside the scope of this evaluation report. Reports of slip resistance tests that demonstrate compliance with Section 8.1 of ANSI/APSP/ICC-5 for swimming pools, or Sections 5.4.1, 5.6.3.2 and 5.6.4.4 of ANSI/APSP/ICC-3 for spas, shall be submitted for approval by the code official.
- 5.6 Diving equipment may only be installed on Type I pools and must meet the minimum requirements of, and be installed in accordance with, Section 5.8 of APSP/ANSI-5.
- 5.7 Pools located in flood hazard areas established in accordance with Table R301.2(1) of the IRC must comply with Sections AG101.2 and AG103.3 of the IRC, Section AG101.2 of CRC or Section 304 of the ISPSC.
- 5.8 Suction outlets must be designed and installed in accordance with IBC Section 3109.5, CRC Section AG106, ISPSC Section 310 and IRC Section AG106.1.
- 5.9 The pool and spa shells are under a quality-control program with inspections by ICC-ES.

6.0 IDENTIFICATION

6.1 The pool and spa shells are identified by a coded serial number on the top step of the pool or spa shell. See Figure 1 for additional information.

6.2 A permanent sign, bearing the following statement, must be attached to the pumping equipment:

Notice: The pool and spa shells are designed to remain full of water at all times. The shell may be damaged if the water level is allowed to drop below the skimmer. When appreciable draw-down is noticed or if it became necessary to drain the pool or spa, contact Latham Pool or its dealers for instructions.

6.3 A permanent label must be attached adjacent to the above sign indicating the Latham Pool Products Inc., distributor's name, address, and telephone number.

6.4 The report holder's contact information is the following:

LATHAM POOL PRODUCTS, INC. dba VIKING POOLS, BLUE HAWAIIAN POOLS, TRILOGY POOLS, LIBERTY COMPOSITE POOLS, NARELLAN POOLS, LATHAM GRAND, LATHAM SELECT, AND HYDURA FIBERGLASS

[Redacted contact information]

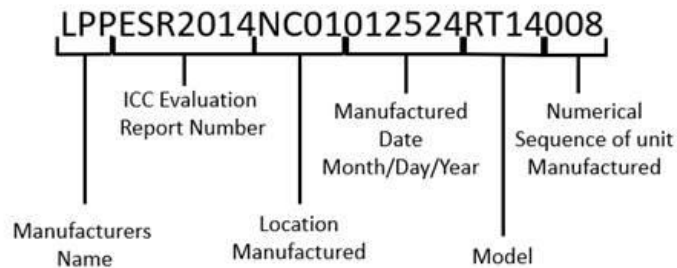


Figure 1 – Serial Number Configuration

TABLE 1—POOLS

SERIES	LENGTH (ft-in)	WIDTH (ft-in)	MAX DEPTH (ft-in)	CAPACITY (gal)	POOL TYPE
AC	39'	16'	6'	16,700	Type O
AL	26'	12'	5'6"	7,000	Type O
ALX	26'	12'	5'6"	4,500	Type O
AP	38'	16'	5'10"	17,500	Type O
ARU	22'	11'	5'	5,200	Type O
AT	40'	16'	8'	21,000	Type 1
B	25'5"	11'10"	4'6"	8,100	Type O
BAR	38'	16'	7'	18,500	Type O
BFF	25'7"	12'	6'	9,000	Type O
BH38	18'	11'	4'-1"	3,600	Type O
BHBI	34'	15'	6'-6"	13,000	Type O
BHBY	29'-10"	14'-6"	6'-6"	10,000	Type O
BHCC	32'-10"	13'-6"	6'-2"	11,300	Type O
BHPL	24'	11'	5'-6"	5,000	Type O
BHSY	32'	14'	5'-5"	10,000	Type O
BHVI	28'	12'	6'-10"	8,000	Type O
CA	31'	14'	6'	12,000	Type O
CC	35'	16'	6'6"	14,000	Type O
CCX	35'	16'	6'-6"	11,500	Type O
CD	33'	16'	5'5"	14,000	Type O
CL14	32'	13' 10"	6'	9,300	Type O
CL16	38'	15' 10"	6'8"	14,500	Type O
CLX14	32'	13' 10"	6'	9,300	Type O
CM	23' 11"	12'3"	5'	6,000	Type O
CP	31'	12'	5'	10'500	Type O
CR14	32'	13' 10"	6' 1"	7,700	Type O
CRSBL	30'	14'	6'	11,300	Type O
CRSBM	24'	12'	5'6"	6,700	Type O
CRUD	26'	12'	4'9"	3,500	Type O
CRUJ	35'	16'	6'6"	11,600	Type O
CRUL	30'	14'	6'	8,000	Type O
CRULX	30'	14'	5'6"	5,100	Type O
CRUM	26'	12'	5'	5,300	Type O
CTL	16'	10'	4'	2,450	Type O
CTL8	14'	8'	4'	1,200	Type O
CTL10	20'	10'	4'10"	3,900	Type O
EDE03	11' 5"	11' 4"	5' 4"	4,000	Type O
EDE04	14' 9"	11' 4"	5' 4"	5,300	Type O
FDM	30'	14'	6'	12,000	Type O
FF	30'	13'8"	6'	12,000	Type O
FJI	34'	15'	6'	12,000	Type O
FP	25'1"	12'	5'5"	6,000	Type O
FSP	25'	12'	5' 6"	8,700	Type O
FR12	26'	12'	5'8"	7,600	Type O
*** FR14	30'	14'	6'	11,200	Type O
FR16	35'	16'	6'6"	15,250	Type O
FRX	40'	15'10"	7'	15,600	Type O
FRX12	28'	12'	5'7"	6,000	Type O
FRX14	35'	14'	6' 6"	10,700	Type O
GRA07	24' 3"	14' 2"	5' 4"	6,900	Type O
GRA11	37' 4"	14' 2"	6' 5"	12,900	Type O
GC	39'7"	15'10"	7'11"	19,600	Type 1
GS	34'8"	15'7"	5'10"	15,000	Type O
HAR01	11' 10"	7'	1'-5"	580	Type O
HB16	30' 10"	15' 10"	6' 11"	9,000	Type O
JV	26'9"	12'	5'5"	6,800	Type O
L	31'6"	14'	7'	13,700	Type O
LCN	30'	14'	5'9"	10,800	Type O
LD	19'9"	9'10"	5'	3,750	Type O
LG	30'	14'	6'	10,000	Type O
LGX	30'	14'	6'	9,000	Type O

TABLE 1—POOLS (Continued)

SERIES	LENGTH (ft-in)	WIDTH (ft-in)	MAX DEPTH (ft-in)	CAPACITY (gal)	POOL TYPE
LN	36'	16'	7'	18,000	Type O
MR	40'	16'	6'6"	17,000	Type O
NIR05	17'-11"	9'-6"	4'-9"	3,200	Type O
NIR06	20'-11"	9'-6"	4'-9"	4,000	Type O
NIR07	24'-3"	9'-6"	4'-9"	4,800	Type O
OB	40'	16'	5'8"	18,900	Type O
PAN05	17'-11"	8'-3"	4'-9"	3,000	Type O
PAN08	27'-2"	8'-8"	4'-9"	4,800	Type O
PAN11	37'	8'-3"	4'-9"	6,600	Type O
PRT	23'	12'	5'5"	6,700	Type O
RN14	30'	14'	6'	7,600	Type O
RP	30'	14'	5'11"	10,000	Type O
RS	30'	14'	6'6"	12,500	Type O
RT12	25'	12'	5'5"	5,100	Type O
RT14	30'	14'	6'	8,200	Type O
RT16	40'	15'10"	7'	15,400	Type O
SE14	30'	14'	6' 1"	7,900	Type O
SER06	20' 7"	12' 6"	4' 10"	5,300	Type O
SER07	23' 11"	12' 6"	5' 0"	6,600	Type O
SER08	27' 2"	12' 6"	5' 2"	7,900	Type O
SER09	30' 5"	12' 6"	5' 4"	9,200	Type O
ST	27'7"	14'6"	5'10"	10,000	Type O
SYM05	17'-3"	11'-4"	5'	3,700	Type O
SYM06	20'-7"	11'-4"	5'-2"	5,000	Type O
SYM07	23'-11"	13'-2"	5'-6"	6,100	Type O
SYM08	27'-2"	14'-2"	5'-9"	7,900	Type O
STM09	30' 5"	14' 1"	5' 11"	11,100	Type O
SYM10	33'-9"	14'-1"	6'-2"	11,100	Type O
SYM11	37'	14'-2"	6'-5"	12,200	Type O
SYM12	39'-1"	14'-1"	6'-2"	13,200	Type O
TGEM	32'7"	16'	5'4"	9,000	Type O
TGEN	40'2"	16'	8'6"	17,000	Type 1
THEL	24'	12'	5'4"	7,500	Type O
TND	44'	16'	7'	19,300	Type O
TPIC	24'-1"	12'-2"	5'-4"	5,600	Type O
TSYN	40'-2"	16'	6'-3"	16,000	Type O
V	33'	14'	5'4"	11,700	Type O
VG14	30'	14'	6'	8,880	Type O
WR16	40'	15' 10"	7' 4"	15,300	Type O

For SI: 1 inch = 25.4 mm, 1 foot = 305 mm, 1 gallon = 3.785 L.

SERIES	SHAPE	DIAMETER OR WIDTH (ft-in)	DEPTH (ft-in)	CAPACITY (gal)
BOS	Octagonal	8'4"	3'	475
BOSSW	Octagonal	8'4"	3'	475
CS	Octagonal	8' x 12'5"	3'	700
CSSW	Octagonal	8' x 12'5"	3'	700
LOS	Dodecagon	7'6"	3'	450
LOSSW	Dodecagon	7'6"	3'	450
LRS	Round	7'	3'	420
LRSSW	Round	7'	3'	420
M	Round	10'	3'4"	550
MSW	Round	10'	3'4"	550
NEP01	Rectangle	8'11" x 7'1"	3'	580
RG	Freeform	8' x 10'	3'4"	600
RGSW	Freeform	8' x 10'	3'4"	600
RY	Rectangle	8' x 10'	3'4"	600
RYSW	Rectangle	8' x 10'	3'4"	600
RS	Round	5'8"	3'0"	275
RSSW	Round	5'8"	3'0"	275
TMRD	Square	7'-9"	2'-11"	675
VLC	Round	7' 8"	3' 3"	470
VLR	Square	7' 8"	3' 3"	600

For SI: 1 inch = 25.4 mm, 1 foot = 305 mm, 1 gallon = 3.785 L.

TABLE 3—ABOVEGROUND POOLS AND SPAS (19 1/2 INCHES MAXIMUM ABOVE GRADE)

POOLS				SPAS			
AL	EDE03	NIR06	SP	BOS	LOSSW	OS	RY
ARU	EDE04	NIR07	SYM05	BOSSW	LRS	OSSW	RYSW
B	FP	PAN05	SYM06	CS	LRSSW	RG	SSSP
BFF	FRX12	PAN08		CSSW	M	RGSW	SSSW
CP	MFF	PAN11		HAR01	MSW	RS	VLC
CTL	NIR05	RT12		LOS	NEP01	RSSW	VLR



August 14, 2025

Bill Kempf
[REDACTED]

[REDACTED]

Project: Commercial TI - Ashby Confections
[REDACTED]
[REDACTED]

4LEAF, INC. has completed the first plan review of the below listed documents on behalf of the City of Santa Cruz's Building and Safety Division:

- 1. Plans: Total Number of Sheets in Set (26)
 - Architectural Sheets dated 06.05.25 [REDACTED]
 - Electrical Sheets dated 06.19.25 [REDACTED]
 - Mechanical Sheets dated 06.19.25 [REDACTED]
 - Plumbing Sheets dated 06.13.25 [REDACTED]

The basis of the review is the following: 2022 California Building Code (CBC), 2022 California Mechanical Code (CMC), 2022 California Plumbing Code (CPC), 2022 California Electrical Code (CEC), 2022 California Energy Code (CEnC) (2022 Building Energy Efficiency Standards), 2022 California Green Building Standards Code (CALGreen) and City of Santa Cruz ordinances.

Please note that 4LEAF, INC.'s plan review is limited only to the provisions regulated and enforced by the Building Safety Division. **Please contact all Divisions/Departments for their review comments. Please do not return plans until all comments from all applicable divisions/departments have been addressed.**

The building plan review comments are attached.

Respectfully Submitted,

Parviz Ezzatyar, SE
Plan Check Engineer

Re: Occupancy: A-2
Type of Construction: V-B
Sprinklers: Yes
Stories: 2
Floor Area (s.f.): 2763
WUI: No
Flood Zone: A-99

INSTRUCTIONS:

A. Please resubmit by emailing [REDACTED] see below for instructions:

To assist in routing your email to the correct party, please compose the email subject line to include:

- o the permit number(s),
- o the job address, and
- o the words "REQUEST FOR RESUBMITTAL".

City staff will contact you within 5-10 working days with the next steps to submit your plans.

