



AGREEMENT FOR PROFESSIONAL SERVICES

Urban37, Inc.

PREAMBLE

THIS AGREEMENT is by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Urban37, Inc. ("Consultant"), a C-Corp, whose address is 20212 Redwood Rd. #103C, Castro Valley, CA 94546. 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

Urban37, Inc.
20212 Redwood Road #103C
Castro Valley, CA 94546

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

Raylee Glasser

ENTER CONSULTANT SIGNATORY'S NAME

CBO, Founder/CEO

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 FOR PROFESSIONAL SERVICES

Prepared for the Town of Los Gatos

March 30, 2026

EXHIBIT A



(925) 359-5559



peopleops@urban37.com



www.urban37.com



SECTION 1

Cover Letter



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

March 30, 2026

Re: Building Division Plan Review and Other Support Services

Dear Mr. Gray,

Urban37, Inc. is pleased to submit this proposal to provide Building Division Plan Review and Other Support Services for the Town of Los Gatos. We would be honored to support a community known for its high standards, exceptional character, and strong commitment to service. The scope outlined in this Request for Proposals aligns directly with the way Urban37 was intentionally built to serve municipalities: with technical excellence, operational discipline, and a culture rooted in partnership.

Urban37 is a WBENC-certified and WOSB-certified woman-owned municipal consulting firm specializing in Building Division support services, including multi-discipline plan review, inspections, code compliance, permit technician and administrative staffing, interim leadership, and operational process improvement. While Urban37 is a newer firm, our leadership team and technical bench bring decades of combined municipal experience, and our performance record since day one reflects the strength of that foundation. Our growth has been deliberate and strategic, allowing us to scale only where we can maintain the responsiveness, consistency, and culture that define our work.

Urban37 was founded because we believed municipalities deserved a different kind of consulting partner. Too often, firms provide staffing without truly integrating into department culture, service expectations, or long-term operational goals. We built Urban37 to do things differently. Our culture emphasizes ownership, accountability, communication, and a genuine investment in the success of the jurisdictions we serve. We approach every engagement as a long-term partnership, not a transaction, and our team operates as a seamless extension of Town staff with the shared goal of making the department stronger than when we arrived.

That philosophy is reflected in our track record. Across jurisdictions such as Saratoga, Larkspur, Corte Madera, Rohnert Park, and Union City, our work has consistently combined technical rigor with meaningful operational improvement, from comprehensive plan review and staffing support to process mapping, workflow redesign, and interim Building Official coverage. Our references and performance history demonstrate that Urban37 not only delivers the requested services, but does so in a way that strengthens internal systems, customer experience, and long-term departmental resilience.

For the Town of Los Gatos, Urban37 is fully prepared to provide comprehensive Building Division support services, including plan review, inspections, code compliance, permit technician and

administrative services, interim Chief Building Official coverage, expedited review support, process mapping, handout and checklist development, and workflow optimization initiatives. We are particularly excited about the opportunity to bring our reputation for process mapping and operational improvement to a Town that clearly values both technical excellence and exceptional customer service.

Urban37 has reviewed the Town's Consultant Services Agreement template and is pleased to confirm that it is acceptable without exception.

Thank you for the opportunity to submit this proposal. We would be honored to partner with the Town of Los Gatos and bring the same level of care, professionalism, and operational excellence that has defined our work across California jurisdictions. We are deeply invested in the success of our clients and would welcome the opportunity to support the Town's continued commitment to exceptional Building Division service.

Warm regards,



Raylee Glasser, CBO
Founder/CEO
Urban37, Inc.



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 Urban37, 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.

None.

I/We Urban37, 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.

None.

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 3/30/2026 [date], at Los Gatos [city], California [state].

<u>Urban37, Inc.</u>	<u>Founder and CEO</u>
Proposer Name (Person, Firm, Corp.)	Title of Authorized Representative
<u>20212 Redwood Road #103C</u>	<u>Raylee Glasser</u>
Address	Name of Authorized Representative
<u>Castro Valley, CA 94546</u>	
City, State, Zip	
<u>3/30/2026</u>	<u>Raylee Glasser, CBO</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.

Urban37, Inc.

Name of Proposer (Person, Firm, or Corporation)

Raylee Glasser, CEO

Signature of Proposer's Authorized Representative

Raylee Glasser, Founder and CEO

Name & Title of Authorized Representative

3/30/2026

Date of Signing



SECTION 3

Review of Scope of Services

Section 3 – Review of Scope of Services

Urban37 understands that the Town of Los Gatos is seeking more than supplemental staffing. The Town is seeking a trusted municipal partner capable of delivering high-quality Building Division services with consistency, responsiveness, and professionalism. Our team is well-positioned to provide this level of service because we do not approach Building Division support as isolated technical tasks. We approach it as a fully integrated municipal function where technical accuracy, customer experience, workflow discipline, and communication all work together to create dependable outcomes for staff, applicants, and the public.

Urban37's approach is built on technical excellence, operational integration, and service-minded partnership. We work as a seamless extension of Town staff, whether services are delivered onsite, remotely, or through a hybrid model. Our goal is for Town staff and applicants to experience our service as professional, coordinated, and indistinguishable from a high-performing in-house team.

Plan Review Services: Urban37 provides comprehensive, multi-discipline plan review services across architectural, structural, mechanical, electrical, plumbing, energy, green building, accessibility, fire/life safety, geotechnical coordination, and Town engineering-related requirements. All reviews are performed in full alignment with the California Building Standards Code, Town-adopted standards, and applicable state and local regulations.

Although plan review services may be performed remotely, our model ensures that it feels as though your reviewer is working just down the hall. We operate as a seamless extension of Town staff, prioritizing accessibility, responsiveness, consistency, and predictable outcomes for applicants and internal teams alike.

- Projects are evaluated and assigned to discipline-specific reviewers based on project type and complexity
- Complex, high-visibility, or specialty projects receive senior-level technical oversight
- All discipline comments are consolidated prior to issuance to eliminate conflicting or fragmented feedback
- Comment letters are code-cited, organized by discipline, and aligned with Town standards
- Collaborative page-turning sessions are offered for complex or time-sensitive projects to align expectations early and reduce unnecessary review cycles

Our process is intentionally designed to minimize projects advancing to a third plan check whenever feasible through comprehensive first-cycle reviews, coordinated comments, and clear correction priorities. Internally, all reviews are supported through U37, Urban37's proprietary workflow platform, which allows our team to manage reviewer assignments, track turnaround times, maintain Town-specific standards, and perform internal QA/QC consistency checks prior to issuance.

This layered QA/QC structure includes primary review, senior technical oversight, and a final consistency check before comments are released, improving technical accuracy and maintaining

a consistent voice across all correction letters. Through this disciplined process, Urban37 consistently meets or exceeds Town turnaround expectations, with standard first-cycle reviews typically completed within 10 business days or less, rechecks within 5 business days or less, and expedited reviews prioritized based on Town needs.

Building Inspection Services: Urban37 provides comprehensive inspection services to ensure that all construction complies with approved plans, adopted codes, and safety standards. Our inspectors bring extensive field experience across residential, commercial, mixed-use, and complex specialty projects and understand that inspections are both a compliance function and a critical customer service touchpoint.

Our inspectors operate as a seamless extension of Town staff, arriving prepared, upholding Town standards, and representing the Town with professionalism, clarity, and a solution-oriented approach.

- Document inspection results directly within the Town's permitting system
- Issue clear, code-referenced correction notices
- Maintain consistent reporting aligned with Town procedures
- Communicate directly with contractors, applicants, and Town staff in the field
- Support temporary, partial, and final occupancy inspections as needed

We understand that inspections are often a critical path item in the construction process and that delays can directly impact project schedules, business openings, and residents returning to their homes. Our focus is on achieving compliance efficiently through clear communication, sound field judgment, and real-time issue resolution where appropriate, while fully maintaining the Town's standards for safety and code compliance.

Urban37 maintains a deep bench of certified inspectors capable of supporting short-term or long-term assignments, surge demand, same-day urgent inspection needs, lead inspector or Inspector of Record support for major projects, and post-disaster safety assessments when needed. This flexibility ensures the Town has reliable access to qualified inspection resources without delays or service disruptions.

Code Compliance Services: Urban37 provides structured, professional code compliance services designed to support the Town's community preservation goals while protecting public health, safety, and neighborhood quality. Our personnel are experienced in complaint intake, field investigation, notices of violation, administrative citations, compliance schedules, and interdepartmental coordination in alignment with California standards and local enforcement procedures.

Our philosophy emphasizes voluntary compliance whenever possible through respectful communication, clear explanation of requirements, and practical timelines for resolution. At the same time, we maintain consistent enforcement standards, accurate documentation, and defensible escalation pathways when formal action is required.

Urban37 documents all case activity thoroughly, including inspection findings, notices, correspondence, photographs, follow-up actions, and compliance milestones, ensuring case files remain organized, traceable, and easy to transition during staffing changes. Our team also coordinates closely with Building, Planning, Fire, Public Works, Police, and other Town departments as needed so cases are handled comprehensively and efficiently.

Beyond active enforcement, Urban37 can support program improvements through updated workflows, template notices, tracking procedures, and database maintenance to strengthen long-term consistency and operational efficiency.

Permit Technician & Administrative Services: Urban37 understands that permit technicians and administrative staff often define the public's day-to-day experience with the Building Division. Because of that, we place strong emphasis on assigning personnel who are technically capable, organized, professional, and genuinely helpful.

Our team is experienced in application intake, completeness review, routing, fee calculation, permit issuance, records management, and coordination across Building, Planning, Engineering, and Fire. Just as importantly, they are trained to provide clear direction and help applicants understand what is required and how to move forward successfully.

This combination of workflow discipline and service-minded communication is a core Urban37 differentiator and one of the reasons our teams integrate so successfully into public-facing municipal environments.

Miscellaneous Building Division Support: Urban37 is particularly well positioned to support the Town's broader Building Division needs beyond traditional staffing assignments. Our team can provide interim Chief Building Official coverage, supervisory plans examiner support, lead inspection oversight, and dedicated resources for expedited review programs, economic development initiatives, and other high-priority special projects requiring accelerated turnaround and close coordination.