B. All plans shall have a **signature** of the designer and/or the registration number and **signature** of the responsible professional (architect, engineer, etc.) on all sheets. (Copies and electronic signatures are allowed; wet seals and signatures are preferred on final plan sets prepared for approval)

C. Provide an **itemized list** which clearly indicates how each review comment(s) is addressed and the specific location on the plans, specifications or calculations where the correction(s) is provided. Include on the itemized list any changes to the plans or previously submitted documents that are not the result of the plan check correction process. Changes made to the plans not a result of responses to the plan review comments may result in additional comments on future rounds.

GENERAL COMMENTS:

G1. Upon resubmittal, if any changes have been made to the plan documents unrelated to those items identified in the comment lists, please list the changes on a separate sheet and include in your submittal documentation.

ARCHITECTURAL COMMENTS:

- A1. Provide 1 hour occupancy separation vertically and horizontally between the A-2 occupancy(restaurant) and B occupancy(office) AS required by CBC Table 508.4. Alternately non-separated use allowed without occupancy separation since the total area of 2763SF for A-2 plus B occupancy is less than allowable area for Type V-B construction A-2 occupancy which is the critical occupancy, however you need to Indicate on plan that non-separated use was assumed.
- A2. Three feet minimum wide is required for the stairs leading to the second floor. Please show compliance.
- A3. Second floor exit is not allowed going through Utility Room, CBC 1016.Revisit & Revise.
- A4. Provide the detail of 1 hour shaft above the hood on plan as required by CBC 713.

- A5. The wheelchair locations for both the accessible bar and the accessible seating next to the standing counter obstruct the path of egress and reduce the required exit width. Please relocate them. See Comment AC4 for further explanation.
- A6. Show the missing opening size adjacent to the left entry door which presently is missing.
- A7. Provide details for the new partition wall connection to the floor and to the roof/ceiling structure at the left side of room 105 with the proper call out on plan.
- A8. Clarify on Sheet A4.1 where the descriptions of the items called out are located on the plan.
- A9. On Sheet A2.1, identify the occupancy classification.(e.g. A-2, etc.) for each space including the proposed space & the adjacent spaces. Provide occupancy separation as required per CBC Table 508.2. If adjacent occupancies also are A-2 occupancy then occupancy separation is not required.
- A10. If a new walk-in cooler is installed, show compliance with accessibility, energy, and seismic anchorage requirements.
- A11. The occupant load factor for office/B occupancy now is 150 versus previous code that was 100. Please revise it on Sheet A3.3 for sake of accuracy, however this change would not affect the design and only reduces the calculated occupant load of the office area.

ACCESSIBILITY COMMENTS:

- AC1. Please provide a note on the cover sheet that the building and site are within full compliance of CBC 11-B. If the project is not within full compliance, instead complete the [Accessibility Compliance Cost Documentation & Hardship Exemption Request](#) and return it with your next submittal.
- AC2. On Sheet A2.1, show the accessible parking space(s) and related detail. Indicate the accessible path of travel from the accessible parking to the building entrance. Provide detectable warning (truncated dome) where the path of travel crosses vehicular traffic.
- AC3. Provide accessible path of travel to the trash enclosure.
- AC4. The accessible counter for persons with disabilities and their companions, as shown on Sheet A3.3, does not appear to comply with code requirements. The current configuration results in the 30" x 48" wheelchair space. A single wheelchair space shall be 36"x48" when entered from the front. Where two adjacent wheelchair spaces are provided, each wheelchair space shall be 33"x48".
- AC5. Identify the accessible route to all required accessible facilities, elements and spaces on site. Clearly identify the clear width within the accessible route in compliance with 11B-403.5.1.
- AC6. Door 110A does not have 12" strike side clearance at the push side does not comply.
- AC7. Indicate required maneuvering clearances at all doors and doorways that are part of the accessible route.

- AC8. Show the handrail and required extensions on the plans: minimum 12 inches plus one tread depth at the bottom, measured behind the first riser, and 12 inches at the top, measured beyond the last riser. Provide related details and demonstrate compliance with applicable code requirements, CBC 1014.6.
- AC9. Show 12" push side clearance at strike side of Door 202A.

ENERGY COMMENTS:

- En1. Sheet ENM-1: Per NRCC-MCH-E, page 1 of 6, the TOTAL CONDITIONED FLOOR AREA is 2950 square feet. However, sheet A1.1 does not match this area. Please clarify.
- En2. Sheet ENM.1: Per the "S. DECLARATION OF REQUIRED CERTIFICATES OF INSTALLATION", the callout is per "2019" but the code compliance is for the year "2022". Please resolve.
- En3. Sheet M1: Commercial restrooms shall be controlled by a vacancy sensor or occupancy sensor. Show on plans. (2022 CA Energy Code 110.9 (b)4 and 130.1(c)5)

MECHANICAL COMMENTS:

- M1. Sheet A1.1: Site is located in a A-99 Flood Hazard Zone. For buildings located in flood hazard areas, mechanical systems and appliances shall be elevated at or above the elevation in accordance with the building code for utilities. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. (2022 CMC 305.3)
- M2. Sheet M0: Per the "MAKE-UP AIR UNIT SCHEDULE", the listed outside airflow is 3700 cfm. Show calculations that show the required minimum outside airflow is equal to 3700 cfm. (2022 CMC 511.3)
- M3. Sheet M1: In the Mechanical Floor Plan, Detail 1, a supply register connected to a refrigerated cooler room is shown to be removed without replacement. Verify that this action meets with ASHRAE 15 and IIAR standards for refrigerant safety. (2022 CMC 1102.1 and Table 1701.1)
- M4. Sheet M1: In the Mechanical Floor Plan, Detail 1, there are two (2) bathrooms, each with an exhaust fan. There is a note stating, "(E) Fan/Light Combo Clean & Re-use". Mechanical ventilation RATE is to be a minimum 50 cfm PER WATER CLOSET, URINAL, OR BOTH. The sum of all the cfm's of the exhaust fans in the commercial restroom should be minimum of 50 cfm required. Verify that existing fans are qualified. (2022 CMC Table 403.7)
- M5. Sheet M1: Fire extinguishing equipment for the protection of grease removal devices, hood exhaust plenums and exhaust duct systems shall be provided. Show on plans. (2022 CMC 513.1)
- M6. Sheet M1: A Type II hood shall be installed at or above all equipment and commercial dishwashers that generate steam, heat and products of combustion where grease or smoke is not present. Exception is a dishwashing machine with a self-contained condensing system in accordance with UL 921. Verify if there is equipment and commercial dishwashers that generate steam, heat and products of combustion where grease or smoke is not present. (2022 CMC. 519.1)

PLUMBING COMMENTS:

- P1. Sheet A1.1 refers to a "new" grease trap while sheets A3.2, P0.1, and P1.1 reference an "existing" grease interceptor. The term "grease trap" usually refers to the smaller, indoor version, and "grease interceptor" to the larger, outdoor one. If using an existing grease interceptor, show location. The terms "new" grease trap and "existing" grease interceptor are used in the plans. Please clarify if the intent is to use a new grease trap or an existing grease interceptor. A commercial kitchen can use both a grease trap and a grease interceptor.
- P2. Sheet A3.3 indicates occupancies A-2 and B, both of which require drinking fountains. Demonstrate compliance with CBC 11B-211, CPC Table 422.1 and Section 415 or provide proposed alternative.
- P3. Sheet P1.1: Site is located in a A-99 Flood Hazard Zone. Plumbing systems shall be located above the elevation in accordance with the building code for utilities and attendant equipment or the elevation of the lowest floor, whichever is higher. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. (2022 CPC 301.4)
- P4. Sheet A2.1 and P2.1: Backwater valve used to prevent floodwaters or sewage from backing up into buildings are required for properties with plumbing fixtures located below the elevation of the next upstream manhole cover. Show on plans. (2022 CPC 710.1).

ELECTRICAL COMMENTS:

- E1. Sheet E0: Interior Light Fixture Schedule missing Tag (C) identified on sheet E1.0.
- E2. Sheet E0.1: Per NRCC-LTI-E, page 1 of 8, the TOTAL CONDITIONED FLOOR AREA is 2,528 square feet. However, sheet A1.1 does not match this area. Please clarify.

STRUCTURAL COMMENTS:

- S1. Clarify if the Cooler Sheet A3.2 is new if so provide seismic anchorage detail. Please complete [Special Inspection Forms](#). For seismic anchorage. Ensure all signatures are provided and include two (2) copies of the Special Inspection Form with resubmittal package.
- S2. Clarify if there is any rooftop mechanical unit exist in the project. Provide its location on plan and provide related seismic anchors details on plan.
- S3. If the hood is new provide related connection detail to the supporting structure.
- S4. If the water heater is new provide seismic anchor detail with the related callout on plan.

Structural Calculations:

- SC1. Provide seismic anchorage calcs for equipment such as cooler etc. and provide related detail properly shown on plan.
- SC2. If any new roof top unit exists per comment S2, provide seismic anchorage calcs.
- SC3. If the hood is new provide seismic bracing supported by structural calcs.

If you need clarification or have any questions regarding the above plan review comments, please contact the following reviewers of 4LEAF, Inc. at (925) 462-5959, or by email.

Full Review – Parviz Ezzatyar, SE (pezzatyar@4leafinc.com)

Mechanical & Plumbing – Paul B. Cruel, PE (pcruel@4leafinc.com)

Electrical – Jessica Edwards (jedwards@4leafinc.com)

[END]



December 10, 2025

Bill Kempf
[REDACTED]
[REDACTED]
[REDACTED]

Project: Commercial TI - Ashby Confections
[REDACTED]
[REDACTED]

4LEAF, INC. has completed the second plan review of the below listed documents on behalf of the City of Santa Cruz's Building and Safety Division:

- 1. Plans:
 - Total Number of Sheets in Set (28)
 - Architectural Sheets dated 09.22.25 [REDACTED]
 - Electrical Sheets dated 10.01.25 [REDACTED]
 - Mechanical Sheets dated 09.22.25 [REDACTED]
 - Plumbing Sheets dated 09.22.25 [REDACTED]

- 2. Other:
 - Environmental Health Application dated 07.14.25 [REDACTED]
 - [REDACTED]
 - Equipment Specification dated 10.16.25 [REDACTED]
 - [REDACTED]
 - Waste Management Plan
 - Response to Comments

The basis of the review is the following: 2022 California Building Code (CBC), 2022 California Mechanical Code (CMC), 2022 California Plumbing Code (CPC), 2022 California Electrical Code (CEC), 2022 California Energy Code (CEnC) (2022 Building Energy Efficiency Standards), 2022 California Green Building Standards Code (CALGreen) and City of Santa Cruz ordinances.

Please note that 4LEAF, INC.'s plan review is limited only to the provisions regulated and enforced by the Building Safety Division. **Please contact all Divisions/Departments for their review comments. Please do not return plans until all comments from all applicable divisions/departments have been addressed.**

The building plan review comments are attached.

Respectfully Submitted,

Parviz Ezzatyar, SE
Plan Check Engineer

Re: Occupancy: A-2
Type of Construction: V-B
Sprinklers: Yes
Stories: 2
Floor Area (s.f.): 2763
WUI: No
Flood Zone: A-99

INSTRUCTIONS:

- A. Please resubmit by emailing [REDACTED] see below for instructions:

To assist in routing your email to the correct party, please compose the email subject line to include:

- the permit number(s),
- the job address, and
- the words "REQUEST FOR RESUBMITTAL".

City staff will contact you within 5-10 working days with the next steps to submit your plans.

- B. All plans shall have a **signature** of the designer and/or the registration number and **signature** of the responsible professional (architect, engineer, etc.) on all sheets. (Copies and electronic signatures are allowed; wet seals and signatures are preferred on final plan sets prepared for approval)
- C. Provide an **itemized list** which clearly indicates how each review comment(s) is addressed and the specific location on the plans, specifications or calculations where the correction(s) is provided. Include on the itemized list any changes to the plans or previously submitted documents that are not the result of the plan check correction process. Changes made to the plans not a result of responses to the plan review comments may result in additional comments on future rounds.

The following comments, numbered per the original list, require further response and revision. Note that the format includes a restatement of the original comment followed by the new or clarifying recheck comment in a separate **bold and italicized** paragraph. Any new comments are added at the end of the previous list and are also **bold and italicized**.

GENERAL COMMENTS:

- G1. Upon resubmittal, if any changes have been made to the plan documents unrelated to those items identified in the comment lists, please list the changes on a separate sheet and include in your submittal documentation.

ARCHITECTURAL COMMENTS:

A9. On Sheet A2.1, identify the occupancy classification.(e.g. A-2, etc.) for each space including the proposed space & the adjacent spaces. Provide occupancy separation as required per CBC Table 508.2. If adjacent occupancies also are A-2 occupancy then occupancy separation is not required.

PC2. The adjacent space occupancy at the bottom was shown as M & B on Sheet A2.1 . One hour occupancy separation is required between A2 & B or M for sprinkler building as per CBC Table 508.2. Show 1 hour separation if the next building is sprinkler and 2 hourr is required per the same table if the adjacent building is not sprinklered. Show compliance & show such info on plan. You may use the same approach as Comment A1 if total of all spaces including adjacent space/spaces is less than allowable area for A2 occupancy, sprinklered which is 24000 SF.

A10. If a new walk-in cooler is installed, show compliance with accessibility, energy, and seismic anchorage requirements.