A defining strength of Urban37 is our reputation for process mapping and operational workflow improvement within municipal Building Divisions. In addition to technical leadership and surge staffing, we provide practical assistance with process mapping, workflow optimization, applicant handouts, submittal checklists, correction standards, internal procedures, and service-level performance tracking. Because our team actively performs plan review, inspections, permit intake, and interdepartmental coordination in municipal environments every day, our recommendations are grounded in real operational experience and designed to improve clarity, reduce bottlenecks, and strengthen long-term consistency without disrupting staff workflows.

This combination of technical expertise, leadership depth, and process-driven operational improvement allows Urban37 to function as a true extension of Town staff while helping the Building Division continuously improve performance, customer experience, and internal efficiency.



SECTION 4

Experience and
Expertise

Section 4 – Experience and Expertise

Urban37's experience is defined not only by the breadth of services we provide, but by the strength of the relationships we build with the jurisdictions we serve. Every reference included in this proposal reflects a municipal partner who can speak directly to our technical expertise, responsiveness, professionalism, and commitment to delivering work that strengthens the Town long after the immediate assignment is complete. We approach every engagement with the goal of building trust, earning long-term partnership, and delivering a level of service that results in confident, enthusiastic references because that reputation is one of our firm's most important assets.

Urban37 fully satisfies the Town's Minimum Qualifications through extensive experience providing on-call and dedicated Building Division services to California jurisdictions, including comprehensive plan review, building inspections, permit technician and administrative staffing, code compliance support, interim leadership, and operational process improvement. Our team is highly experienced in applying the California Building Standards Code, local amendments, accessibility requirements, energy compliance, CALGreen, and multidisciplinary technical review across residential, commercial, mixed-use, and public sector projects.

Our recent municipal engagements demonstrate direct experience with scopes of similar magnitude and complexity:

City of Larkspur

Since July 2024, Urban37 has provided full plan review services for all residential and commercial projects, delivering comprehensive and highly consistent reviews aligned with City standards and expectations. Our work includes code interpretation, structural and life safety review coordination, accessibility oversight, and proactive applicant communication that supports predictable outcomes and reduces resubmittal confusion.

Urban37 also serves as Inspector of Record for the City's new Public Library and Community Building project, a highly visible community facility requiring close coordination, rigorous inspection oversight, and reliable communication with all project stakeholders. In addition, we are currently providing interim Building Official coverage while the City recruits for a permanent appointment, ensuring uninterrupted leadership, consistent decision-making, and continued service delivery.

To further strengthen operations, Urban37 staffs both a full-time administrative assistant and full-time permit technician at the public counter, allowing applicants, residents, and design professionals to receive timely support and clear first-contact guidance. Beyond staffing, we have completed a department-wide process mapping initiative focused on documenting and redesigning workflows, reducing bottlenecks, improving interdepartmental coordination, and training newly hired City staff. This work is helping leave Larkspur with stronger systems, better resiliency, and long-term operational improvements beyond the immediate contract need.

City of Saratoga

Since May 2025, Urban37 has provided comprehensive on-call building plan review services for both residential and commercial projects, including some of the City's most complex applications such as custom hillside homes, significant remodels, additions, and development projects requiring close structural, energy, accessibility, and local amendment coordination.

In addition to plan review, Urban37 provides broad staff augmentation support that integrates directly into daily City operations. This includes on-call Chief Building Official services, Counter Manager support, Permit Technicians, Building Inspectors, Public Works staff, and administrative personnel. These professionals work within City-established procedures while helping Saratoga maintain service levels during staff transitions, workload spikes, and operational change.

A major differentiator in Saratoga has been Urban37's role in process mapping and permit workflow optimization. Our team has worked closely with staff to evaluate routing procedures, improve digital permit system workflows, standardize intake and issuance practices, and identify operational bottlenecks that impact turnaround times and customer experience. This combination of technical expertise and process improvement aligns closely with Los Gatos' requested implementation mechanisms and operational goals.

Town of Corte Madera

Urban37 has staffed a full-time Permit Technician to manage daily public counter operations, application intake, completeness screening, routing coordination, and applicant support. This frontline role is critical in maintaining the Town's high standard of customer service and ensuring residents and contractors receive clear direction from the beginning of the permit process.

In addition to counter operations, Urban37 provides plan review services that reinforce timely permit processing and predictable review outcomes. Even within a smaller jurisdiction, this engagement demonstrates our ability to integrate seamlessly with Town staff, preserve a high-touch resident experience, and strengthen permitting operations without disrupting the established culture of service.

City of Rohnert Park

Urban37 provides ongoing residential and commercial building plan review services for the City of Rohnert Park, supporting a wide range of project types and complexity levels. This includes large-scale, time-sensitive developments such as Homekey housing projects and a major two-story automotive dealership exceeding 55,000 square feet. These assignments require clear code interpretation, life safety consistency, accessibility coordination, and highly responsive communication to maintain project momentum.

Beyond technical reviews, Urban37 has also provided direct staffing support through a full-time Code Enforcement Officer, Permit Technician, Administrative Assistant and Planner. These staff were embedded into day-to-day City operations and support permitting continuity, customer

service, and code compliance workflows. This breadth of support demonstrates Urban37's ability to provide both specialized expertise and reliable staffing solutions under one partnership model.

City of Union City

Urban37 provides a full-time Plans Examiner embedded directly within City operations, performing residential and commercial reviews in-house to support consistent turnaround times and direct staff collaboration. This onsite presence gives Union City reliable day-to-day review capacity while strengthening coordination with permit staff and project stakeholders.

To provide additional scalability, Urban37 also performs offsite plan reviews for more complex commercial projects, allowing the City to flex resources efficiently as workload demands fluctuate. We additionally provide plan review training services, helping align review standards, strengthen internal consistency, and support long-term quality assurance. This hybrid service model demonstrates Urban37's ability to combine dedicated staffing, remote expertise, and institutional capacity building.



SECTION 5

Qualifications of Key Personnel

Section 5 – Qualifications of Key Personnel

Urban37's greatest strength is its people. The proposed team is intentionally built with senior municipal professionals who not only bring deep technical expertise in Building Division operations, but who also share a culture rooted in partnership, responsiveness, and service.

Raylee Glasser, CBO, will serve as Project Manager for this engagement, providing executive oversight, strategic guidance, and direct support to ensure the Town receives responsive, high-quality service aligned with its operational goals. Under Raylee's leadership, Urban37 has built a team culture centered on acting as a seamless extension of Town staff, approaching every interaction with professionalism, accountability, and a genuine commitment to helping both the jurisdiction and its applicants succeed.

What makes Urban37 different is the way its team approaches municipal service. Our professionals understand that every correction letter, inspection result, permit intake, and applicant conversation reflects directly on the Town's customer experience. As a result, our staff are trained and mentored to provide clear communication, solution-oriented guidance, and a high level of care whether supporting Town staff internally or assisting applicants through the permitting process. This culture of partnership and service excellence is embedded across our leadership team, technical reviewers, inspectors, permit technicians, and administrative staff.

Urban37 is fully committed to maintaining the same core personnel throughout the duration of this engagement to ensure continuity, consistency, and strong working relationships with Town staff and applicants. Our goal is to allow the Town to build trust and familiarity with the assigned team, rather than experiencing frequent staffing turnover common in larger consulting models. Should any personnel transition become necessary, Urban37 will provide advance notice and a qualified replacement of equal or greater experience to ensure uninterrupted service and preserve institutional knowledge.

Resumes for all proposed key personnel are included in the Appendix.

The Team Ready to Support Los Gatos

Raylee Glasser, CBO – Principal, Founder/CEO, Project Manager

Raylee is an experienced municipal services consultant with over 30 years in the construction services industry. She brings deep expertise in front counter operations, department organization, staffing, and full-spectrum municipal service delivery. As a certified Building Official, Building and Fire Plans Examiner, Inspector, and Permit Technician, Raylee understands every part of the development process. Her leadership is hands-on, collaborative, and grounded in a genuine passion for helping public agencies succeed.

Jeff Taner, SE – Structural Engineer

Jeff is a California-licensed Civil and Structural Engineer with over 36 years of experience in the Bay Area. His background includes structural design for new buildings, seismic rehabilitation, historic preservation, and theatrical rigging design for performing arts venues. Jeff specializes in

structural peer review, code interpretation, and complex project evaluations for residential, commercial, and civic developments. His structural expertise strengthens our plan check capabilities on all scales.

Dennis Lau, PE, SE, CBO – Engineer, Building Official, Combo Building Inspector

Dennis is a California-licensed Civil and Structural Engineer with more than 18 years of experience in structural design, plan review, and municipal building safety. His background includes seismic design and retrofit for large-scale facilities, as well as plan review and inspections across residential, commercial, and civic projects. With certifications as a Building Official, Code Enforcement Officer, and multiple inspector and plans examiner licenses, Dennis brings both technical expertise and practical field knowledge to every assignment. His ability to bridge engineering precision with municipal operations makes him a highly versatile resource for jurisdictions.

Clay Salzman, CBO, CASp – CASp Plans Examiner, Building Inspector, Building Official

Clay is a Certified Building Official (CBO) and Certified Access Specialist (CASp) with 25 years of experience in code compliance, plan review, inspections, and accessibility consulting. He has led teams across both public and private sectors and is known for his thoughtful approach to projects involving complex code applications. Clay ensures that accessibility, life safety, and structural requirements are handled with rigor, clarity, and consistency.

Mike Leontiades, CBO – Sr. Plans Examiner, Combo Building Inspector, Building Official

Mike is a seasoned construction professional with over 40 years of industry experience, including 16 years in local government leadership and 10 years in municipal consulting. As a certified Building Official and experienced plans examiner, Mike is known for delivering exceptional customer service and building strong relationships with design professionals, contractors, and public stakeholders. He has extensive experience serving as an Inspector of Record (IOR), including providing dedicated on-site oversight for large-scale hospitality and resort developments. Mike also serves as a highly capable combination building inspector, conducting inspections across structural, mechanical, plumbing, and electrical scopes with efficiency and diplomacy.