PC2. Seismic anchorage detail shown on Detail 10/A5.2 does not match the calculations. Provide the same detail shown on the calculations on plan Detail 10/A5.2.

ACCESSIBILITY COMMENTS:

No Comments.

ENERGY COMMENTS:

No Comments.

ELECTRICAL COMMENTS:

No Comments.

STRUCTURAL COMMENTS:

S1. Clarify if the Cooler Sheet A3.2 is new if so provide seismic anchorage detail. Please complete [Special Inspection Forms](#). For seismic anchorage. Ensure all signatures are provided and include two (2) copies of the Special Inspection Form with resubmittal package.

PC2. The structural calculations and detail shown on calculations do not match Detail 10/A5.2. Please revise the detail 10/A5.2 to match calcs. Special inspection for seismic anchors is still required; however, structural observation by the EOR may be substituted for the special inspection.

Structural Calculations:

SC1. Provide seismic anchorage calcs for equipment such as cooler etc. and provide related detail properly shown on plan.

PC2. The calculations and detail shown on calculations do not match Detail 10/A5.2. Please revise the detail to match calcs. Special inspection for seismic anchors is still required; however, structural observation by the EOR may be substituted for the special inspection.

If you need clarification or have any questions regarding the above plan review comments, please contact the following reviewers of 4LEAF, Inc. at (925) 462-5959, or by email.

Full Review – **Parviz Ezzatyar, SE** (pezzatyar@4leafinc.com)

Mechanical & Plumbing – **Paul B. Cruel, PE** (pcruel@4leafinc.com)

Electrical – **Jessica Edwards** (jedwards@4leafinc.com)

[END]



February 5, 2026

City of Santa Cruz
Building & Safety Division

Project: Commercial TI - Ashby Confections

[REDACTED]

4LEAF, INC. has completed the final plan review of the below listed documents on behalf of the City of Santa Cruz's Building and Safety Division:

1. Plans: Total Number of Sheets in Set (28)
Architectural Sheets dated 12.28.25 [REDACTED]
Electrical Sheets dated 10.01.25 [REDACTED]
Mechanical Sheets dated 10.03.25 [REDACTED]
Plumbing Sheets dated 09.22.25 [REDACTED]
2. Other: Construction Waste Management Plan
Equipment Specifications

The basis of the review is the following 2022 California Building Code (CBC), 2022 California Residential Code (CRC), 2022 California Mechanical Code (CMC), 2022 California Plumbing Code (CPC), 2022 California Electrical Code (CEC), 2022 California Energy Code (CEnC) (2022 Building Energy Efficiency Standards), 2022 California Green Building Standards Code (CALGreen) and City of Santa Cruz ordinances.

All city special inspection forms must contain all required signatures before sending them back. We will accept the contractors signature to be left off of the completed form due to the fact that they are usually not known at the time of the submittal and can be completed when they pick up the permit but all others including the design professional, owner and their party inspection agency signatures must be on the forms. See note #1 for the alternate.

Please note that our review has been completed and we have no comments; however, we bring the following to your attention:

1. Structural Observation by the engineer may be accepted in lieu of special inspection for seismic anchors at Detail 10/A5.2.

Enclosed for your use are the above noted documents that were reviewed, bearing 4LEAF, INC.'s plan reviewed stamp. If you have any questions, please do not hesitate to contact us directly.

Sincerely,

4LEAF, INC.



4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS



SECTION 8

REFERENCES

ATTACHMENT 2 - REFERENCES

THIS FORM MUST BE PRINTED OUT, COMPLETED AND SUBMITTED WITH THE PROPOSAL

BUILDING DIVISION PLAN REVIEW AND OTHER SUPPORT SERVICES

List minimum of (2) references for work of a similar nature to the Services performed within the last five (5) years. Use additional sheets as necessary.

1.	City of Palo Alto	285 Hamilton Ave., Palo Alto, CA 94301
	Name of Agency	Agency Address
	George Hoyt, CBO	Chief Building Official
	Contact Name	Contact Title
	(650) 329-2368	George.Hoyt@CityofPaloAlto.org
	Contact Telephone	Contact Email Address
	2007 - Present	\$4,000,000
	Contract Period	Contract Amount

Since 2007, 4LEAF has provided several combination inspectors to assist the City of Palo Alto staff with routine daily inspections

for commercial and residential properties located throughout Palo Alto.

Description of services performed including costs.

2.	City of Cupertino	10300 Torre Ave., Cupertino, CA 95014
	Name of Agency	Agency Address
	Sean Hatch, CBO	Chief Building Official
	Contact Name	Contact Title
	(408) 777-3231	SeanH@Cupertino.org
	Contact Telephone	Contact Email Address
	2010 - Present	\$12,000,000
	Contract Period	Contract Amount

4LEAF performs on-call building inspection and plan review services for the City of Cupertino. 4LEAF has completed numerous

residential and commercial plan reviews on behalf of the City.

Description of services performed including costs.

3.	City of Sand City	1 Pendergrass Way, Sand City, CA 93955
	Name of Agency	Agency Address
	Vibeke Norgaard	City Manager
	Contact Name	Contact Title
	(831) 394-3054 ext. 212	Vibeke@SandCityCA.org
	Contact Telephone	Contact Email Address
	2020 - Present	\$450,000
	Contract Period	Contract Amount

4LEAF was recently selected as the sole provider of Plan Review and Inspection Services for three major developments

to be constructed over the next five years.

Description of services performed including costs.

4.	City of Pacific Grove	300 Forest Ave., Pacific Grove, CA 93950
	Name of Agency	Agency Address
	Matthew Mogensen	City Manager
	Contact Name	Contact Title
	(831) 648-3174	CityManager@CityofPacificGrove.org
	Contact Telephone	Contact Email Address
	2019 - Present	\$2,925,000
	Contract Period	Contract Amount

4LEAF has been the sole provider of Plan Review and Inspection Service for two major developments to be constructed over

three years. 4LEAF has been providing inspection services and plan review for each of these projects for the entirety of the project cycle.

Description of services performed including costs.


5.	City of Hollister	375 Fifth Street, Hollister, CA 95023
	Name of Agency	Agency Address
	Gabriel Martinez, CBO	Chief Building Official
	Contact Name	Contact Title
	(831) 636-4355	Gabe.Martinez@Hollister.ca.gov
	Contact Telephone	Contact Email Address
	2012 - Present	\$6,500,000
	Contract Period	Contract Amount

4LEAF has been providing full Building Department Services to the City of Hollister since 2012. Currently, 4LEAF provides the City with more than

14 full-time employees at the City's Building and Planning Departments. 4LEAF also provides off-site Plan Check and Fire Plan Check services.

Description of services performed including costs.

I hereby certify that the Proposer performed the work listed above.


Signature of Proposer

Kevin J. Duggan, President
Name

03/30/2026
Date



4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS



SECTION 9

INSURANCE
COVERAGE



4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS

SECTION 10

PRELIMINARY FEE
SCHEDULE



SECTION 10 – PRELIMINARY FEE SCHEDULE

FY2026-2027* FEE SCHEDULE & BASIS OF CHARGES

FOR THE TOWN OF LOS GATOS

All Rates are Subject to Basis of Charges

***Annual escalation of 5% unless otherwise noted**

Building

Chief Building Official	\$224/hour
Plan Review Services – excludes Fire & Civil (2 rechecks, hourly thereafter)	70% of permit fee
Structural Plan Review Engineer	\$194/hour
Non-Structural Plans Examiner	\$154/hour
Certified Access Specialist (CASp) Inspector	\$247/hour
Certified Access Specialist (CASp) Plans Examiner	\$247/hour
Senior Combination Building Inspector (Building Inspector III)	\$174/hour
Commercial Building Inspector (Building Inspector II)	\$147/hour
Residential Building Inspector (Building Inspector I)	\$117/hour
Permit Counter Manager/Deputy Building Official	\$147/hour
Senior Permit Technician	\$127/hour
Permit Technician	\$97/hour
Clerk/Administrator	\$84/hour
Supervising Inspector of Record	\$247/hour
Inspector of Record	\$177/hour
HCAI/DSA Required Inspector	\$247/hour
Firestopping Inspector	\$217/hour

Code Enforcement

Code Enforcement Director	\$197/hour
Code Enforcement Manager	\$164/hour
Senior Code Enforcement Officer	\$144/hour
Code Enforcement Officer II	\$124/hour
Code Enforcement Officer I	\$107/hour
Code Enforcement Technician	\$94/hour
Housing Inspector	\$104/hour
Remote Hearing Officer	\$297/hour
Onsite Hearing Officer	\$397/hour

General

Principal-in-Charge	\$347/hour
4LEAF Project Manager	\$247/hour
Vehicle required for project - 4-wheel drive (monthly)	\$2500/month
Vehicle required for project - 4-wheel drive (daily)	\$165/day
Vehicle required for project - 2-wheel drive (monthly)	\$1500/month
Vehicle required for project - 2-wheel drive (daily)	\$125/day



Project site transport, where required (gator).....	\$1800/month
Field Representative requiring special enhancement.....	\$274/hour
Prevailing Wage filing.....	\$274/filing
Project Administration specialized billing.....	\$144/hour
elas/GoFormz.....	\$50/user/month

BASIS OF CHARGES

- Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables, basic PPE (project specific PPE will be charged at cost plus 20%).
- All invoices will be submitted monthly.
- All invoices will be charged a 5% administrative fee.
- Approved expenses such as flights/ferry/hotels/etc. as well as subconsultants will be charged at cost plus 20%
- Staff Augmentation work (excluding plan review) is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- Inspection services canceled less than 24 hours of requested time of service will be subject to a two (2) hour minimum charge.
- Expedited reviews will be billed at 1.5x the plan review fee listed in the fee schedule. Return time will be within seven (7) days of receipt of the plans from the Jurisdiction.
- Most plan reviews will be reviewed in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Plan review of deferred submittals & revisions will be billed at the hourly rates listed.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
 - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
 - Fire and Civil Reviews are billed on an hourly basis and are not included in our plan review percentage.
- 4LEAF assumes that these rates reflect the FY2026-2027 contract period. There will be a 5% escalation for FY2027-2028, FY2028-2029, etc.
- Overtime and Premium time will be charged as follows:

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8-hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of the client unless required by governing documents.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of project work or assignment will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1)



additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client will allow 4LEAF staff the opportunity to take their entitled rest and meal breaks during each work shift as required by law.

BASIS OF CHARGES – PREVAILING WAGE

- Rates shown assume the projects will require compliance with California Prevailing Wage rate requirements and assumes the Client will be filing a PWC-100 Form to the California Department of Industrial Relations (DIR) for the projects.
- Rates for prevailing wage categories are subject to annual escalations in accordance with the bi-annual wage determinations from the California DIR at cost, plus multiplier, and profit.
- Per the new requirements being enforced under SB 854 and because it is assumed that a PWC-100 Form will be filed by the Client to the CA DIR for each project, 4LEAF is required to notify an authorized Apprenticeship Committee through submittal of a DAS-140 form. We are then required to make an official request to an authorized Apprenticeship Committee for an apprentice by submitting a DAS-142 form. We are not assured the apprenticeship committee will be able to provide a suitable / qualified apprentice for the project. Per the apprenticeship requirements, the hours worked by the apprentice must be in a ratio of 1:5 for apprentice to journeyman hours. 4LEAF will not know the labor classification of the Public Works Apprentice until an Apprentice is dispatched to the site; therefore, the rates for the five Periods listed under the California DIR's Wage determination for Building Construction Inspector.



4LEAF, INC.

PROPOSAL TO PROVIDE
BUILDING DIVISION PLAN REVIEW AND
OTHER SUPPORT SERVICES

TO THE
TOWN OF LOS GATOS



APPENDIX

RESUMES

Craig Tole

Project Manager / Vice President, Community Development

Experience

20+ years

Education

Bachelor of Science, Economics, 2000
Sonoma State University

Industry Affiliations

International Code Council (ICC)
CALBO
CBOAC
APWA

Experience Summary

Craig has overseen 4LEAF's Development Services team for the past 20 years. Among Craig's responsibilities include the day-to-day contact with many of 4LEAF's clients in the Building & Fire Life Safety, Engineering, Construction Management, and Plan Check industries. **Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion.** Craig also manages numerous Building, Fire, and Code Enforcement clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

Select Project Experience

4LEAF, Inc. – Apple Campus 2 Project

Executive Project Manager

City of Cupertino, CA

Craig was responsible for consultant building department services to the City of Cupertino Building Department on behalf of 4LEAF. Services include on-site plan review engineering, permitting, plan review, and project inspection services. Craig is the Consultant Project Manager for the **\$6 Billion Apple Campus 2**. Craig was responsible for hiring, placement, and supervision of



a project team that will reach more than 20 personnel. This project construction spanned nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus will include a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings.

4LEAF, Inc. – Encore Boston Harbor Project

Inspection Services Project Manager

City of Everett, MA

Craig was the Inspection Services Project Manager for the new \$2.4 Billion Wynn Casino Development in Everett, Massachusetts. The project highlights include:

- Luxury Hotel (629 Rooms)
- Gaming Area
- Retail Space, Gym/Spa
- Food & Beverage Outlets
- Convention & Meeting Space
- Parking Garage



4LEAF, Inc. – County of San Mateo’s Project Development Unit (PDU)

Executive Project Manager

Redwood City, CA

Craig is responsible for this \$1.2 billion program consisting of up to 18 projects over the course of more than five years. 4LEAF is responsible for the combination building inspections, fire inspections, fire plan checks, and inspection reports related to all projects. 4LEAF is currently performing Plan Check and Inspector of Record services for multiple projects on behalf of the County of San Mateo’s Project Development Unit, including the new **\$150 Million County Office Building III**, and the **\$128 Million Cordilleras Health Campus**.