Bill Hansell – CBO, AIA, Fire Plans Examiner

Bill is a Certified Building Official and California-licensed Architect with over 30 years of experience in municipal building leadership, architectural design, and plan review oversight. He has served in executive roles within building departments, managing permitting operations, plan review, inspections, and code enforcement. Bill brings extensive experience in commercial and residential development review, with a strong focus on life safety, accessibility, structural, and fire code compliance. His combined leadership and technical expertise support thorough, efficient, and well-coordinated plan review services.

Karimullah “Karim” Kamran, MCP – Senior Plans Examiner

Karim is a skilled Master Code Professional with extensive experience managing residential, commercial, and industrial plan reviews. He is proficient in Building, MEP, Energy, Green Building,

and Structural codes and has a strong background in documenting field conditions, coordinating technical reviews, and communicating clearly with applicants and stakeholders. Karim brings technical depth and precision to every project he supports.

Eugene (Gene) Ferrero – Senior Plans Examiner

Gene is a seasoned Plans Examiner with over 35 years of experience in municipal building safety operations. He specializes in architectural and structural plan review, accessibility compliance, and energy efficiency standards, bringing clarity and precision to complex code interpretations. Gene has reviewed projects ranging from residential developments to large-scale civic and commercial facilities, ensuring accuracy and consistency in every submittal. At Urban37, he also serves as a mentor to junior staff, helping to strengthen team-wide expertise while delivering high-quality plan review services for partner jurisdictions.

Sara Deland – Plans Examiner

Sara is a certified Plans Examiner with a background in interior architecture, code compliance, and architectural design. She conducts thorough, well-documented plan reviews for both residential and commercial projects, ensuring alignment with local and state codes. Known for her clear communication and collaborative approach, Sara bridges technical accuracy with practical problem-solving to help keep projects moving forward. Her ability to interpret code while maintaining positive relationships with applicants and staff makes her a valuable asset to any jurisdiction.

Jeanne Mangerich – Senior Combination Building Inspector

Jeanne is a highly skilled combination inspector with hands-on experience in building, mechanical, electrical, and plumbing inspections, as well as Inspector of Record (IOR) assignments for complex commercial and public projects. She is well-versed in field inspection protocols and regulatory compliance, and brings a calm, solutions-oriented presence to every site she visits. Jeanne is especially effective in coordinating with contractors and city staff, resolving issues in real time, and helping ensure that construction timelines and safety standards are consistently met.

Caitlin Roeder – Operations Manager, Counter Manager

Caitlin has over ten years of experience in municipal permitting, operations management. She has served as Counter Manager in multiple jurisdictions, overseeing day-to-day counter performance, reporting, and customer service. As Urban37's Operations Manager, she leads process mapping initiatives that streamline permitting workflows and improve staff efficiency. Her ability to manage operations while providing hands-on counter leadership makes her a key driver of Urban37's success.

JorDann Crawford – Senior Code Enforcement Officer

JorDann is an experienced Code Enforcement Manager and Planning professional with extensive background in municipal code enforcement, zoning compliance, and program development across multiple California jurisdictions. She has supervised enforcement teams, conducted complex investigations, issued notices of violation and stop work orders, and prepared detailed

case documentation to support administrative and legal proceedings. JorDann brings strong leadership skills, cross-departmental coordination experience, and a deep understanding of municipal processes to ensure consistent, defensible, and fair enforcement practices.

Leslie Deleon-Mangskau – Code Enforcement Officer

Leslie is a seasoned Code Enforcement professional with over 10 years of experience conducting residential and commercial inspections, investigating complaints, and supporting compliance with municipal codes and ordinances. She has performed inspections related to building, housing, zoning, rental safety, and nuisance violations, preparing clear correction notices and follow-up documentation to support fair and consistent enforcement practices. Leslie is skilled in coordinating with planning, building, and public safety departments to resolve complex cases efficiently while promoting voluntary compliance and community education.

Casey Silveira – Permit Technician

Casey is a reliable and responsive Permit Technician with experience supporting high-volume jurisdictions throughout the Bay Area. She has been successfully placed in multiple cities, where she consistently provides exceptional customer service, accurate permit processing, and dependable front counter support. Casey is known for her adaptability, attention to detail, and ability to step in seamlessly to keep operations running smoothly, whether for short-term coverage or long-term assignments.

Brandi Caulfield – Senior Permit Technician: With a B.A. degree in Planning for Sustainable Communities and experience as an Assistant Planner and Permit Technician, Brandi is passionate about making positive contributions to public sector municipalities. She specializes in planning and building codes and processes. Proven multitasker and efficient communicator, adept in permit processing and has demonstrated ability to manage high-volume tasks, ensuring seamless building and planning application processes.

Kimberly Sevilla – Permit Technician: As a Permit Technician, Kimberly has demonstrated meticulous attention to detail in managing data entry, recordkeeping, and documentation, ensuring accuracy and compliance in all administrative tasks. She has a proven ability to communicate clearly and work effectively with individuals from diverse social, cultural, and economic backgrounds, fostering positive relationships and efficient team interactions. Skilled in accurately analyzing situations and implementing effective courses of action, Kimberly ensures timely and well-considered solutions to challenges that may arise at the municipal counter and does well to assist the general public while handling their permitting needs and answering questions.



SECTION 6

Timeline

Section 6 – Timeline

Urban37 will implement services through a phased, scalable approach that allows the Town to activate individual services or full-spectrum Building Division support based on workload demands.

Phase 1 – Onboarding & Standards Alignment (Week 1)

Kickoff meeting with Town staff; confirm points of contact; review Town codes, local amendments, correction letter standards, permit system workflows, turnaround expectations, and communication protocols.

Phase 2 – Service Deployment (Weeks 1–2 and Ongoing)

Deploy plan review, inspection, permit technician, administrative, code compliance, or interim leadership staff in remote, onsite, or hybrid formats based on Town priorities. Staffing assignments may be scaled up or down as demand fluctuates.

Phase 3 – Process Integration & Optimization (First 30–60 Days)

Evaluate routing workflows, correction letter consistency, permit intake procedures, and interdepartmental coordination opportunities. Identify action items and process improvement recommendations aligned with Town service goals.

Phase 4 – Ongoing Performance Management (Monthly / Quarterly)

Provide continuous service-level monitoring, workload balancing, staffing adjustments, turnaround tracking, and periodic reporting to ensure performance standards continue to be met or exceeded.



SECTION 7

Samples

January 20, 2026

City of Rohnert Park
Building Department
130 Avram Avenue
Rohnert Park, CA 94928



Project: New Audi Dealership - Commercial
Address: 5535 Redwood Dr
Permit #: CB25-0123
Urban37 #: 25-100-006

The below plans and supporting documentation have been reviewed for compliance based on the 2022 California Building Code, 2022 California Residential Code, 2022 California Mechanical Code, 2022 California Electrical Code, 2022 California Plumbing Code, 2022 California Energy Code, 2022 California Green Building Standards Code, and the City of Rohnert Park's Ordinances.

Plans	(117) Sheets dated 12.23.25 by PROTO, Inc.
Supporting Documents	Structural Calculations dated 12.23.25 by Grimm/ Chen Structural Calculations Geotechnical Report dated 06.01.25 by Raney Geotechnical, Inc. Geotechnical Updated (1 of 2) dated 07.15.21 by Raney Geotechnical, Inc. Geotechnical Updated (2 of 2) dated 10.27.23 by Construction Testing Services Arborist Report dated 12.10.25 by Focal Point Arboriculture Consulting AMMR Letter dated 12.18.25 by Coffman Engineers Stormwater Report dated 12.20.25 by BKF Concurrent Review Form dated 12.22.25 by Alan Cross

Please note our review is restricted to the regulations overseen and implemented by the City of Rohnert Park's Building Department. **Our plan review is complete, and comments are attached.**

Sincerely,

Urban37, Inc.

Building Data:

Occupancy: B & S-1
Const. Type: II-B
Sprinklered: Yes
Project Floor Area: 1st floor Showroom: 4,532 sf; 1st floor Parts: 5,415 sf; 1st floor Service Drive: 2,565 sf; 1st floor Service: 12,359 sf; 2nd floor Office: 3,019 sf; 2nd floor Parts: 2,460 sf
Building Stories: 2
WUI: No
Flood Zone: X

GENERAL:

G1. 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.

ARCHITECTURAL: By Karim Kamran

- A1. Please revise the Code references on the cover sheet to include the following missing codes: 2022 California Green Building Code (CALGreen), and the City of Rohnert Park's Ordinances.
- A2. Please provide signatures/stamp of person responsible for creating the plans sheets C1.0 – C7.0 and L0.1 – L3.1. The construction documents must be signed by the Designer or stamped and signed by the Architect or Engineer in responsible charge prior to final approval. Architect or Engineer to include the date of signing and sealing immediately below or next to signature and seal. **CBC 107.1**, Business and Professions Code Section 5536.2 & 6737.1, CA Code of Regulations title 16 div 5 article 1 section 411
- A3. **Sheet A.011:** Space 119 & 120 are called out as locker room. Please revise.
- A4. **Sheet A.203:** Please include the specification cutsheet for TPO roofing to confirm it meets ASTM D5665, D5726 standards if built-up TPO roofing or ASTM D6878 if single-ply roofing.
- A5. **Sheet A.201:** Please specify sloped floor where vehicles are shown. **[CBC 406.2.4]**
- A6. **Sheet A.201, East & West Elevation/Sheet A.301:** Ballard appears to be installed to guard corner of service drive doors. Please include its details.

- A7. **Sheet A.004:** Please revise reference detail in keynote 13 & 14 to reference the appropriate details as no details is provided on sheet A.004.
- A8. **Sheet A.004 – Keynote 10:** The correct detail for truncated domes is 4/A.003. Please revise.
- A9. **Sheet A.011:** The AMMR is not granted by Fire Marshal and Building Official as it does not provide any higher level of physical construction protection then is required by code. Please revise plans to show conformance with **CBC Table 1006.2.1**, **CBC Table 1006.3.4(2)** and **CBC Table 1017.2** respectively. Please expect further comments in resubmittal.
- A10. **Sheet A.201:** Please list the interior wall and ceiling finish requirements as specified in Table 803.13 [**CBC 803.13**]
- A11. **Sheet A.801:** EIFS covering is noted in exterior finished schedule. Please note that any 1-coat stucco system (EIFS) requires an engineering report and/or installation instructions. The system must comply with ASTM E2568, the drainage efficiency must be at least 90 percent, and the water resistive barrier must be No. 15 felt or comply with ASTM E2570. Details must show that the water resistive barrier is applied between the EIFS and wall sheathing, drainage shall terminate not less than 6” above ground level, trim shall not be face-nailed through EIFS and flashing shall be installed per **CBC 1707**
- A12. **Detail 3/Sheet A.522:** Please note that guards shall not have openings from the walking surface to the required guard height which allow passage of a sphere 4-inches in diameter. **CBC 1015.4**
- A13. **Sheet A.804:** Please the following requirements for door operation forces.

The force to open doors shall comply with [**CBC 1010.1.3**]

1. For interior swinging egress doors that are manually operated, other than doors required to be fire rated, the force for pushing or pulling open the door shall not exceed 5 pounds.
2. For other swinging doors, sliding doors, or folding doors, and doors required to be fire rated, the door shall require not more than a 30-pound force to be set in motion and shall move to a full-open position when subjected to not more than a 15-pound force.

The forces to unlatch doors shall comply with [**CBC 1010.1.3**]

1. Where door hardware operates by push or pull, the operational force to unlatch the door shall not exceed 15 pounds.

2. Where door hardware operates by rotation, the operational force to unlatch the door shall not exceed 28 inch-pounds.

ACCESSIBILITY: By Clay Salzman, CASp

AC1. Sheets: A.003 (Site Plan), A.201 (1st Floor Plan), A.202 (2nd Floor Plan): The site plan (Sheet A.003) adequately demonstrates the required accessible path of travel from accessible and EV-accessible parking spaces to the accessible building entrance, including minimum 60-inch width, continuous route, detectable warnings at vehicular crossings, and clear identification of the accessible route, consistent with CBC 11B-206.2 and 11B-402. However, the 1st Floor Plan (Sheet A.101) and 2nd Floor Plan (Sheet A.102) do not clearly identify the interior accessible route connecting the accessible building entrance to all required public and employee areas. The plans do not consistently delineate the accessible path of travel within the building, nor do they clearly demonstrate route continuity through corridors, doorways, and level changes, as required by CBC 11B-206.2 and 11B-402.

Please clearly identify and label the interior accessible path of travel on the floor plans, including route continuity to all required accessible spaces, and coordinate with door locations and circulation elements to demonstrate compliance.

AC2. Door maneuvering clearances required by CBC 11B-404.2.4 are not dimensioned at accessible doors, including restroom and interior doors. Please verify and dimension the required latch-side, approach, and pull/push maneuvering clearances in accordance with Figures 11B-404.2.4.1 through 11B-404.2.4.4.

Coordinate the required door maneuvering clearances shown on Sheets A.201 and A.202 with wall-mounted electrical devices and door hardware indicated on the Electrical Plans (Sheets E.101 to E.106) to ensure that switches, card readers, automatic door operators, and other controls do not encroach into the required clear floor space, as required by CBC 11B-404.2.4 and CBC 11B-308.

AC3. Sheets A.201, A.202, P1.02, and P1.03: Only the first-floor women's restroom and locker room includes an enlarged plan detail (Detail 1 on Sheet A.613), and the men's restroom and locker room includes an enlarged plan detail on Sheet A.612. Please provide clear callouts on the floor plans identifying where each enlarged restroom/locker room detail applies for coordination and clarity.

In addition, it is unclear whether the women's and men's restrooms with lockers shown on Sheets A.612 and A.613 are intended for public use, employee use, or both. Please clearly identify the intended use of each restroom on the floor plans. Where public restrooms are required, ensure that separate, accessible public women's and men's restrooms are provided and clearly labeled.

Provide corresponding enlarged floor plan details for all required public women's and men's restrooms demonstrating accessible toilet room compliance, including the required 60-inch turning space or compliant T-turns, as required by CBC 11B-603.2.1 and CBC 11B-304. Door swings shown on the architectural and plumbing plans shall be coordinated

so they do not encroach into the required clear floor space necessary to maintain required turning and maneuvering clearances.

- AC4. Sheet A.611, A.612 and A.613: The men’s and women’s locker room plans show upper and lower lockers; however, the plans do not identify which locker is designated as the accessible locker, as required by CBC 11B-811.3. Details 1 and 2 on Sheets A.612 and A.613 include a callout “N” located at an upper locker positioned at the top of the locker bank, which does not comply with the required accessible reach range for operable parts per CBC 11B-308 and CBC 11B-811.3.1.

Please provide a compliant accessible locker detail demonstrating required mounting heights, clear floor space, and operable parts within accessible reach ranges, and clearly identify the designated accessible locker(s) within each locker room. Include appropriate callouts on the men’s and women’s locker room plans on Sheets A.612 and A.613 referencing the accessible locker detail.

In addition, revise the locker schedule on Sheet A.611 to clearly identify accessible lockers, as the current callout “N” is noted only as “lockers” and does not distinguish accessible lockers from standard lockers.

- AC5. Sheets A.611, A.612, and A.613: Interior elevations for the men’s and women’s accessible water closet rooms are provided on Sheets A.612 and A.613; however, these sheets do not reference Sheet A.611, where the required accessible water closet clearance dimensions are shown. Please add clear callouts on Sheets A.612 and A.613 directing the reader to Sheet A.611, clearly identify the accessible water closet room in each restroom, and provide complete side wall, rear wall, and overall clearance dimensions demonstrating compliance with CBC 11B-604.3 and Figure 11B-604.3.1.
- AC6. Sheet A.611: The bathroom accessory schedule identifies a baby changing station; however, the baby changing station is not identified or shown on the enlarged customer restroom plan. Please revise the plans to clearly indicate the location of the baby changing station and provide a corresponding detail demonstrating compliance, including required clear floor space and operable parts within accessible reach ranges, as required by CBC 11B-226.4 and CBC 11B-309.
- AC7. Sheet A.611: Shower details are provided; however, no shower stalls are shown within either the men’s or women’s restrooms on the plans. Please revise the drawings to either identify and show the shower stalls on the applicable restroom plans or remove the shower details from Sheet A.611 to maintain consistency between the plans and details.
- AC8. Sheet A.611: Under Restroom General Notes, Item 4 references “3/A.623” for mounting heights, locations, and dimensions of fixtures and accessories; however, Sheet A.623 is not included in the plan set. It appears that the required mounting heights, locations, and dimensions are instead provided on Sheet A.611 under Item 6 – Mounting Heights. Please revise the restroom general notes to correct the sheet reference and clearly direct the reader to the applicable information shown on Sheet A.611.

- AC9. Sheets A.201 and A.202: The plans show offices located on both the ground floor and the second floor; however, the plans do not identify which ground-floor office is designated as the accessible office. Please clearly identify the accessible office on the ground floor and demonstrate the required accessible working area, including clear floor space and circulation within the office, in compliance with CBC 11B-203.9 and CBC 11B-305. Where work surfaces are provided within the accessible office, demonstrate compliance with required clear floor space and approach requirements per CBC 11B-902.
- AC10. Sheets A.201 and A.202: Please identify, with clear callouts on the floor plans, the applicable enlarged floor plans and relevant details for the following public areas: customer/sales area, service write-up area, retail parts section, and the public restrooms serving these areas, as required to demonstrate accessibility for spaces open to the public per CBC 11B-201.1 and CBC 11B-206.2. If enlarged floor plans and details are not provided, or if the information shown is incorrect or incomplete, additional accessibility comments may be required at the next review cycle.
- AC11. Sheets A.201 and A.202: Please identify the employee break room and all areas used by more than one employee on the floor plans and provide the number of employees served by each space for clarity. Employee common-use areas shall be clearly identified and coordinated with applicable accessibility details to demonstrate compliance with CBC 11B-203.9.
If enlarged floor plans and details are not provided, or if the information shown is incorrect or incomplete, additional accessibility comments may be required at the next review cycle.
- AC12. Sheets A.201 and A.202: An ADA-compliant counter-mount water station is detailed on Sheet A.003 (Reach Diagram 8) and appears to demonstrate compliant side reach ranges, control heights, and knee/toe clearances when used in lieu of a traditional drinking fountain, consistent with CBC 11B-602. However, the accessible drinking fountain / water station is not identified on the floor plans, and no callout is provided indicating that this fixture is intended to satisfy the required accessible drinking fountain.

Please revise the plans to identify the location of the water station on the applicable floor plans and provide a callout referencing the enlarged reach detail on Sheet A.003. In addition, clearly indicate whether the proposed fixture includes a bottle filler integrated with, or adjacent to, the drinking fountain, and confirm that the configuration provides compliant access for both standing and seated users, as required by CBC 11B-602.

- AC13. Sheets E1.03–E1.06, M1.01, M1.02, A.201, and A.202:
A reach range diagram is provided on Sheet A.003 (Reach Diagram 8); however, this diagram applies specifically to the ADA-compliant water station / drinking fountain and does not demonstrate compliance for other operable parts. Operable elements including light switches, thermostats, electrical controls, and mechanical controls are not dimensioned or otherwise shown to verify compliance with required reach ranges and operability, as required by CBC 11B-308 and CBC 11B-309.

Please demonstrate compliance for all applicable operable parts by dimensioning reach heights on the plans or by providing clear callouts on the architectural, electrical, and mechanical sheets indicating where compliant reach ranges are achieved. References to fixture-specific details (such as the drinking fountain reach diagram) shall not be used in lieu of demonstrating compliance for unrelated operable elements.