4LEAF, Inc. – Building Department Management / Inspection Services

Project Manager

Pleasanton, CA

Craig is currently the Building Department and Code Enforcement Manager on behalf of 4LEAF. Craig is responsible for all staff augmentation assignments performed for clientele including building official, building inspection, permit technicians/counter services, code enforcement, etc. Craig is responsible for recruiting and placing all building department staff as well as the pick-up and delivery and assignment of plan reviews to appropriate engineers and certified staff. Craig manages including:

- ◆ City of Cupertino Building Department
- ◆ City of Palo Alto Building Department
- ◆ City of Saratoga Building Department
- ◆ City of Sunnyvale Building Department
- ◆ City of Seaside Building Department
- ◆ City of Hollister Building Department
- ◆ City of Dublin Building Department
- ◆ County of Santa Clara Building Department
- ◆ County of Santa Clara, Facilities & Fleet
- ◆ County of Monterey Building Department
- ◆ County of San Benito Building Department
- ◆ County of Alameda, Capital Projects

4LEAF, Inc. – Various Universities and Community College Districts

Project Manager

Craig has managed multiple consultant agreements with the California State School System, University of California, and Community College Districts. These contracts include Construction Management and Inspector of Record services for both On-Call agreements and project specific assignments. Our University clientele includes:

- San Jose State University
- Cal Poly San Luis Obispo
- California State University, Dominguez Hills
- California State University, Stanislaus
- University of California, Merced
- University of California, Santa Barbara
- University of California, San Francisco
- University of California, Davis
- Stanford University School of Medicine
- Stanford University Facilities Department

Michael Loomis, SE, CBO, CASp, PMP

Director of Structural Engineering

Experience

28+ years

Education

MS, Structural Engineering, Santa Clara University, 2002

BS, Civil Engineering, Santa Clara University, 1997

Additional Coursework: Stanford University, San Jose State University, De Anza College, Foothill College, Skyline College, Monterey Peninsula College, CalPoly San Luis Obispo

Registrations

CA & NV Registered Structural Engineer

CA, TX & FL Registered Civil Engineer

NY Registered Professional Engineer

OR Registered Professional Engineer

WA Registered Professional Engineer

Certifications

ICC Certified Building Official

ICC California Building Plans Examiner

ICC CALGreen Plans Examiner

ICC Accessibility Inspector/Plans Examiner

ICC California Residential Building Inspector

ICC California Commercial Building Inspector

ICC Building Inspector

ICC Plumbing Inspector

ICC CA Residential Plumbing Inspector

ICC CA Commercial Plumbing Inspector

Certified Access Specialist, CASp

SAP Evaluator (CalOES)

Teaching and Accomplishments

"Accessibility in the Public Right-of-Way"
CASI Central, Volume #8, Summer 2019

Adjunct Lecturer (Earthquake Engineering, Timber Design, Strength of Materials)
Santa Clara University, Department of Civil Engineering 2008 - 2017

Instructor (various topics) CALBO & ICC
2010 - 2021

Experience Summary

With more than 28 years of expertise in the industry, Michael has an excellent working knowledge of all types of construction, including architectural, structural, electrical, mechanical, and plumbing. Michael is extremely committed and has shown dedication by obtaining multiple certifications through the International Code Council (ICC), and is a Certified Access Specialist, (CASp).

Michael has experience managing and overseeing the continual operations of the Building Department and has served as the Building Official for the cities of Salinas, Gonzales, and the Town of Woodside. Michael is an adaptable leader who quickly identifies departmental issues and solves them by utilizing his ample experience. He prides himself on his ability to solve problems and react well under pressure, while maintaining the effectiveness of his team.

Michael is a Registered Professional Structural Engineer in the states of California and Nevada, and he is a Registered Professional Civil Engineer in California, Texas, and Florida.

Select Professional Experience

4LEAF, Inc.

Director of Structural Engineering

2024 – Present

Michael is 4LEAF's Director of Structural Engineering. Michael manages a large area of 4LEAF including the Silicon Valley and Monterey Areas and is responsible for the management of 4LEAF's nationwide technical plan reviews. Michael also performs critical commercial reviews on behalf of 4LEAF. In addition, Michael leads the firm in Plan Review recruitment and training to help bolster 4LEAF's team as well as additional contributions to the Building and Safety industry. Michael is a key contributor to our page-turn sessions for complex projects for cities, counties, universities, and other large government agencies such as laboratories, when assigned.

ABS Consulting, Houston, Texas

Director of Engineering, Natural Hazards

2023

- Oversaw technical staff evaluating, monitoring, and mitigating risk from natural hazard events. Staff included engineers, meteorologists, computer programmers and support staff.
- Managed budget for approximately \$3.5 million service line. Reduced operating expenses by approximately 10% in the first 12 months.
- Business development and marketing, including developing new service offerings through collaboration with other departments.
- Changed leadership during reorganization. Mentorship of emerging leaders.
- Collaborated with other directors on resource allocation, development of fees and cross-promoting services.
- Hired, trained, reassigned, and addressed redundancies among staff as needed based on team requirements and market conditions.

CSG Consultants, Inc., Foster City, California

Building Services Manager, Building Official, Senior Principal Structural Engineer

2008 – 2023

- Chief Building Official, City of Salinas, City of Gonzales, Town of Woodside. Designated building official as needed for multiple additional jurisdictions.
- Assisted jurisdictions on interpreting and implementing laws and code changes.
- Acted as owner's representative and subject matter expert for design-build and design-bid-build projects at public agencies, performing code analysis and interpretation, value engineering, and technical peer review of complexes for multi-phase projects.
- Oversaw building plan review services for the Northern California Region. The annual department revenue was approximately \$6 million including processing almost 2,000 submittals per month. Managed a multidisciplinary team of over 25 staff with 6 direct reports located in 4 regional offices as well as remote workers.
- Set quality standards and ensured accuracy of code and legal interpretations company wide.
- Interfaced with other internal departments regarding resource allocation, proposal writing, and marketing.
- Responded to RFPs and RFQs. Set project budgets and identified project team. Attended interviews for potential jobs.
- Program manager and project manager over dozens of contracts. Managed cross-disciplinary contracts. Ensured project delivery from each service line. Negotiated budgets and scheduled across services lines.
- Worked closely with public agencies to study and resolve complex code issues related to structural design, disabled access, egress, and other critical building systems.
- Multi-discipline plan review for thousands of projects located throughout California.
- Performed site inspections to verify compliance with approved design. Worked with the design team and contractors to develop solutions to field conditions.

GPLA, Inc, Santa Clara, California

Associate / Production Manager

2004 – 2008

- Coordinated workload throughout the organization to meet client expectations.
- Managed a growing team of engineers and technical staff on a wide variety of projects in almost

every region of the country.

- Hired and trained new staff, developed client relationships, issued proposals, and maintained budgets.
- Traveled throughout the county representing the company at project sites, client offices, and at public agencies.
- Worked with the federal government on designs incorporating anti-terrorism and progressive collapse requirements.
- Performed structural design and drafting.

Peoples Associates Structural Engineers, Milpitas, California

Project Engineer

1997 – 2004

- Responsible for the design of hundreds of projects in Northern California.
- Specialized in multi-family light-frame construction, seismic retrofit/rehabilitation, and industrial projects.
- Developed project budgets and schedules. Issued proposals.
- Worked with AHJ, architects, and contractors to drive project success.
- Managed assistant engineers and drafters.
- Addressed field issues and change orders from active construction sites.

Pedro “Pete” Roque

National Director of Code Enforcement

Experience

20+ years

Education

B.S., Management & Human Resources
Minor in Organizational Leadership
California State University Dominguez
A.A., General Education
Long Beach City College

Certifications

EPA Lead Renovation, Repair, & Painting
Environmental Protection Agency
National Storm Water Inspector, National
Stormwater Center
Certified Code Enforcement Officer, CA
Association of Code Enforcement
PC 832
Renovation, Repair, Painting (RRP)
Certified
CalOES Safety Assessment Program
(SAP) Certified

Experience Summary

Pete is a Code Enforcement expert with PC 832 and Advanced Certificates. He brings with him over 20 years of experience in Code Enforcement and has served in the capacities of Code Enforcement Administrator, Code Enforcement Manager, and Community Development Inspector II for multiple California public agencies.

With a demonstrated history of working in the government administration industry, Pete is skilled in government, emergency management, and law enforcement. He is a strong business development professional with a Bachelor of Science in Business Administration. Pete is proficient in conflict resolution and has a wealth of knowledge in the subjects of permit regulations, City codes, housing investigations, citation issuance, and lien appeals. Pete is also skilled in working with others to achieve compliance while maintaining a safe working environment.

Select Professional Experience

4LEAF, Inc.

National Director of Code Enforcement

2021 – Present

Pete is the Director of Code Enforcement where he is responsible for a growing division of more than 30 Code Enforcement Officers and Managers. Pete is experienced in receiving and documenting complaints from citizens regarding jurisdictional ordinance violations. Pete regularly recruits and trains new Code Compliance personnel and provides classroom and field training throughout California. Pete also works in a director level capacity assisting with Standard Operating Procedures updates to focus on recommendations on abatement for violations of fire, building, business license, zoning, housing, dangerous building and property maintenance codes, and ordinances regulating abandoned vehicles, trash, and weeds. In addition, Pete also takes on complicated Code Cases for legal action and can provide testimony at administrative hearings, City Council, Planning Commission hearings, and court proceedings. Some of Pete’s current Code Enforcement clients include:

- City of Fontana, CA
- City of Glendale, CA
- City of Artesia, CA
- City of Lomita, CA
- City of Lathrop, CA
- City of Apache Junction, AZ



City of Garden Grove

Code Enforcement Administrator

2018 – 2021

- Supervised Senior and Junior Code Compliance Personnel as well as Administrative Staff.
- Prepared staff evaluations and performance measures.
- Acted in the capacity of Grant Coordinator of Proposition 56 Tobacco Grant Program.
- Prepared criminal prosecutions and receivership.
- Created and implemented divisional policies and procedures.
- Public Speaking and Training Facilitator for Building, Safety, and Law Enforcement personnel.
- Performed community outreach to multiple agencies and community groups.
- Prepared and presented City Council and other commission hearings/presentations.
- Oversaw cost recovery and neighborhood preservation programs.

City of Montebello

Code Enforcement Manager

2014 – 2018

- Supervised Senior and Junior Code Compliance Personnel.
- Formulated and implemented municipal code text amendments and ordinances.
- Evaluated staff performance and created professional development plans.
- Prepared and presented staff reports for City Administrator and City Council.
- Prepared criminal prosecutions for nuisance properties.
- Prepare outstanding problem properties for receivership process.
- Created and implemented departmental policies and procedures.
- Provided public speaking and training to Community Development Department.
- Spearheaded community outreach programs for seniors, community events, and schools.
- Prepared City Council and various commissions hearings and presentations.
- Created and implemented Cost Recovery and Neighborhood Preservation Programs.
- Program Coordinator and Administrator for the Community Development Block Grant (CDBG).

City of Bellflower

Community Development Inspector II / Lead Code Enforcement Inspector

2005 – 2014

- Created and Implemented Cost Recovery and Neighborhood Preservation Programs.
- Program Coordinator and Administrator for the Community Development Block Grant (CDBG).
- Created and administered Administrative Citation Program.

United States NAVY

Gas Turbine Systems Engineer - Petty Officer Third Class

1996 – 1999

- Contributed to the repair and maintenance of gas turbine electrical systems.
- Supervised 15 officers.

Vanessa Morales

Plan Review Coordinator Manager

Experience

9+ Years

Skills

Data Entry
Quickbooks
Microsoft Office
Inventory Management

Education

AA Business Administration
Las Positas College

Experience Summary

Vanessa is a highly organized Plan Review Coordinator Manager with years of experience in management, recordkeeping, and data auditing. Her background in customer service prepared her to effectively serve the public's needs at the Building Department counter, and her excellent interpersonal skills heighten her capacity to build rapport with clients. Vanessa is proficient in the analysis and interpretation of data, which contributes to her ability to explain rules and regulations to permit applicants clearly and concisely. Vanessa has a remarkable drive to excel, and she routinely offers motivation and support to colleagues who need extra encouragement.

Select Professional Experience

4LEAF Inc.