AC14. Sheets E1.03–E1.06, M1.01, and M1.02:

Operable parts, including but not limited to light switches, electrical controls, thermostats, and mechanical controls, are shown on the electrical and mechanical plans without dimensions or references sufficient to verify accessible reach ranges. While Sheet A.003, Detail 8 provides a side reach diagram (currently illustrated for a water station), the plans do not demonstrate compliance with required front reach ranges, nor do they clearly indicate which operable parts are intended to be evaluated using side reach versus front reach conditions.

Please revise to demonstrate compliance with both side and front reach requirements, as applicable, by one of the following methods:

- Providing callouts on Sheets A.201 and A.202 identifying operable parts and referencing accessible reach range details on Sheet A.003 (revised or expanded to include front reach conditions), or
- Adding notes and/or enlarged details on Sheets A.201 and A.202 that clearly state the maximum and minimum mounting heights and identify whether side reach or front reach applies at each operable part location.

All revised details and notes shall demonstrate compliance with CBC 11B-308 (Reach Ranges) and CBC 11B-309.4 (Operable Parts).

AC15. Sheets A.201 and A.202: Wall-mounted elements located along accessible circulation paths, including but not limited to fire extinguishers, fire extinguisher cabinets, wall-mounted devices, and wall-mounted fixtures, are shown without sufficient information to verify compliance with protruding object limits. Please demonstrate that objects with leading edges between 27 inches and 80 inches above finished floor do not protrude more than 4 inches into required circulation paths, as required by CBC 11B-307.2.

Please revise the plans to either:

- Dimension the projection depth of wall-mounted elements along accessible routes, or
- Provide callouts to compliant enlarged details identifying mounting heights and maximum allowable projections for these elements.

AC16. Sheets A.201 and A.202: Employee common-use areas, including the break room, men's and women's locker rooms, employee restrooms, and office areas used by more than one employee, are shown on the plans; however, the drawings do not clearly demonstrate that these spaces are served by an accessible route, as required by CBC 11B-206.2.8. In addition, the plans do not clearly demonstrate required accessible clear floor space, interior circulation, and door maneuvering clearances within these employee common-use areas, as required by CBC 11B-203.9.

Please revise the plans to clearly identify the accessible route serving each employee common-use area, dimension or reference compliant door clearances and circulation, and provide callouts to the applicable enlarged details where accessibility features are demonstrated.

AC17. Sheets A.201 and A.202:

The plans show an upper level/mezzanine accessed by stairs only. Please clarify on the drawings whether the upper level is not required to be accessible because equivalent employee work areas and functions are provided on the accessible ground floor, as permitted by CBC 11B-203.9 (Employee Work Areas) and CBC 11B-206.2.8 (Common Use Circulation Paths in Employee Work Areas).

If the upper level is not required to be accessible, please add a note stating that no accessibility features are required for the stairs, as stair access serves a non-accessible floor with equivalent employee work areas provided on the accessible level, consistent with CBC 11B-203.9.

If the upper level is required to be accessible, please revise the plans to demonstrate a compliant vertical accessible route in accordance with CBC 11B-206.2.3 (Elevators) or CBC 11B-206.2.5 (Platform Lifts), and provide all required accessibility features for the upper level per CBC Chapter 11B, including accessible routes (CBC 11B-402) and work areas (CBC 11B-305).

AC18. A signage mounting height detail for accessible features is provided on Sheet A.003, Detail 7; however, this detail does not identify the required location of tactile/Braille signage relative to doors, nor does it include an enlarged Braille signage detail. In addition, the plans do not clearly identify the required tactile and Braille signage for rooms and spaces where the public may enter or use, including but not limited to restrooms, customer/sales areas, service write-up areas, retail parts areas, nor for common-use employee spaces such as break rooms and locker rooms, as required by CBC 11B-216.2.

Please revise the plans to clearly identify all required tactile and Braille room identification signage, and provide an enlarged signage detail demonstrating compliance with CBC 11B-703, including the following:

- a. Tactile characters and Grade 2 Braille mounted on the latch side of the door, on the wall adjacent to the door (not on the door), per CBC 11B-703.4.2.
- b. The centerline of the tactile characters located 48 inches minimum and 60 inches maximum above finished floor, per CBC 11B-703.4.1.
- c. Sign placement positioned so the sign is located within 3 inches of the door jamb, per CBC 11B-703.4.2.

Provide clear callouts on Sheets A.201 and A.202 identifying all locations where tactile/Braille signage is required and referencing the revised signage detail. Revise Sheet A.003 to include Braille location and placement requirements where signage mounting heights are illustrated.

AC19. Sheets A.201, A.202, E1.03–E1.06, M1.01, M1.02, P1.02, and P1.03: Accessibility features shown across the architectural, electrical, mechanical, and plumbing plans are not consistently coordinated to demonstrate that required accessible clear floor spaces and circulation clearances are maintained. In particular, the plans do not clearly demonstrate coordination between door hardware and maneuvering clearances, plumbing fixtures and required clear floor space, and electrical or mechanical controls located within accessible routes or rooms, as required by CBC 11B-206.2 and CBC 11B-305.

Please revise the drawings to coordinate all disciplines so that required accessible clear floor spaces, door maneuvering clearances, reach ranges, and circulation paths are maintained without encroachment by fixtures, devices, equipment, or door swings. Provide clear callouts on the architectural plans identifying where accessibility is demonstrated and reference the applicable enlarged details or discipline-specific sheets where compliance is shown.

AC20. Sheets A.003 and A.101/A.102:

The accessible parking layout and details do not clearly demonstrate compliance with CBC Chapter 11B. Please revise to address the following:

a. Accessible parking mix: The accessible parking detail on Sheet A.003 appears to show two van-accessible parking spaces, but does not clearly provide a required standard accessible parking space, resulting in an incorrect accessible parking configuration. Please revise to provide the required combination of standard accessible and van-accessible spaces, as required by CBC 11B-208.2.

b. Van access aisle: The access aisle serving the van-accessible parking stall on Sheet A.003 is shown on the driver side of the stall, which is not consistent with the intended configuration for van-accessible parking. Please revise to clearly designate one van-accessible parking stall with the access aisle located on the passenger side of the van stall, and label the adjacent stall as the standard accessible parking space. Clearly identify and dimension the access aisle serving the van-accessible stall to demonstrate compliance with CBC 11B-502.2, including the required stall and access aisle width combinations illustrated in Figure 11B-502.2.

c. Detectable warnings: Detectable warnings are incorrectly shown within the accessible parking access aisle. Detectable warnings are not required and should not be provided within parking stalls or access aisles. Per CBC 11B-247.2, detectable warnings are required only where an accessible route crosses or enters a hazardous vehicular way, such as where a pedestrian walkway transitions directly into a vehicular drive aisle without curb separation.

Please revise the plans to remove detectable warnings from the striped parking access aisle and instead provide detectable warnings only at the appropriate transition points, such as:

- Where the accessible pedestrian route enters a vehicular driving area, and
- Where the accessible route reaches the building-side walkway, if that transition occurs at a vehicular way, consistent with CBC 11B-247.2 and Figure 11B-247.2.

AC21. Sheets A.201 and A.202: Doors located along the accessible route are not demonstrated to provide the required smooth surface on the push side of the door. Please revise the plans and door details to demonstrate that the push side of doors serving an accessible route includes a smooth, uninterrupted surface extending a minimum of 10 inches above the finished floor, exclusive of permitted hardware, in accordance with CBC 11B-404.2.10.

Provide door elevation details or notes identifying where this requirement applies and coordinate with door hardware and finish schedules to ensure compliance.

- AC22. Sheets A.201 and A.202: Mechanical, electrical, and plumbing plans depict furniture layouts, but corresponding architectural floor plans do not identify furniture or accessible workstations. For spaces required to be accessible, please revise Sheets A.201 and A.202 to show furniture layouts and clearly identify accessible tables, desks, and seating locations, including the accessible chair/work position and required clear floor space.

If the upper floor is not required to be accessible, please clarify this on the plans. If any upper-floor spaces are required to be accessible, provide the same level of furniture identification and accessibility documentation on the applicable architectural sheets.

- AC23. Sheets A.101, A.102, A.003: Where the accessible entrance or accessible route is not the most direct or obvious path from parking, signage is required to identify and direct users to the accessible entrance, per CBC 11B-216.6.

Please verify on the site/parking plans that directional signage is provided where required and add plan callouts referencing a compliant sign detail indicating mounting height and character requirements per CBC 11B-703.

- AC24. Sheets A.201, A.202: Provide tactile “EXIT” signage at each exit door, regardless of whether the exit is on an accessible route, as required by CBC 11B-216.4, with tactile character and Braille requirements per CBC 11B-703.

Please add plan callouts on Sheets A.201 and A.202 identifying the location of tactile exit signage at all required exit doors, including exits serving stairways.

- AC25. Sheets A.201, A.202: The electrical plans reviewed do not clearly identify the location of visible notification appliances (strobes) required for occupants who are deaf or hard of hearing. Please clarify where visible alarm notification appliances are provided in public and common-use spaces, as required by CBC 11B-215.2 and CBC 907.5.2.3.

At a minimum, verify and show visible notification appliance coverage for spaces such as the Customer Area, Service Write-Up Area, Retail Parts, and common-use employee spaces (e.g., Break Room, Locker Rooms).

ENERGY: By Karim Kamran

- En1. Wall Details/Sheet A.901: Please specify the insulation R-value.
- En2. **Sheet M.002:** Note MERV13 air filters as with a 2” nominal depth in “Packaged Rooftop Air Conditioning Unit Schedule note 1”. **[CEnC 120.1(c)1A to C]** 1” filters are allowed, but require a calculation to demonstrate that the filter face velocity is less than 150 feet per minute.
- En3. **Sheet M.002:** Each space conditioning system shall be installed with controls capable of automatically shutting off the system during periods of nonuse, and shall have an automatic time switch control, occupancy sensor, or 4-hour manually operated timer. **[CEnC 120.2(e)1]**

- En4. **Sheet E.300:** Per indoor lighting energy report page 2, the total installed lighting power exceeds 4000 watts. Lighting controls in nonresidential buildings having a total installed lighting power of 4,000 watts or greater shall be capable of automatically reducing lighting power in response to a demand response signal. **[CEnC 110.12(c)]**
- En5. Please provide and show on plans demand responsive controls. Demand responsive controls shall be certified OpenADR 2.0a or b, or certified by the manufacturer as capable of responding to a demand response signal from a certified OpenADR 2.0b Virtual End Node. **[CEnC 110.12(a)]**
- En6. **Sheet E.002:** Please update single line diagram and main electrical service panel schedule to show a minimum busbar rating of 200 amps and a reserved space to allow for installation of a double pole circuit breaker for future solar electric installation. The reserved space shall be labeled “For Future Solar Electric”. **[CEnC 110(e)]**
- En7. Please note on plans that when PV is not installed, system comply requirements of CEnC 110.10(b) through 110.10(d) apply. **[CEnC 110.10(a)4]**
- En8. Please identify location reserved for inverters and metering equipment and a pathway reserved for routing conduit from the solar zone to the point of interconnection with the electrical service. **[CEnC 110(c)]**

GREEN BUILDING: By Karim Kamran

- GB1. Please provide the 2023 worksheet. [2023 Storm Water LID Determination Worksheet.](#)
- GB2. Please include construction BMP sheets. You can develop your own, or use the SEA developed sheet available here: [Construction BMP Plan Sheet.](#)
- GB3. **Sheet A.101:** CalGreen 2022 do not include requirements for clean air vehicle parking. EV and EV capable are required now. Please revise plans.
- GB4. **Sheet A.101:** Please specify and locate bicycle parking (short and long term **CALGreen 5.106.4.**). Reference bike rack detail 7/A.111 on site plan.

MECHANICAL: By Karim Kamran

- M1. **Sheet M.001:** Please revise the code reference to read 2022 under “Seismic Bracing Criteria Note A” and “General Note 1, 49 – 52, 55, 59 & 62”
- M2. **Sheet M.001:** Please remove or cross out “Residential Cal Green Requirements Notes” as it is a non-residential project.
- M3. **Sheet M.001:** Please coordinate the location of EF-3 in fan schedule with energy report NRCC-MCH-E page 8.

- M4. **Sheet M.101:** Radiant Heater is noted as TBD in Washbay, Detail Bay and Service Drive. However, in order approve, plans shall be buildable set. Please include the specification for the radiant heater in resubmittal.
- M5. **Sheet M.101:** Please detail R-5 insulation at the edge of heated slabs, including basement slabs. **[CEnC 110.8(g)],**
- M6. **Sheet M.201 & M.202:** Please show secondary condensate drains to an approved location for Indoor FC Heat Pump Units per **CMC 310.2.**
- M7. **Sheet M.201 & M.202:** Note specify “Mechanical Duct Plan are in progress” and duct runs are not shown. Please provide them in resubmittal for review.
- M8. **Sheet M.201 & M.202:** Please update plans to show the CFM rating at supply and return-air register. **CMC 402.1.1**
- M9. **Sheet M.201 & M.202:** Please update plans and locate exhaust fans per the schedule on sheet M.002.
- M10. **Sheet M.203:** Buildings exceeding 15 ft in height shall have an inside means of access to the roof. Please detail access to appliances on roof per **CMC 304.3.** Access type shall be per **CMC 304.3.1.1.** Please also specify permanent lighting per **CMC 304.3.2**

PLUMBING: By Gene Ferrero

- P1. Please specify water supply lines. All underground service supply lines shall be of non-metallic material consisting of either polyethylene, minimum class 160, Poly Vinyl Chloride (PVC), minimum schedule 40, PEX or PEX-AL-PEX. Metallic materials may be used when suitable protection, approved by the building official, is provided. **[RPMC 15.20.010, 301.2.6]**
- P2. Sheet A.002 & P.002: Please provide drinking fountains; CPC Table 422.1 requires one, but one accessible and one standing (hi/lo) is required per CBC 11B-211.2.
Bottle fillers can only replace half of additional drinking fountains – not the first. Please update plans to show a drinking fountain. [CPC 415.2]
Please provide drinking fountains or calculate the plumbing occupancy load (per Occupant Load Factor Table 4-1) as less than 30 to be exempted from providing drinking fountains. [CPC 415.2]
- P4. Sheet P.002: The plumbing fixture schedule appears to be missing fixtures. (water closets, urinals, drinking fountains, water heaters, etc.)

- P5. Sheet P.002: Toilet seats for public use shall be of the elongated type and either of the open front type or have an automated seat cover dispenser. Plastic seats shall comply with IAPMO Z124.5. [CPC 411.3]
- P6. Sheet P.402: Please indicate that urinal partitions shall be placed to provide privacy. No urinal shall be set closer than 12-inches from its center to a side wall or partition nor closer than 24-inches center to center. [CPC 402.5] Please provide a detail.
- P7. Sheet P.402: Some of the details (10 & 11) and fonts are very light. Please revise.
- P8. Sheet P.102: Please indicate the location of the clothes washer as shown in detail 9/P.402
- P9. Sheet P.102: Please provide an enlarged detail for the piping for the booster pump skid in the janitor's closet (111) Pumps shall be installed in accordance with the manufacturer's installation instructions, pumps shall be accessible for repairs, and pumps intended to supply drinking water shall be in accordance with NSF 61. [CPC 609.8] Provide all floor mounted equipment supports, bracing and anchorage details in the plan, coordinate with the structural engineer.
- P10. Water heaters shall be anchored or strapped to resist horizontal displacement due to earthquake motion. Strapping shall be at points within the upper one-third (1/3) and lower one-third (1/3) of its vertical dimensions. At the lower point, a minimum distance of 4 inches shall be maintained above the controls with the strapping. [CPC 507.2]
- P11. The discharge piping serving a temperature relief valve, pressure relief valve, or combination of both shall have no valves, obstructions, or means of isolation. The discharge termination point shall be readily observable. [CPC 608.5]
- P12. Interceptors (clarifiers) (including grease, oil, sand interceptors [clarifiers], etc.) shall be required where they are necessary for the proper handling of liquid wastes containing grease, flammable waste, sands, solids, acid or alkaline substances, or other ingredients harmful to the building drainage system, the public or private sewer, or to public or private sewage disposal. [CPC 1009.1] Please verify that the trash enclosure drain shall be connected to the sand / grease interceptor
- P13. Sheet P.105: On the roof plan please provide a roof drain calculation to include the size of the proposed piping (leaders & vertical), roof drains, the overflow or scupper size, etc. Roof drains shall be designed for a storm of 60 minutes duration and 100 year return period. [CPC 1101.12]
- P14. Please provide a condensate waste plan, specify the size and material of the condensate lines. Note that POE oils react poorly to plastics, including Pex, PVC and CPVC.
- P15: Please provide Title 24 NRCC-PLB-E (Domestic Water Heating System) with the resubmittal. Energy compliance forms must be reproduced into the plan set and provided as an 8.5 x 11 document.
- P16. Please clarify if a compressed air system is proposed for this project and provide a complete piping plan and equipment schedule. Depending on the combined HP Title 24 NRCC-PRC-E (Process Systems) with the resubmittal. Energy compliance forms must be reproduced into the plan set and provided as an 8.5 x 11 document.

ELECTRICAL: By Gene Ferrero

- E1. Please provide Title 24 NRCC-ELC-E (Electrical Power Distribution) with the resubmittal. Energy compliance forms must be reproduced into the plan set and provided as an 8.5 x 11 document.
- E2. Please include a trenching diagram and conduit protection for proposed exterior location conduits. Verify that cover complies with CEC Table 300.5.
- E3. Sheets E.102 & E.104: The means of egress illumination level shall be not less than 1 footcandle at the walking surface. Along exit access stairways, exit stairways, and at their required landings, the illumination level shall be not less than 10 foot candles at the walking surface when the stairway is in use. [CBC 1008.2.1]
- E4. Sheets E.102 & E.104: Please provide illuminated exit signs at exits. [CBC 1013.3]
- E5. Sheet E.105: At least one 125-volt single phase 15 or 20 amp receptacle outlet shall be installed at an accessible location within 25 feet of heating, air conditioning, and refrigeration equipment. [CEC 210.63(A)]
- E6. Sheet E.105: Please provide the following on the electrical roof plan:
 - 1) Provide the location of all equipment disconnects on the plan.
 - 2) Show all circuits serving the roof equipment as labeled in the panels
- E7. Please indicate how the Switchgear is to be mounted and secured. Provide all floor mounted equipment supports, bracing and anchorage details in the plan, coordinate with the structural engineer.
- E8. Sheet E.002: Please provide AIC Calculations for the new Switchgear.
- E9. Sheet E.001: Please revise plan to note: Contractor is responsible to arrange for inspections of electrical equipment, including conductor terminations in panels in a de-energized condition.
- E10. Sheet E.001: Please revise plan to note: at time of inspection panels must be de-energized and any upstream breakers controlling the panel must be properly locked out and tagged out in conformance with safety procedures in NFPA 70E. Failure to have the equipment in a de-energized condition may result in an automatic inspection failure and may be subject to a reinspection fee.
- E11. Sheet E.001: Please revise plan to note: Tightening torque of bus connections and conductor terminations shall be demonstrated in the presence of the inspector using a

calibrated tool to achieve the indicated torque value of the equipment. Typical torque wrench calibrations are valid for a period of six months or 5,000 uses whichever occurs first. [CEC 110.14D]

- E12. Sheet E.001: Please revise plan to note: Inspector will verify torque to specs on transformers, breakers, busway tap cans, wire connectors and bolted buss connections. If no markings are present use values in NEC Annex I. This inspection must be done with the equipment in a de-energized condition. [CEC110.14D]
- E13. Sheet E.001: Please revise plan to note: All switchboards, panelboards, industrial control panels, meter socket enclosures and motor control centers shall be field marked warning of potential arc flash hazards. The labeling shall conform to the guidelines in ANSI Z535, 4-2011 Product Safety Signs and Labels. This does not apply to panels within individual dwelling units.
- E14. Sheet E.100: SP lighting located at parking stall22 is missing branch circuit home run. Please amend.
- E15. Sheet E.103: The power plan specifies panel 1PA4. This panel is missing from the plan. Please amend
- E16. Sheet E.002: In addition to the GFI requirements of CEC 210.8, all receptacles installed for the connection of electric vehicle charging shall have ground-fault circuit-interrupter protection for personnel. [CEC 625.54]
- E17. Please provide EVCS cutsheets/specifications. If GFCI protection for personnel is not integral with charging ports, please show how compliance with CEC 625.54 is achieved.