Plan Review Coordinator Manager

2021 – Present

Vanessa is a dedicated team member who demonstrates natural leadership qualities in her position as Plan Review Coordinator Manager. She helps operate and maintain Building Departments by assisting customers, reviewing applications and plan submittals, collaborating with other departments and agencies, handling fees, and scheduling inspections. Her responsibilities include:

- Oversees the end-to-end intake and routing process for incoming plan review projects, ensuring efficient alignment with scope, jurisdictional guidelines, and client-specific needs.
- Provides high-level management and strategic direction to plan review coordination teams, ensuring consistent execution across all projects and jurisdictions.
- Directly supervises and mentors a team of permit technicians and coordinators, including both internal 4LEAF personnel and staff from contracted jurisdictions.
- Leads and develops comprehensive training programs for new and existing staff, enhancing plan intake, permit processing, and jurisdictional compliance knowledge across multiple departments.
- Coordinates with senior engineers, plans examiners, and project stakeholders to assign plan reviews based on technical expertise, workload balance, and project complexity.
- Maintains executive-level client communication to ensure service delivery meets or exceeds expectations while proactively addressing concerns and ensuring tailored solutions.
- Drives process improvement initiatives, leveraging feedback and performance data to streamline coordination procedures and elevate client satisfaction.

The North Face

Operations Supervisor

2019 - 2021

- Achieved store sales goals by ensuring associates delivered brand standards, exceptional customer service, and utilized their selling model.
- Provided administrative support and participated in business operations.
- Collaborated with the management team to compose forecasts of sales goals and subsequent courses of action.
- Assessed payroll and made necessary budgeting adjustments.

The North Face

Sales Supervisor

2017 - 2019

- Contributed to the achievement of target shrink percentage.
- Audited business operations according to company standards and devised methods to improve company productivity.
- Implemented training and accountability tools to better support brand standards.
- Followed process protocols, investigated in-transit units to verify receipt and tracked and reported missing units.

V & D Jewelry

Bookkeeper

2016 - 2018

- Recorded transactions and transferred translated data into Quickbooks.
- Provided financial statements upon request and/or regularly scheduled posts.
- Tracked fixed and current expenses and maintained daily records.
- Restructured inventory processes, subsequently improving overall business performance.
- Monitored inventory levels and ensured that the needs of the business were satisfied.

Christopher Fowler, CBO, OSHPD A

Lead Inspector

Experience

30+ years

Education

AA, Business Administration

Certifications

HCAI (OSHPD) A20879
CalOES Safety Assessment Inspector
ICC Fire Inspector II
ICC Accessibility Inspector/Plans Examiner
ICC Building Inspector
ICC Building Plans Examiner
ICC Combination Inspector
ICC California Commercial Building
ICC California Commercial Combination
ICC California Commercial Electrical
ICC California Commercial Mechanical
ICC California Commercial Plumbing
ICC Tall Mass Timber Buildings
ICC Residential Building Inspector
ICC California Residential Electrical
ICC California Residential Mechanical
ICC California Residential Plumbing
ICC Certified Building Code Official
ICC Certified Building Official
ICC California Combination Inspector
ICC Combination Inspector - Legacy
ICC Commercial Combination Inspector
ICC Electrical Inspector
ICC Mechanical Inspector
ICC Mechanical Inspector UMC
ICC Plumbing Inspector
ICC Plumbing Inspector UPC
ICC California Building Plans Examiner
ICC Building Code Specialist
ICC California Residential Building
ICC California Residential Combination
Heartsaver AED-CPR

Professional Affiliations

International Code Council
Southern Nevada Building Officials
Association / World Building Officials
Association-International Code Council
Served on committees for Las Vegas Area
Building and Fire Departments to
amend and adopt the International
Building Codes

Experience Summary

Christopher Fowler has more than 30 years of senior-level commercial construction project management experience, with special emphasis on LEED educational and governmental buildings. He has extensive knowledge of and experience applying, implementing, and enforcing the International Building Codes. Chris has complete understanding and proficiency with all major construction methods and procedures including hands-on management experience as both a general and subcontractor representative and overseer. He has provided nearly 15 years of educational training programs in coordination with the ICC for college curriculums.

Chris has ready knowledge of local, state, and federal codes and ordinances such as ICC, UMC, UPC, NFPA, NEC, OSHA, ADA, and health regulations. Chris has completed several billion-dollar construction projects including:

- Apple Park: \$6 Billion
- VMware Corporate Campus: \$1.3 Billion
- Correctional Healthcare Care Facility (OSHPD): \$1.2 Billion
- San Mateo County PDU Program (OSHPD included) \$1.1 Billion

Select Project Experience

4LEAF, Inc.

San Mateo County Project Development Unit (PDU)

Lead Inspector of Record

Chris is currently the Lead Inspector of Record managing the on-site operations of the Project Team with 4LEAF, Inc. The construction includes a **\$1.1 Billion** program spanning 18 projects over a nine-year period. To date, 4LEAF has completed or is completing the following:

- San Mateo Medical Center (with OSHPD components)
- Cordilleras
- County Office Building 3
- Skylonda Fire Station
- Navigation Center

4LEAF, Inc.
Apple Park (City of Cupertino)

Lead Inspector of Record

Chris was the Lead Project Inspector of Record managing the on-site operations of the Project Team with 4LEAF, Inc. for this **\$8 Billion** project that had an inspection team of up to 23 personnel. The construction spans nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus includes a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings. Chris was responsible for the coordination of inspections as well as the final approvals on behalf of the Authority Having Jurisdiction. Chris routinely packaged milestones for the City's Chief Building Official for approval.



California Health Care Facility, Stockton, CA

Senior Inspector of Record

Chris served as the Senior OSHPD Inspector of Record for the **\$1.2 Billion** and 1.2 million square foot correctional healthcare facility on a 144-acre site. The CHCF-Stockton project provides sub-acute medical and mental health care to approximately 2,870 inmate patients of all security levels. Responsibilities included inspection of civil, ADA compliance, structural, mechanical, pumps, pipelines, plumbing, electrical, fire alarm, fire sprinkler, and site work.



Arab Emirates, Department of Municipal Affairs of Abu Dhabi, United

As Independent Contractor, Chris performed special assignment to ensure that Abu Dhabi's International Buildings Codes were adopted, implemented, and properly applied and enforced throughout the Emirate of Abu Dhabi. Chris developed effective policies and procedures to establish a consistent and proper level of code administration and enforcement operations. He also developed and provided continued training programs in coordination with ICC and the DMA. Chris also assisted DMA personnel in Fire/Life safety and accessibility assessments of existing structures.

County School District, Facilities Division, Las Vegas, NV

Plans Examiner/ Code Compliance Inspector/ Manager

As Senior Plan Reviewer/Code Compliance Inspector/ Manager, Chris's duties included supervising, hiring, planning, training, organizing and evaluating the activities of assigned inspection services personnel to ensure building construction projects were in compliance with all plans, specifications and applicable local, state and federal codes, ordinances and regulations, including change order modifications during the design build phase. Scheduled and monitored all inspections of both new school construction and renovations with annual budget exceeding \$250 million.

Chris provided knowledge, skill, and expertise in assessing site area, from initial grading through Certificate of Occupancy, including all construction of buildings, building systems, system commissioning and commercial/common area, as well as building surveys of existing structures for fire/life safety issues. Chris documented observations and assessments both manually and using job progress computerized management tracking programs.

College of Southern Nevada, Las Vegas, NV

Adjunct Professor

As Adjunct Professor in the Building Technology Department, Chris instructed students in the fields of Commercial and Residential Building, Plumbing, Electrical, and Mechanical Codes.

Federal Emergency Management Agency (FEMAGCS), New Orleans, LA

Facility Inspector

Chris served on special assignment to provide post disaster school building damage assessment in greater New Orleans following FEMA response and investigation of Hurricane Katrina.

Giovanni Caponigro

Business Development Manager

Experience

5+ years

Education

B.A., Business Administration, Saint Mary's College of California

Skills

Client Retention
Cross-Department Coordination,
Contract Negotiations, & Renewals
Municipal Services Expertise
Team Leadership & Collaboration

Experience Summary

As Business Development Manager at 4LEAF, Giovanni is responsible for driving client acquisition while strengthening retention amongst existing clients. Giovanni skillfully coordinates a multitude of projects at different levels of complexity and strategic priority. He skillfully manages high-level communication between 4LEAF's technical staff, city employees, and public officials, fostering a unified approach among all stakeholders. In addition, Giovanni successfully oversees 4LEAF's building inspection staff to ensure all projects are within compliance with the applicable codes and regulations. Through strategic staff augmentation, he effectively integrates our inspection team into municipal departments and private projects, providing flexible, high-level support to meet fluctuating client demands. Through dedicated oversight, Giovanni ensures that each client receives the support and expertise tailored to their specific needs.

Select Professional Experience

4LEAF, Inc.

Business Development Manager

2023 – Present

Giovanni drives productivity across 4LEAF's Northern California offices by expertly coordinating inspection management services and providing tailored technical support to clients. With high-level communication skills, he continuously builds the trust necessary for long-term client retention. Giovanni serves as the bridge between field operations and executive strategy. Beyond maintaining these strong partnerships, he ensures that 4LEAF clients are equipped with the expertise and resources necessary for sustained success. His responsibilities include, but are not limited to:

- Cultivates relationships with municipal and private stakeholders and high-level officials by aligning 4LEAF services with specific goals and safety initiatives.
- Strategically deploys inspection personnel across various expertise levels to ensure client needs are met during fluctuating demand periods.
- Directs the inspection team to ensure all project deliverables strictly adhere to applicable safety codes and project timelines.
- Serves as the primary liaison between technical staff and diverse public and private-sector stakeholders, fostering a transparent approach to project delivery.

Albert Salvador, CBO

Interim Building Official

Experience

37+ years

Educations

B.S. Civil Engineering
Cal Poly Technical University

Certifications

ICC Certified Building Official
ICC Certified Commercial Plans
Examiner

Experience Summary

Albert is an experienced Building Official based in Santa Clara County. He is well versed in all areas of the building code and various city ordinances. In his more than 37 years of experience, Albert has worked throughout Community Development and Building Departments providing Building Official, Inspection, Plan Review, and related services. He is experienced working with many local clientele including the cities of Cupertino, Seaside, County of Monterey, and City of San Mateo. He has served in the capacities of Chief Building Official, Deputy Building Official, Assistant County Director, and company Vice President, among other titles during his varied career working within municipalities.

Select Project Experience

4LEAF, Inc.

Building Official

2026 – Present

Albert is a steadfast industry expert who demonstrates natural leadership qualities in his position as a Building Official. He brings extensive experience across many local jurisdictions such as Seaside, Cupertino, County of Monterey, and City of San Mateo.

City of Seaside

Building Official

2024 – 2026

- Provided support and direction to all building department staff on process, code interpretation, and code compliance.
- Performed all residential plans reviews, commercial tenant improvements, and accessibility reviews as necessary.
- Conducted preliminary reviews for upcoming developments and offered inspection support for all construction projects.
- Coordinated with City Department heads and reported to the Community Development Director to ensure consistency and effective internal processes.
- Helped introduce policies and processes to ensure compliance with new state legislation.

City of Cupertino

Special Project Executive / Assistant Director (CDD) / Chief Building Official

2010 – 2023

- Acted as a liaison between developers and the City, helping navigate complex projects and coordinating across departments.
- Improved the development review process, recommending changes to boost efficiency, customer service, and productivity.
- Supported the City Manager by identifying issues, ensuring alignment with Council decisions, and fostering effective communication across teams.

County of Monterey

Assistant Director – Building Department

2008 – 2010

CSG Consultants

Vice President

2002 – 2008

- Executive team member overseeing operations for an engineering consulting company with a \$10M+ budget and 120+ employees, serving 60+ government agency clients across California.
- Managed the Building and Fire Life Safety Division, leading a team of professionals with extensive backgrounds in City and County governance, overseeing plan review, inspection, and municipal engineering services. - Implement quality control processes to ensure Plan Review and Inspection Services meet company standards and client expectations.
- Collaborated with marketing to review and write proposals for Requests for Proposals (RFPs) relevant to Community Development services.
- Supported environmental initiatives by working with the Environmental and Sustainability Section to develop Green Building Ordinances, Title 24 effectiveness, and other City Council-driven programs.
- Assisted City Managers and officials with complex project reviews, writing staff reports, site visits, development meetings, and mediating field solutions for large-scale projects.

City of San Mateo

Deputy Building Official

1999 – 2002

City of Los Angeles

Structural Engineering Associate / Assistant

1989 – 1999

Augie Cerdan, FPE

Fire Services Manager / Fire Protection Engineer

Experience

35+ years

Education

B.S., Mechanical Engineering, University of California, Davis

Licenses

CA Fire Protection Engineer, #1579

Experience Summary

Augie has over 35 years of experience as a Fire Protection Engineer and has a successful history of holding management level positions. He is extremely knowledgeable about the Fire Prevention industry and also has experience providing building department services, as he played a crucial role in providing permit processing services in a few of his previous roles. Augie specializes in performing fire-related engineering reviews to ensure compliance with safety ordinances and codes of practice. The knowledge that he's accumulated through his decades of experience in tandem with his hard-working mentality and ability to work with others makes Augie a true asset to any team.

Select Project Experience

4LEAF, Inc.

Fire Services Manager / Fire Protection Engineer

2024 – Present

On behalf of 4LEAF for multiple municipalities, Augie performs professional engineering reviews for fire protection plans and systems, equivalency proposals, permit applications, subdivision maps, etc., to ensure compliance with applicable codes, ordinances, and standards. He also reviews site permits, architectural, mechanical, electrical, and plumbing plans and specifications for code compliance; ensures that fire code provisions are included where hazardous processes and / or dangerous chemicals or radioactive materials are involved; and reviews codes, ordinances, and fire protection standards.