STRUCTURAL: By Jeff Taner, SE

- S1. A201: Automobile lifts are identified in Service Department 130.
 - a. Illustrate details of the lifts' anchorage to the floor.
 - b. Demonstrate by calculation lifts' anchorage to floor satisfies code prescribed gravity and seismic forces.
 - c. 4/A001 does not explicitly identify the lifts.
- S2. M201 and M202: Mechanical ducts not specified. Confirm ducts do not penetrate CMU walls, or account for duct penetrations in CMU shear wall analyses and CMU axial load in combination with out-of-plane seismic analyses.

- S3. A203 mechanical screen:
- a. Illustrate means by which mechanical screen attaches to roof framing.
 - b. Demonstrate by calculation the mechanical screen components and the screen's attachment to the roof framing resist code prescribed wind and seismic forces within code prescribed permissible materials stress limits.
- S4. M203 Rooftop mechanical equipment:
- a. Detail illustrating attachment of mechanical equipment to roof framing not apparent.
 - b. Demonstrate by calculation anchorage of rooftop mechanical equipment is adequate to resist code prescribed wind and seismic forces.
- S5. 7/M301: Detail refers to structural drawings for attachment of duct support stanchion. Information on structural drawings concerning this attachment not apparent.
- S6. S1.1.1 Miscellaneous Metals (Design-Build): Clarify the intend of item 2. Architectural drawings do not identify an elevator as a project scope component.
- S7. 1/S1.3.1: Specification of the location of the CMU wall relative to the footing for the "concentric footing" condition is not apparent.
- S8. 6/S1.3.1: Specification of the location of the CMU wall relative to the footing is not apparent.
- S9. 7/S1.3.1: Specification of the location of the CMU wall relative to the footing is not apparent.
- S10. 2/S1.3.2: Location of CMU wall relative to footing not specified.
- S11. 8/S1.4: Clarify treatment of (3) added #6 chord bars at expansion joint shown on 5/S1.4. Added #6 bars need to pass continuously through control joint to function as tensile chord.
- S12. 7/S1.4: Demonstrate by calculation the anchors connecting the CMU walls to the roof comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S13. 8/S1.4: Demonstrate by calculation the anchors connecting the CMU walls to the roof comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S14. 1/S1.4.1: Demonstrate by calculation the anchors connecting the CMU walls to the wide flange steel beam comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.

- S15. 2/S1.4.1: Demonstrate by calculation the anchors connecting the CMU bearing plate comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S16. 3/S1.4.1: Demonstrate by calculation the anchors connecting the CMU walls to the wide flange steel beam comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S17. 4/S1.4.1: Confirm constructability. If steel column with rebar is erected and vertical dowels extending upward from footing are present. Confirm blocks next to steel column can be laid up.
- S18. 5/S1.4.1: Demonstrate by calculation the anchors connecting the CMU bearing plate comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S19. 7/S1.4.1: Demonstrate by calculation the anchors connecting the CMU walls to the open web steel joists comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S20. 2/S1.4.1: If open web joists are pitched, clarify how ample joist bearing is achieved if bearing plate is installed level.
- S21. 2/S1.4.1: Clarify attachment of steel deck to HSS5x5 if steel deck slopes to conform to roof slope shown on architectural drawings.
- S22. 7A/S1.4.1: A 7/16" fillet weld is specified for the attachment of rebar to the bearing plate. Confirm a 7/16 inch fillet weld is prequalified in AWS D1.1, or specify on drawings the procedure for qualification testing of non-prequalified welds.
- S23. 7A/S1.4.1: If roof joists are pitched to conform to roof slope, clarify how ample joist bearing on bearing plate will be achieved.
- S24. 1/S1.4.2: Demonstrate by calculation the anchors connecting the CMU walls to the open web steel joists comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S25. 3/S1.4.2: Demonstrate by calculation the anchors connecting the CMU walls to the wide flange steel beam comply with ASCE 7-16 12.11 and TMS 402-16 Section 6.3 for resolution of out-of-plane seismic forces acting on CMU walls.
- S26. 5/S1.5: Demonstrate the unresolved component of the flanges' axial forces can be resisted or add welded stiffener.
- S27. S2.1: Plan dimensions of CMU piers in line A shear wall do not appear to be specified.
- S28. S2.1 Note 3: The graphic defining the top of footing elevation states the elevation specified is the minimum depth. If contractor installs footing substantially deeper than the specified minimum, s/he will be in conformance with the drawings, but moment frame drift

calculations will underestimate the drift due to decreased column stiffness. Placing a control on the footing depth ensures the constructed condition conforms to the calculations' design intent and provides the inspector a basis for enforcement of design intent.

- S29. S2.1: Dimensions locating steel moment frame columns and tube steel columns not apparent.
- S30. S2.1: Dimension locating south CMU wall of Washbay 127 not apparent.
- S31. S2.2: Demonstrate how inertial force in portion of concrete floor diaphragm located north of line D is transferred to line 3 moment frame south of line D for north-south direction seismic force.
- S32. S2.3: Demonstrate how inertial force in portion of steel deck roof diaphragm located north of line D is transferred to line 3 moment frame south of line D for north-south direction seismic force.
- S33. S2.3: Demonstrate how inertial force in portion of steel deck roof diaphragm located north of line B is transferred to line 4 CMU shear wall south of line B for north-south direction seismic force.
- S34. S2.3: Section 7/S1.4 is specified along the top of the CMU wall south side of Washbay 127 and CMU wall on line B. A2.03 indicates roof slopes downward at 1/4:12 to west and east parallel to plane of Washbay 127 south wall and line B wall. Direction of roof slope shown in 7/S1.4 contradicts roof slope direction shown on A2.03.
- S35. S2.3: Clarify whether open web steel roof joists between lines A and C hold level or slope to conform to roof slope. Building sections on A4.02 illustrate joists installed pitched. Section 2/S1.4.1 occurs along line west CMU wall of Service 130 and it illustrates the open web joists hold level.
- S36. A/S3.2: Demonstrate by calculation the wall's adequacy to resist dead load axial compression load in combination with out-of-plane seismic forces in accordance with TMS 402-2016 Section 8.3.4 or 9.3.4.
- S37. 2/S4.1: The means by which the moment frame beam connects to the shear plate welded to the column is not apparent. Bolts are specified as "erection bolts." If beam web is welded to shear plate, weld specification not apparent.
- S38. 4/S5.1: Specification of the location of the CMU wall relative to the footing is not apparent.
- S39. 2/S5.1: Demonstrate deformation compatibility of stair stringers with seismic drift of second floor if stringer feet are anchored to the foundation. Confirm stringers' connection to second floor framing will maintain gravity load support during seismic drift.
- S40. Calculations: Confirm seismic analysis of the office wing second floor includes accidental torsion pursuant to ASCE 7-16 12.8.4.2.

- S41. Calculations: Confirm seismic analysis includes redundancy factor, ρ , according to ASCE 7-16 12.3.4.
- S42. Calculations: Demonstrate CMU wall anchorage forces at the roof are transferred into the roof diaphragm in accordance with ASCE 7-16 12.11.2.2.
- S43. Thank you for listing special inspection items. Please complete the City Rohnert Park [Statement of Special Inspections](#). Ensure all signatures are provided and include two copies of the form with resubmittal package. Also, list EIFS exterior wall covering system as special inspection

[END]

March 18, 2026



City of Saratoga
Community Development Department
13777 Fruitvale Avenue
Saratoga, CA 95070

Project: New SFD
Address: 19363 Athos PI
Permit #: 26-0596
Urban37 #: 26-106-036

The below plans and supporting documentation have been reviewed for compliance based on the 2025 California Building Code, 2025 California Residential Code, 2025 California Mechanical Code, 2025 California Electrical Code, 2025 California Plumbing Code, 2025 California Energy Code, 2025 California Green Building Standards Code, and the City of Saratoga's Ordinances.

Plans	(32) Sheets dated 03.05.26 by Michelle Miner
Supporting Documents	Structural Calculations dated 03.04.26 by MHA Consulting Engineers
	Energy Calculations dated 01.23.26 by GM Designs
	Geotechnical Report dated 11.18.25 by Frank Lee & Associates
	Special Inspection Form dated 03.05.26 by MHA Consulting Engineers, Inc.
	Drainage Plans dated 12.07.25 by Advanced Development
	Hydrant Flow Letter dated 01.14.26 by San Jose Water
	Concurrent Permit Application dated 02.26.26 by Michelle Miner

Please note our review is restricted to the regulations overseen and implemented by the City of Saratoga's Building Department. **Our plan review is complete, and comments are attached.**

Sincerely,

Sara K DeLand
Plans Examiner
sdeland@urban37.com

Urban37, Inc.

Building Data:

Occupancy: R3/U
Const. Type: V-B
Sprinklered: Yes
Project Floor Area: 1st Floor: 2253sf, 2nd Floor: 1568sf, Garage: 621sf
Building Stories: 2
WUI: No
Flood Zone: X

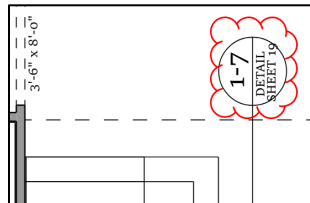
GENERAL:

- G1. Sheet 1: Expand the General notes on the cover sheet to include the following Site Management notes:
- a. Contractor/Owner shall obtain an encroachment permit for any and all improvements in the City right-of-way or City easement including all new utilities prior to commencement of the work to implement these plans.
 - b. The project shall have signage viewable from the public street that indicates the following:
 - Hours of construction as Mon- Fri: 7:30 am to 6 pm, Saturdays: 9am to 5 pm. - Contractor/Owner emergency contact information.
 - Weekend/after-hours Sheriff contact numbers.
 - c. Note on the plans, only C&D collection contractors shall be utilized to collect and transport C&D debris.
 - d. Prior to foundation inspection by the City, the Licensed Land Surveyor of record shall provide a written certification that all building setbacks are per the approved plans.
 - e. Damages to the driveway approach, curb and gutter, public streets, or other public improvements during construction shall be repaired prior to the final inspection.
- G2. Incorporate a complete and valid (signed) Planning Commission Design Review Resolution into the submitted plan sets.
- G3. Prior to issuance of the Building Permit a sanitary sewer hookup permit (or clearance letter) must be obtained and a copy of the permit must be submitted to the Building Department.
- G4. Incorporate a complete and valid Planning Department Design Review Approval Resolution into the submitted plan sets. *A resolution is valid only when it includes all the required signatures.* *Comply with all Conditions Of Approval.
- G5. Show all utilities (new and existing) on site plan. Indicate the locations of all trenching that will be required at the site.