Interwest Consulting Group

Fire Protection Engineer / Fire Protection Manager

2018 – 2024

- Examined and noted deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression alarm systems, industrial processes, hazardous materials, and specifications for new building and building modifications to ensure compliance with Federal, State, and local fire and life safety ordinances, laws, and codes.
- Made recommendations and provided technical advice to clients, staff, developers, architects, and engineers related to codes, ordinances, and standards.
- Managed the Interwest Fire Division.

City of Folsom

Fire Protection Engineer

1999 – 2018

- Conducted functional tests and field inspections of construction sites; suppression, detection, and alarm systems; means of egress; fire barriers and smoke management systems.
- Played a vital role in providing construction permitting services as the Fire Department's representative for community development, resulting in a one-stop permit counter at City Hall.
- Spearheaded the over-the-counter plan checking and permitting services for the City's building permit and fire protection system applications at the public counter of the Community Development Department.

City of Sunnyvale, Department of Public Safety

Fire Protection Engineer

1990 – 1999

- Examined and noted deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression and alarm systems, industrial processes, hazardous materials, and specifications for new buildings and building modifications to ensure compliance.
- Interpreted, analyzed, made recommendations, and provided technical advice to staff, developers, architects, contractors, and the public related to codes, ordinances, and standards.
- Conducted functional tests and field inspections of construction sites; suppression, detection, and alarm systems; means of egress; fire barriers and smoke management systems.
- Played a key role in providing construction permitting services as a Fire Department representative for community development at the One-Stop Permit Counter at City Hall.

Scott Martin, PE

Quality Control Manager / Supervisory Plans Examiner

Experience

26+ years

Education

B.S., Civil Engineering
University of California, Irvine

Certifications

CA Registered Civil Engineer
License # 59091

NV Registered Civil Engineer
License # 019922

ICC, Building Plans Examiner

Professional Affiliations

ICC – International Code Council

Structural Engineers of Northern
California (SEAOC)

ASCE

Experience Summary

Scott has more than 26 years of engineering experience and has performed a multitude of plan reviews for many different disciplines including OSHPD 3, DSA Projects, and various municipal reviews for clients throughout California. Scott's day-to-day activities include the review of plans submitted to local jurisdictions, creation and submission of plan check letters, and constant communication with all project stakeholders.

In addition, Scott is often tasked with the education of building code to applicants. He is instrumental in establishing the new templates for all new clients to establish the municipal preferences for commercial and residential plan check and makes an asset to any team, project, and jurisdiction he is assigned.

Select Professional Experience

4LEAF, Inc.

Plan Review Engineer/Quality Control Manager

2014 - Present

Since 2014, Scott has been 4LEAF's Senior Plan Check Engineer with a focus on Structural review. Scott has worked on a plethora of 4LEAF's largest commercial reviews. Currently, Scott reviewed the Zuckerberg Chen School for the City of East Palo Alto, several large Commercial Projects for the County of San Mateo's Project Development Unit including a \$120 Million Medical Office Building, two large County facility buildings, and several large reviews for the University of California, Santa Barbara including the \$1.5 Billion Munger Hall Project. In addition, Scott is 4LEAF's Lead Quality Control Plan Review Manager where he is responsible for the final reviews of all outgoing projects. Scott also regularly trains 4LEAF personnel (Engineers and non-structural) on various plan review guidelines and code updates.

4LEAF, Inc. (City of Palo Alto)

Structural Plan Check Engineer

2012 - 2013

Starting in December of 2013, Scott accepted a position to perform and manage plan reviews in the Central Valley and Central Coast for many of 4LEAF's clientele. Since 2012, Scott has worked for 4LEAF as a structural plan review engineer and was tasked to the City of Palo Alto where he was often assigned to work with the public and architects to answer building code related questions and to provide excellent customer service. In addition, Scott performed many large-scale plan reviews for the City including:

- Workday Campus (6 Stories) - \$50 Million
- Stanford Medical Center (6 Stories) - \$32 Million
- VMWare HTE Tenant Improvement - \$25 Million
- Hilton Hotel and Underground Parking - \$18 Million
- VMWare Parking Structure 2 - \$14 Million
- Stanford Hospital Site Development - \$13 Million
- 260 California (3 Story mixed-use & underground parking) - \$10 M
- Thermal Vacuum Chamber - \$9.7 Million
- VMWare Parking Structure (4 Levels) - \$6.8 Million
- 4-Story Tenant Improvement for Survey Monkey - \$6.1 Million

Willdan Engineering – Fresno, CA

Structural Plan Check Engineer

2007 - 2010

Scott performed structural plan reviews on behalf of Willdan Engineering for numerous jurisdictions throughout California. Scott was tasked with the plan review, creation of the plan check letter, communicating with project stakeholders, and educating the applicants on current building codes and standards. Some of Scott's projects included:

- CSU Humboldt Student Center Expansion; Arcata, CA
- Park Place: Res/Office/Retail over Parking; Paso Robles, CA
- CalRENEW-1 Solar Power Farm; Mendota, CA
- City of Winters Police/Fire Complex; Winters, CA
- UC Davis Hyatt Place Hotel; Davis, CA

Advanced Structural Design, Inc. – Fresno, CA

Project Engineer

1998 - 2007

Scott was a Project Engineer for nearly ten years with Advanced Structural Design out of Fresno. Scott was responsible for engineering design, drafting (AutoCAD & hand), shop drawing review, and coordination with clients.

- Mt. Whitney Classroom Buildings; Visalia CA (DSA #02-107633)
- Plumber's Union Expansion; Fresno, CA
- Oak Valley New Admin; Tulare Co., CA
- Paul Evert's RV Expansion and New Canopies; Fresno, CA
- Grizzlies Stadium; Fresno, CA

Melissa Mennucci, SE

Regional Plan Review Manager

Experience

20 + years

Education

B.S., Structural Engineering University of California, San Diego

M.S., Civil & Environmental Engin. University of California, Davis

Registrations

CA Licensed Professional Engineer, Structural (#5677)

CA Licensed Professional Engineer, Civil (#72245)

Experience Summary

Melissa is a Registered Structural Engineer in the State of California with more than 20 years of industry experience including more than 10 years of design experience. Melissa is currently managing all plan reviews from our Fair Oaks Office as well as performing Structural Plan Reviews. She also provides technical guidance to plan reviews and is experienced with a wide array of project and construction types.

Melissa has been involved in the development of large projects, including the City of Sacramento's Golden 1 Center, the world's first certified LEED platinum arena.

Select Professional Experience

4LEAF, Inc.

Regional Plan Review Manager / Structural Plan Review Engineer

2016 – Present

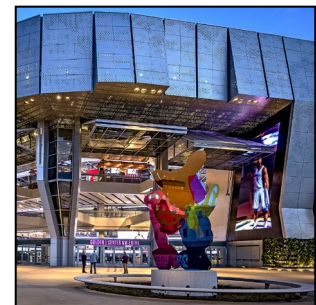
Melissa is responsible for coordinating and managing all plan reviews in 4LEAF's Fair Oaks office for the Sacramento region clientele and distributing to the appropriate plan review personnel. Melissa's responsibilities include QA/QC plan review of structural and non-structural building plans for compliance with current codes. Melissa has performed structural plan review and seismic peer review for larger notable projects including "The Green at West Village" and "Orchard Park" student housing projects at UC Davis.

Buehler & Buehler Structural Engineers

Project Engineer

2005 – 2016

For more than 10 years, Melissa worked as a Project Engineer with this prestigious Design Firm located in Sacramento, CA. She was responsible for managing and designing structural projects using all building materials (steel, concrete, masonry, and wood) and evaluating and retrofitting existing buildings. Melissa routinely collaborated with AMEP consultants on DBB and DB projects using BIM. She also practiced LEAN construction techniques that included pull planning and ISD. In addition, she performed construction administration tasks that include submittal review, RFI response, site visits, field reports, record drawings, etc. as well as managed the new employee training program. Melissa's projects included Commercial, Residential, Schools, Hospitals, and Government Facilities including the **Golden 1 Center** in Sacramento. This \$558M, 780,000 sq. ft. structure includes an indoor multi-use facility which hosts sports and top entertainment events such as concerts, ice shows, rodeos, and trade shows.



Joseph Leonard, SE

Structural Plan Review Engineer

Experience

20+ years

Certifications

CalOES Damage Assessor

DSA Structural Plan Review Engineer

Experience Summary

Joseph is a professional and driven licensed professional structural engineer with over 20 years of plan review experience. He has a great understanding of current California Building Standards Codes, especially the building, plumbing, mechanical, fire, Title 24, CalGreen, and municipal codes of various jurisdictions. Joseph has served in a number of senior positions, providing him with valuable leadership and interpersonal skills. In addition, Joseph has tremendous customer service skills and maintains open lines of communication. Joseph is a remarkably dedicated and determined team member, and his depth of knowledge makes him an asset to any team he is added to.

Select Project Experience

4LEAF, Inc.

Structural Plan Review Engineer

2024 – Present

Joseph works as a Plan Review Engineer on behalf of 4LEAF performing on-site plan review of non-structural residential and commercial plans in conformance with the Building Code. Some of his job duties include:

- Reviewing plans and specifications of residential, commercial, industrial, public, or other major developments to ensure compliance with building codes and ordinances.
- Advising architects, designers, contractors, and developers on code and design requirements.
- Assisting building inspectors on difficult or unusual code requirements.
- Responding to inquiries relating to building and housing regulations (including structural, non-structural, plumbing, mechanical, electrical, and zoning matters).

JLSE

Principal Structural Engineer

2017 – 2024

- Performed a variety of architectural engineering services.
- Offered design services for low- and mid-rise building structures, including new building designs, existing building evaluations, and existing building alterations/additions.

Coastland Civil Engineering



4LEAF, INC.

Plan Review Engineer

2015 – 2017

- Completed plan reviews of all types of projects, including all aspects of building design, and client management:
- Reviewed construction documents for compliance with all of Title 24, including all aspects of building design. More specifically, review included occupancy, allowable building heights/area/stories, construction type, egress and exit paths, access (Chapters 11A and 11B), site access, fire and smoke-rated construction requirements, Wildland-Urban Interface, mechanical, electrical, plumbing, green, and energy, as well as structural (Building Plan Check, Title 24 Parts 1 – 10).
- Reviewed residential and commercial construction documents for AHJ's in the North Bay Area and the local area, including everything from single family dwellings to villages. More specifically, the projects included SFD's, hotels, apartments, townhomes, villages, and senior living facilities.
 - Family Apartments; Cloverdale CA: Multi-story apartments
 - H3 Hotel; at 227 Healdsburg Avenue, Healdsburg CA: Multi-story hotel over a parking garage.
 - San Carlos Transit Village; San Marcos CA: Multi-structure village, with commercial and residential development
 - Hyatt Regency Addition; Santa Rosa CA: Addition and Alteration.
 - Marriot Hotel; Auburn CA: Multi-story hotel over a partial subterranean garage.
 - Master Plans for SFD tract developments
 - Fire re-builds
- Managed the contract and plan review/inspection team for the County of Amador and the City of Yuba City, to provide building department services. CCE provided both plan review, and inspection services to both authorities.
- Acquired and managed a contract with the Division of the State Architect (DSA) to provide Structural Plan Review services for public school projects, throughout California.
- Earned Continuing Education units, by attending numerous seminars through SVABO, with topics ranging from Electrical to Access (11A and 11B).

SDSE Structural Engineers

Senior Structural Engineer

2008 – 2015

- Provided consultant structural engineering design services for all types of low to mid-rise structures, structural plan reviews for the Division of the State Architect (DSA), structural peer reviews for various UC projects, and Seismic Evaluations of existing buildings and bridges (utilizing ASCE 31 and 41).
- Projects as Lead Structural Engineer included Church and Monastery, Silverado CA; Close Quarters Combat Facility, Camp M. Monsoor: Rifle and Pistol Range, and Shoot House; and Classroom and Laboratory, San Diego City College.

SMR-ISD

Design Engineer

2007 – 2008

- Provided consultant structural engineering designs of 'heavy' structures (steel, concrete, and masonry), and forensics engineering.

Freelance Structural Designer

Structural Designer

2004 - 2008



Timothy Griffith, CBO, CASp

Senior Inspector

Experience

39+ years

Education

M.S., Sports and Business Management,
American Public University (Charles Town, WV)

B.S., Sports and Health Sciences, American
Public University

A.A., Building and Construction Management,
Diablo Valley College (Pleasant Hill, CA)

Police Academy Class 102, Los Medanos
College (Pittsburg, CA)

Certifications

ICC Certified Building Code Specialist ICC
Plans Examiner ICC Certified Building Official
ICC Commercial Combination Inspector ICC
Combination Inspector - Legacy CA OES S.A.P.
Evaluator and Coordinator Certification
P.C. 832 Limited Peace Officer
California State Fire Marshal Fire Prevention
and Fire Investigation
CA Lead Based Paint Inspector/Assessor
CASp #1007

Experience Summary

Timothy is an experienced Senior Inspector with more than 39 years of industry experience. He is a former principal building inspector who served in one of the largest jurisdictions in California for over two decades, and he is an experienced supervisor and project manager, adept at all elements of construction phases as well as field inspection. He consistently completed projects on schedule, within budget, and met or surpassed quality specifications. With his knowledge of all types of construction, his years of experience, and his well-honed communication skills, Timothy is also a seasoned trainer who effectively trains new inspectors and code enforcement officers. As someone who values his community, Timothy has also served as a reserve deputy sheriff, run for public office, and directed the construction of a quarter million-dollar community baseball field at a local high school. He brings this dedication to service to ensure that all construction and inspection projects meet all compliance requirements for the safety and benefit of all.

Select Professional Experience

4LEAF, Inc.

Senior Inspector

2023 – Present

Timothy helps contribute to the productivity of 4LEAF's Building Department by:

- Enforcing that all aspects of architectural projects follow zoning regulations, building codes, and contract specifications according to Federal, State, and Local ordinances.
- Inspecting, evaluating, and determining the structural soundness and quality of buildings and other projects including remodels, add-ons, and other construction.
- Overseeing plumbing, heating, and electrical installations to ensure they are conducted safely and according to laws, regulations, and standards.
- Issuing violation notices, stop-work orders, and construction and occupation permits.

Guardian Accessibility Inspection

Owner/Inspector

2022 – 2023

Timothy provided Title II and Title III accessibility consulting for private and public entities.

Contra Costa County

Principal Building Inspector

1998 – 2021

Timothy was assigned to the field operations of New Construction, Neighborhood Prevention Program, and D.O.C. Emergency Response Trainer/Manager. He provided supervision to inspectors in the building inspection division and conducted complex field inspections. Timothy trained new inspectors and code enforcement officers in field inspection and case management. He was responsible for writing the operational procedures of the following programs: DCD DOC Emergency Response Manual, Vehicle Abatement, “Deemed Approved” Alcohol Establishment Inspection, Mobile Home Park Inspection, Residential Rental Inspection Program, Wood Burning Appliance Ordinance, Code Enforcement Training Program, Unpermitted Structure Inspection procedure, Unreinforced Masonry Identification and Posting Policy, Neighborhood Preservation Program, and more.

City of Hercules, CA

Chief Building Official

2003 – 2006

Timothy was responsible for annual budget planning, updating California Code adoptions, establishing a residential rental program, and implementing a new computer system. His daily responsibilities included: plan check, permit issuance, supervision of field inspectors and department staff.

Castle Rock Masonry, Pleasant Hill, CA

Owner/Contractor

1987-1998

Timothy owned and operated a masonry contracting company specializing in residential and commercial projects, with an employee base of seventeen.

Contra Costa County Sheriff’s Department

Deputy Sheriff

1986-1989

Timothy was a reserve and per diem deputy sheriff. Duties included patrol, crime prevention, prisoner transport, bodyguard, community relations, and duties in the detention facility.

Shayne Prudente

Sr. Permit Technician

Experience

10+ years

Education

A.A. – Psychology
Las Positas College – Livermore, CA

Skills

Microsoft Office
Microsoft Excel
Data Analyst
Inventory Management
POS Transactions

Experience Summary

Shayne is an exceptional team member who takes initiative in any project/task she is assigned and has over 10 years of customer service experience. She is skilled in office management duties including front desk operations and communicating with multiple department managers, outside services, vendors, and customers. Shayne is punctual, self-motivated, has strong organizational skills, and has the ability to multitask in a fast-paced and demanding environment due to her previous work experience. Her professionalism, organizational skills, and quality work ethics make her a great asset to any department.

Select Professional Experience

4LEAF Inc.

Permit Technician

2022 - Present

Shayne is responsible for serving the public at the Building Department counter and working with all of 4LEAF's clientele for third party plan check. Some of her duties include accepting plans for plan check, verifying accuracy and completeness of information, calculating permit fees, filing, and acting as support staff to others in the department. She is very proficient in explaining procedures to homeowners, contractors, developers, architects, and the general public. She operates the Building Department's computerized information system inputting a variety of information. Shayne excels at providing excellent customer service delivery to all her contacts. Shayne was promoted to a Lead Technician with 4LEAF in 2024. Some of Shayne's on-site roles include Cities of Galt, Concord, and Saratoga.

Tommy Hilfiger Kids – Livermore, CA

Assistant Manager

2016 - 2021

- Created Excel spreadsheets that summarized our sales.
- Participated in weekly conference calls and presentations and created relationships with managers from other stores.
- Delegated tasks to team of 25 employees to ensure store maintained a fresh look and correlated with season to meet consumer needs.
- Hired and trained new employees.
- Utilized critical thinking into solving daily office, POS, and customer issues.
- Efficient with POS transactions/maintaining cash drawer flow.
- Problem solving and creating weekly shift schedules.

Kono Soong, CBO

Senior Combination Building Inspector / Inspector of Record

Experience

25+ years

Certifications

Chief Building Official

ICC Residential and Commercial
Combination Inspector

Experience Summary

Kono is a Certified Building Official and Combination Residential and Commercial Inspector with more than 25 years of jurisdictional experience and more than seven years of field supervisor experience. He has performed many duties within building departments, including inspections, plan check, and lead code enforcement. Kono has extensive knowledge of residential, commercial, and industrial building, plumbing, electrical, mechanical, and related codes and regulations and the methods, materials, techniques, and practices employed in building design, construction, and inspection; the principles of supervision; civil engineering principles as they pertain to building construction; forms, permits, plans, and specifications used in a building inspection and code enforcement program; zoning code and sign ordinance and report writing. Kono was the Lead Inspector of Record at the Jackson Rancheria Hotel & Casino.

Select Professional Experience

4LEAF, Inc.

Senior Combination Building Inspector / Inspector of Record

2023 – Present

Kono is a Senior Combination Building Inspector and Inspector of Record and works with various community development departments and universities on project-specific inspection assignments.

City of Fremont

Building Inspector Supervisor

2016 – 2023

Kono served seven years as the Building Inspector Supervisor for the City of Fremont. During that time, Kono showed that he can plan, organize, and supervise section activities; develop and maintain cooperative working relationships with individuals from diverse cultural and socio-economic backgrounds; resolve disputes concerning code requirements leading to voluntary compliance; review of construction plans; and conduct field inspections of buildings including electrical, plumbing, heating, air conditioning, and ventilation systems. His responsibilities included:

- Supervised 16 building inspectors; providing the inspectors with technical expertise, supervising field and office work necessary to conduct the City's building inspection program, and routing and assigning inspections to the inspectors.
- Responded to queries and resolving problems raised by staff, contractors, engineers, and architects.
- Established policies, rules and regulations; established and implemented policies and procedures; and reviewed and revised inter- and intra- divisional operations processes and procedures.
- Participated in employee selection, evaluations, and training of new and seasoned inspectors; and addressed performance issues with staff.
- Performed electronic tracking of projects and prepared project and general reports.
- Provided information interested parties on the City's building inspection and code enforcement program including code provisions, procedures, required submittal and plan processing, and inspection schedules.
- Participated in meetings with architects, engineers, property owners, developers, contractors, City staff members, and others to discuss issues involving activities of the Building Inspection section.
 - Coordinated activities with other divisions, departments, and outside agencies.

Don Salts, CBO, CASp

CASp Plans Examiner / Inspector

Experience

35+ years

Education

Diablo Valley College Associates Building Inspection Technology

Butte College Building Inspection Technology

Certifications

Certified Access Specialist, DSA #669

ICC Certified Building Official

ICC Building Plans Examiner

ICC Combination Inspector

ICC Building Inspector

ICC Mechanical Inspector

ICC Plumbing Inspector

ICC Electrical Inspector

Experience Summary

Don has more than 35 years of experience in the construction industry. He has worked as an Inspector of Record, Building Inspector, Building Official, and Plans Examiner. Don's diverse background and extensive experience make him an ideal fit for various types of projects. Don has a proven track history of ensuring projects are compliant with current codes with a high quality of workmanship.

Don is currently providing Inspector of Record Services with a high-profile project in Nevada with a project valuation of several billion dollars. Don ensures that the minimum code requirements are met with the International Building Code and provides proper documentation to the Authority Having Jurisdiction (AHJ).

Select Professional Experience

4LEAF, Inc.

Senior Inspector of Record

2025 – Present

Don is currently the Senior Inspector of Record on an undisclosed high-profile project in Nevada on behalf of Humboldt County. Don will supervise all 4LEAF staff on-site and manage the continuous inspection process which will include horizontal and vertical components over a five-year period. Don will also supervise the RFI process to determine plan changes and their needs to be reviewed by 4LEAF's Engineering team. The project valuation is over \$9 billion.



Building Official/Senior Combination Building Inspector/CASp

2023 – 2024

Since 2003, Don has worked for 4LEAF as Combination Building Inspector, Building Official, and Certified Access Specialist (CASp). Don has worked on behalf of 4LEAF at a number of different jurisdictions including Folsom, Elk Grove, and City of Davis. At the City of Davis, Don was the Chief Building Official where he supervised up to 10 staff including plans examiners, inspectors, counter technicians, and consultant personnel. Don worked on several key city projects including:

- Bretton Woods- a large subdivision of 247 homes that range from 1,167 to 1,772 sq. ft.

- The University of Davis Commons – large podium style buildings in the center of UC, Davis. This will create 150,000 square feet of retail space on the ground floor and 4 residential floors located directly above that contain 264 rental units.

City of Martinez

Chief Building Official/Deputy Director of Public Works

1990 – 2022

For more than 30 years, Don was the Chief Building Official and the Deputy Director of Public Works for the City of Martinez. While wearing both hats, done managed the entirety of construction and permitting for the city including all building permits and Capital Improvement Programs which included detailed budgeting and Project Management skillsets. Don was also the city’s CASp Inspector and provided work throughout the Community Development Department including horizontal, vertical, and accessibility inspections. Don also completed surveys



for compliance with ADA, CBC, CRASCA, and DSA. In addition, he also performed Code Enforcement and would regularly train building and public works staff on behalf of the city. Some of Don’s highlight projects included:

- Measure H Project (\$30 Million)
- Shell Refinery
- RHODIA Acid Plant
- Kaiser Parking Structure (5 story, 700,000 Sq. Ft.)

Diablo Valley College

Professor, Construction Technology

2010 – 2022

Don was a professor at Diablo Valley College (DVC) where he taught students in the advancement of Construction Technology. Don would focus on various areas of construction including trade techniques and their application to the current building code process. His curriculum included:

- Developed and implemented comprehensive curriculum focusing on construction techniques, tools, safety protocols, and emerging technologies, fostering an engaging learning environment.
- Leveraged hands-on instruction to educate students on blueprint reading, carpentry, masonry, electrical systems, and plumbing, ensuring practical skill development.
- Mentored and guided students in executing real-world construction projects, instilling teamwork, problem-solving, and critical thinking skills.
- Assisted with Job placement or reference for aspiring students entering or advancing in the workforce.

Kerry Brenton

Building Inspector III

Experience

55+ years

Certifications

ICC Residential Plumbing Inspector
ICC Residential Building Inspector
Contractors State License Board, B
Hazardous Material Certification

Skills

Project Planning, Budget & Permit
Process
Practical Knowledge and
Implementation of Regulatory Codes
Plan Interpretation and Processing
Interpersonal Communication

Experience Summary

Kerry is a highly experienced building and safety professional with over 55 years in inspection, construction, and regulatory compliance. Kerry has recently been providing Inspector of Record services to the City of Gonzalez for their Community Center Complex Project. Prior to this project Kerry was providing Inspector of Record services to the City of Hollister for the Amazon Fulfillment Center Project. On top of this, he has done inspection work for the City of Santa Cruz, City of San Juan Bautista, City of Saratoga, and County of San Benito. He also has extensive knowledge of all aspects of construction, including underground storage tanks, plumbing, electrical, tank monitoring, system compliance, system certifications, and system maintenance. With Kerry's extensive knowledge of inspections, he is sure to be a great candidate for any job that requires high standards.

Select Professional Experience

4LEAF, Inc.

Building Inspector III

2023 – Present

Kerry is currently providing Building Inspection and Inspector of Record services to numerous municipalities in Northern California on behalf of 4LEAF. The cities he has served include the Cities of Gonzalez, Santa Cruz, Hollister, San Juan Bautista, Saratoga, and the County of San Benito. Kerry performs inspections for trades including building, and plumbing. His responsibilities include, but are not limited to:

- Conducting thorough inspections of structures for compliance with the California Building Code (CBC), California Residential Code (CRC), and applicable local ordinances.
- Interpreting and enforcing building, plumbing, mechanical, electrical, and energy code requirements during various phases of construction to ensure structural integrity and public safety.
- Reviewing construction documents and permit applications to verify adherence to California Code of Regulations (CCR), Title 24, and other applicable regulations.
- Maintaining detailed inspection records and reports using electronic permitting systems such as Accela, TRAKiT, or Citizen Access.

Community Center Complex Project (4LEAF)

City of Gonzales

On behalf of 4LEAF, Kerry performed as Inspector of Record services for the City of Gonzales on their Community Center Complex Project. This 23,000 sq. ft building provides several Community Services, such as a public fitness center and amenities such as a public library, space for hosting both public and private meetings, as well as space for educational workshops. Kerry has ensured that the project is in conformance with the current California Building Codes and adopted the Municipal Code. Construction began in 2024, and the project is still currently ongoing.



Amazon Fulfillment Center – Project Almond (4LEAF)

City of Hollister

Kerry served as Inspector of Record for the 1.1 million sq. ft Amazon Fulfillment Center located in Hollister, CA. This building has over 20,000 sq. ft of office space, 994 parking spaces, and has created over 400 new jobs for the surrounding area. Kerry was responsible for the daily inspections along with the detailed reporting.



KRB Construction, Inc.

Building Inspector

2000 – 2023

- Managed multiple commercial construction projects, working on the job with contractors, engineers, and customers.
- Planned the budget and timeline of each job, working with county and city staff, managers and building inspectors.
- Supervised, trained, and organized staff with technical data, construction processes and quality of work.
- Extensive knowledge in all UST (underground storage tank) aspects of construction, plumbing, electrical, tank monitoring, system compliance, system certifications and system maintenance.
- Typical projects would be UST maintenance, UST system installation, dispenser upgrade installation, monitoring system installation maintenance, UST repair, UST system testing and inspections

Dan Brenton Construction Inc.

Building Inspector

1970 - 2000

- Managed multiple residential & commercial construction projects as project foreman and owner on various residential projects.

Ryan Smith

Building Inspector I

Experience

2+ years

Certifications

ICC Residential Building Inspector
ICC Residential Plumbing Inspector
ICC Residential Mechanical Inspector
ICC Residential Electrical Inspector
ICC Residential Combination Inspector
Forklift Operation Certification

Experience Summary

Ryan is a highly motivated and talented Building Inspector with a wealth of new skills that he eagerly seeks to apply to building inspection projects. He is a quick learner who can rapidly and effectively adapt to any project put before him. Ryan possesses an excellent work ethic that has further assisted him in carrying out his various duties for 4LEAF. Ryan is knowledgeable on all fundamental safety practices and protocols that are necessary for his work as a building inspector. Ryan also possesses customer service experience that allows him to easily interact with any potential clients, teammates, or other personnel. With his skills, Ryan is a valuable asset to any building inspection project.

Select Professional Experience

4LEAF, Inc.

Building Inspector

2024 – Present

Ryan helps contribute to the productivity of 4LEAF's municipal Building Department contracts. Since joining 4LEAF, he has worked with the Cities of Hollister, Newark, Concord, Sonoma, Newark, and Vacaville. Ryan is currently on assignment in the City of Benicia. His main duties include:

- Ensuring that all aspects of architectural projects follow zoning regulations, building codes, and contract specifications according to federal, state, and local ordinances.
- Inspecting, evaluating, and determining the structural soundness and quality of buildings and other projects including remodels, add-ons, and other construction.
- Overseeing plumbing, heating, and electrical installations to ensure they are conducted safely and according to laws, regulations, and standards.
- Issuing violation notices, stop-work orders, and construction and occupation permits.

Johnson Garden Center

Plant Nursery Specialist

2022 – 2024

- Operated/maintained a variety of irrigation systems and adjusted water schedules as necessary due to shifting weather conditions or plant needs.
- Performed routine plant maintenance tasks including pruning, repotting, and staking to ensure plant health and aesthetics.
- Provided excellent customer service by addressing customer inquiries, offering plant care recommendations, and assisting with sales transactions.

Ross Ault

Code Enforcement Supervisor

Experience

35+ years

Education

CSU, Long Beach

Civil Engineering Studies

Long Beach City College

A.A. Degree in Engineering

Certifications

PC-832

CACEO Certification

CA Agricultural Advisor

CA Pesticide Applicator

Experience Summary

Ross is a highly efficient professional with more than 35 years of related industry experience working with building departments. Ross is a resolute team player with a strong suit in problem solving, logistical planning, and managing projects. His professional knowledge and experience with Code Enforcement units has equipped him with the knowledge needed to respond to blight and nuisance complaints, schedule abatement clean-ups in collaboration with code units, and successfully assist in bringing properties into compliance. Ross is a professional guided by his integrity along with his diligence. He ensures tasks are completed efficiently and swiftly, making him an asset to any department.

Select Professional Experience

4LEAF, Inc.

Code Enforcement Supervisor

2025 – Present

Ross has recently joined 4LEAF and will be tasked with training and supporting our code enforcement teams throughout Northern Bay Area. His duties involve the following:

- Providing technical information regarding codes and compliance methods and review.
- Resolving difficult and complex enforcement problems, issues, and conflicts independently and/or with other City/County staff, property owners, business owners, tenants, contractors, and complex code enforcement assignments.
- Conducting field investigations to determine violations of Municipal Code regarding building, nuisance, zoning, pest infestation, noise, smoke, junk and debris, abandoned/inoperable vehicles, and related ordinances.

City of Bellflower

Supervising Code Enforcement Inspector / Public Works Inspector

1989 – 2015

- Oversaw a team of code enforcement officers and handled on average 1,200 cases annually with a 98% voluntary compliance rate.
- Investigate and enforce violations of city and state ordinances related to public health, safety, and welfare, including zoning, nuisance, and property maintenance issues.

Michael Torres

Code Enforcement Supervisor

Experience

13+ years

Certifications

PC 832

ICC IPMC Certified

RRP Lead Safety

CalOES Safety Assessment
Program (SAP) Certified

ICC Orange County Code
Enforcement Chapter

Intro to Code Enforcement Field
Inspection Protocols

Situational Awareness & Verbal
De-escalation – Arcuri Group

Renovation, Repair, Painting
(RRP) Certified

Experience Summary

Michael is a highly efficient professional with 13+ years of customer service experience and 16+ years of related industry experience in working with building departments. Michael is a resolute team player with a strong suit in problem solving abilities, logistical planning, managing projects, and ensuring project completion while working with stakeholders. His professional knowledge and experience with Code Enforcement Departments have equipped him with the skills necessary to respond to blight and nuisance complaints, schedule abatement clean-ups in collaboration with code units, successfully assist in bringing properties into compliance, and conduct all other enforcement duties. Michael is a professional guided by his integrity along with his diligence, ensuring tasks are completed efficiently and swiftly, making him an asset to any department.

Select Professional Experience

4LEAF, Inc.

Code Enforcement Supervisor

2023 – Present

In Michael's time at 4LEAF, he served as a Code Enforcement Officer for the following cities of Santa Rosa, Pinole, Rohnert Park, Pittsburg, Union City, and Oakland. Michael has been tasked with managing the code enforcement team for the City of Oakland and City of Richmond. His duties involve the following:

- Providing technical information regarding codes and compliance methods and review.
- Resolving difficult and complex enforcement problems, issues, and conflicts independently and/or with other City/County staff, property owners, business owners, tenants, contractors, and complex code enforcement assignments.
- Conducting field investigations to determine violations of Municipal Code regarding building, nuisance, zoning, pest infestation, noise, smoke, junk and debris, abandoned / inoperable vehicles, and related ordinances.
- Collecting evidence of violations, contacting responsible parties, and performing follow-up investigations to ensure that remedial action has been taken.
- Interviewing property owners / tenants in cases involving multiple municipal code violations to assess the need for permits and determine requirements for resolution of violations.

- Assisting in the preparation and coordination of pertinent documents to resolve code enforcement and interpretation disputes.
- Supervised and coordinated the efforts of up to 10 other inspectors with a current team of 5 inspectors in Oakland.

Superior Seamless Gutters

Foreman

2016 – 2022

Michael ensured proper installation of roof drainage systems. His duties involved the following:

- Reviewed projects for installation.
- Determined needs for installation based on project type, residential or commercial.
- Reviewed blueprints to ensure compliance with building department approved set of plans.
- Led a team of 4 installers and trained them in standard safety procedures.
- Operated heavy machinery and upkept maintenance of work trucks.

Simpson Sheet Metal, Inc.

AC Specialist and Sheet Metal Lead

2015 – 2016

- Installed HVAC systems in residential and commercial properties.
- Provided metal flashings on roofs, galvanized rain gutters, and downspouts to ensure proper drainage.
- Enforced advanced safety precautions to ultimately maximize workspace.

Monark Appliances

Lead Installer

2012 – 2015

- Operated a 26-foot box truck to complete deliveries of appliances to customers.
- Followed protocols of installation for refrigerators, gas stove ovens, washers, and dryers.
- Managed the intake and output of inventory from the warehouse.
- Promptly installed appliances in residential homes of diverse clientele throughout the San Francisco Bay Area.

Thomas A. Cervantes

Fire Plans Examiner / Fire Inspector / Fire Marshal

Experience

27+ years

Education

B.A. Criminal Justice
CSU, SB

A.A., Administration of Justice
San Bernardino Valley College

PC 832 Levels I, II, III
Riverside City College

Certifications/Affiliations

International Fire Stop Council

- Certificate of Completion

National Fire Sprinkler Assoc.

Fire Service Mains & Appurtenances
Rough & Final Inspections of Fire
Sprinkler Systems

California Automatic Fire Alarm Assoc.
Fire Alarm Plan Review

International Code Council

Fire Inspector II
Fire Inspector I
Strictly Residential Plan Review
Fire Door Systems: Code
Compliance

CA State Fire Marshal Training

Fire Prevention 3A: Hydraulic Calcs.
Fire Inspector 2D
Fire Inspector 2C
Fire Inspector 2B
Fire Inspector 2A
Statutes & Regulations
Fire Inspector 1D
Fire Inspector 1C
Fire Inspector 1B
Fire Inspector 1A
Fire Safety Officer (Motion Picture)

Advanced Envir. Crimes Training

Field Training Officer

PC 832A: Arrest, Search, & Seizure

Hazardous Waste Operations &
Emergency Response

Hazardous Waste: 24-Hour Load

Experience Summary

With a strong background of over 27 years, Thomas brings with him expert-level experience in managing and reviewing a wide range of projects. He is skilled in working in the capacity of a fire plan reviewer, fire safety specialist, and fire inspector. Thomas is skilled at the application of building practices and evaluating plans in relation to fire safety codes, as well as resolving unexpected site conditions and regulatory compliance issues involving federal, state, and local requirements. Thomas provides results and the highest level of service to all clients as well as excellent leadership, communication, and relationship building skills.

Select Professional Experience

4LEAF, Inc.

Fire Services Manager / Fire Inspector / Fire Plans Examiner

2019 – Present

Thomas is currently responsible for performing fire code reviews for new buildings, additions, tenant improvements, and residential projects. He has been with the City of Victorville on behalf of 4LEAF since 2019 working on associated fire projects for the jurisdiction. In addition, Tom has been assigned to the University of California Merced to perform Fire Stop Inspections for replacement work related to the 2020 Project. Other notable work that Thomas has completed includes:

- Providing On-Call Fire Plan Review and Inspection services to the City of Fullerton, performing combination building and fire life safety inspections for residential, commercial and industrial.
- Providing Fire Inspection services to the City of Oakland, where he checks plans for compliance with California Fire Code Laws found in Title 24 including parts 2,3,4, and 9. Additionally, he provides review of fire prevention, suppression, and detection systems
- Providing Fire Inspection services to the County of Santa Cruz, ensuring plans meet County Codes and State Laws
- Providing Fire Inspection services to the City of Victorville, ensuring that approved plans are in compliance with City codes, design guidelines, planning, and zoning requirements.

County of Riverside Fire Department
Fire Safety Specialist / Systems Inspector / Prevention Technician
2013 - 2019

- Reviewing, researching, and evaluating fire protection plans and equipment for effectiveness in fire prevention and protection.
- Studying and evaluating building and development plans and specifications for conformance with applicable laws and codes.
- Preparing and updating the Riverside County Master Fire Plan.
- Reviewing fire sprinkler plans and protection equipment systems.
- Reviewing commercial, industrial, and multi-unit building plans and specifications for occupancy and structural requirements.
- Inspected assigned building and development projects for conformance with applicable laws, codes, and regulations relating to fire protection and life safety.
- Conducted inspections and investigations of structures as they related to fire code compliance.
- Witnessed and/or certified the installation and testing of specialized fire retarding systems.
- Performed annual fire and life safety clearance inspections of facilities licensed for public care.
- Prepared and maintained records of properties in compliance or violation of fire safety laws.
- Inspected assigned areas of the county for flammable vegetation hazards.
- Issued notices of violation for fire safety laws and regulations.
- Conducted re-inspections to determine progress towards compliance with laws and regulations.
- Conducted flow measurements of new and existing fire protection water systems.
- Performed annual fire and safety clearance inspections of facilities licensed for public care.

County of Riverside
Code Enforcement Officer III
2007 - 2013

- Ensured compliance with County land use, housing, zoning, abatement, and nuisance codes and ordinances.
- Performed field surveys and investigated complaints of possible code and ordinance violations.
- Advised violators of ordinance requirements and sought to gain voluntary compliance.
- Maintained records of inspections and enforcement efforts.
- Prepared documentation for legal actions and testified in court proceedings for code violations.
- Performs follow-up actions as needed to ensure compliance.

Redlands Unified School District
Senior Public Safety Officer
1997 - 2006

- Patrolled and investigated all crimes committed on campuses throughout Redlands Unified School District.
- Identified all gang members on and around campuses.
- Worked with various law enforcement agencies and wrote reports and citations.