- G6. Note on the site plan or cover sheet: “Prior to any grading, scraping or trenching within/under the canopy of a protected tree, a certified arborist shall be retained to provide supervision and recommendations to minimize possible damage to the tree. The proposed trenching shall then be approved by the City of Saratoga Planning Department prior to commencing digging. The City of Saratoga Arborist is: Christina Fusco, (408) 868-1276.”
- G7. 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.

ARCHITECTURAL:

- A1. Review and correct all notes, details and plans to comply with the 2025 code cycle. Additional comments may be forthcoming.
- A2. Sheet 1: Expand the Applicable codes to include the City of Saratoga’s Ordinances
- A3. Sheet 5 shows “pool equipment” but there is no pool shown on the site plan. Please provide clarification. If there is a proposed pool, please specify the new pool on the cover sheet as “under a separate permit.”
- A4. Sheet 5: Correct the site plan to include the roof line. Be sure to provide dimensions from the eave and the exterior walls to the property line.
- A5. Sheet 5: Update plans to demonstrate how site grading or drainage system will manage all surface water flows to keep water from entering buildings. Lots shall be graded to drain surface water away from foundation walls. The grade shall fall a minimum of 6 inches within the first 10 feet. **[R401.3]** Impervious surfaces within 10 feet of the building foundation shall be sloped not less than 2 percent away from the building. **[R401.3, Exception]**
- A6. Sheet 10: Correct the sheet number on the stair detail to reference sheet 21, not 19.

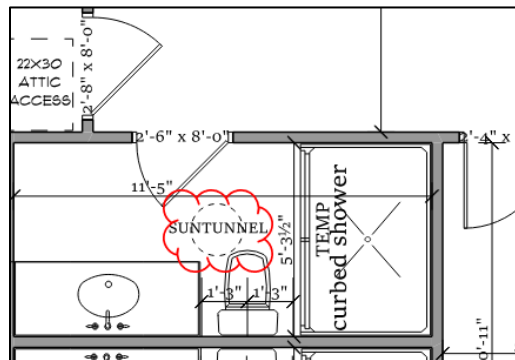


- A7. Sheet 10: Please widen the Guest bedroom door and bathroom door to be at least 36” wide for a net clear opening of 32”. At least one bathroom and one bedroom on the entry level shall provide a doorway with a net clear opening of not less than 32 inches measured with the door positioned at an angle of 90 degrees from the closed position. **[R328.1.3]**
- A8. Sheet 10: Correct all Aging in place requirements to read and comply with **R328**.
- A9. Sheet 10: Identify the bathroom that is to provide the required blocking for aging in place requirements. **[R328.1.1]**
- A10. Sheet 11: There are two keynotes in the walk-in closet for Bedroom #2, but there are no keynotes on this sheet. Please provide all applicable notes on this sheet.
- A11. Sheet 10: Please specify the step from the house finished floor to landings and steps at exterior doors. Doors shall be provided with landings or floors not more than 7¾" below the top of the threshold. **[R318.3.2]**
- A12. Sheet 10: Specify the glazing in the door along the left side of the kitchen as safety glazing. Glazing in all fixed and operable panels of swinging, sliding and bifold doors shall be considered a hazardous location. **[R324.4.1]**
- A13. Sheets 10 & 11: Please clarify the discrepancy of the attic area used between the Attic Ventilation Calculations and the area on the cover sheet.
- A14. Sheets 10 & 11: Provide building section cuts through the first and second floor plans and reference sheet 15.
- A15. Sheets 13 & 14: Please provide a dimension to the finished floor from the sill for each of the windows to verify emergency escape and rescue openings **[R319]** and safety glazing requirements. **[R324]**
1. Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches measured from the floor. **[R319.2.3]**
 2. Glazing of 9 square feet or larger, with the bottom edge of the glazing less than 18 inches above the floor and the top edge of the glazing more than 36 inches above the floor, and one or more walking surfaces are within 36 inches, measured horizontally and in a straight line of the glazing, must be protected with safety glass. **[R324.4.3]**
- A16. Sheet 13: Show the location of the address on the Front elevation. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of ½ inch. Numbers shall not be spelled out. These numbers shall contrast with their background. **[R308.1]**

- A17. Sheet 13: Correct the note for the siding underlayment as Grade D paper is only for Stucco assemblies. No fewer than one layer of water-resistive barrier (WRB) shall be applied over studs or sheathing of all exterior walls with flashing indicated in R703.4, in such a manner as to provide a continuous WRB behind the exterior wall veneer. **[R703.2]** Water-resistive barrier materials for non-stucco finishes shall comply with one of the following **[R703.2]**:
1. No. 15 felt complying with ASTM D226, Type 1.
 2. ASTM E2556, Type 1 or 2.
 3. Foam plastic insulating sheathing water-resistive barrier systems complying with Section R703.1.1 and installed in accordance with the manufacturer's installation instructions.
 4. ASTM E331 in accordance with Section R703.1.1.
 5. Other approved materials in accordance with the manufacturer's installation instructions.
- A18. Provide and reference window and door flashing. Flashing at exterior door and window openings shall extend to the surface of exterior wall finish or to a water resistive barrier complying with R703.2 for subsequent drainage. Air sealing shall be installed around all window and door openings on the interior side of the rough opening gap. **[R703.4.1]**
- A19. Sheet 16 or 17: Note smoke and carbon monoxide alarms as building powered with battery backup, and interconnected. **[R310.6] [R310.4] [R311.6] [R311.5]**
- A20. Sheet 21: Provide an additional guard rail detail for the stairs. **[R321.1]**
1. Guards on the open sides of stairs shall have a height not less than 34-inches. Where the top of the guard serves as a handrail on the open sides of stairs, the top of the guard shall be not less than 34-inches and not more than 38-inches measured vertically from a line connecting the leading edges of the treads. **[R321.1.2]**
 2. The triangular openings at the open side of stair, formed by the riser, tread and bottom rail of a guard, shall not allow passage of a sphere 6-inches in diameter. on the open side of stairs shall not have openings that allow passage of a sphere 4 3/8-inches in diameter. **[R321.1.3]**
- A21. Sheet 15: Expand the notes for the asphalt shingles. For roof slopes from 2:12 to 4:12, underlayment shall be two layers. **[Table R905.1.1(2)]**
- A22. Please provide and reference details for the two flat roofs shown on sheet 15.
- A23. Please reference all project specific details from sheets 20 and 21 on the floor plans, elevations, and building sections where applicable.
- A24. Provide and reference details for the tub and shower compartments:

1. Tub and shower compartments shall be finished with a nonabsorbent surface. Such wall surfaces shall extend to a height of not less than 6 feet above the floor. **[R327.2]**
2. Materials used as backers for wall tile in tub and shower areas and wall panels in shower areas shall be glass mat gypsum panel, fiber-reinforced gypsum panels, non-asbestos fiber-cement backer board, or non-asbestos fiber-cement reinforced cementitious backer units installed in accordance with manufacturers' recommendations. **[R702.4.2]**
3. Water-resistant gypsum board shall not be installed over a Class I or II vapor retarder in a shower or tub compartment. Cut or exposed edges, including those at wall intersections, shall be sealed as recommended by the manufacturer. **[R702.3.7]** Water resistant gypsum backing board shall not be used where there will be direct exposure to water, or in areas subject to continuous high humidity. **[R702.3.7.1]**

A25. Sheet 15: Update the roof plan to show the sun tunnel that is over the Bathroom attached to Bedroom 2.



ENERGY:

- En1. Thank you for including the water heater, heating and AC and T24 requirements on the cover sheet. Please list the appliance efficiency on the plans. Additionally, coordinate the size of the heat pump water heater. The cover sheet shows 80 gallons; however, page 12 of the PRF forms specifies a 40 gallon.
- En2. Please verify and correct the front orientation page 1 of the PRF forms. The front appears to be closer to 110° per the north arrow provided on the site plan. (An incorrect orientation can result in a 10% swing in compliance margin.)
- En3. Please correct both the entry door and side door shown in the Opaque doors to be in the Fenestration/Glazing. Doors with over 25% glazing shall be under the Fenestration/Glazing rather than Opaque Doors. Glazed doors are treated the same as windows and must meet the U-factor and SHGC requirements for windows.

En4. Please include the sun tunnel that is shown in the Bathroom attached to Bedroom 2 in the Fenestration/Glazing.

En5. Sheet 15: Please be sure all insulation that is shown in the energy compliance forms is correctly shown on the building sections. **[CEnC 150.0(a) to (d)]**

1. Show the location of the R-19, Attic Roof New First Floor and New Second floor are shown per pages 10 and 11 of the PRF forms.
2. Correct the insulation value for the new roof Insulation, Cathedral Ceilings to show a total Cavity R-value of R-38 with an interior continuous R-value of R-19 as shown on page 10 of the energy compliance forms. *If the R-19 is to be the attic roof, please do not duplicate the insulation values unless it is in fact duplicated in the project.*

New Roof Insulation1	Cathedral Ceilings	Wood Framed Ceiling	2x6 @ 24 in. O. C.	R-38	19 / None	0.018
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	CLASS "A" COMP SHINGLES O/ 30# FELT O/ PLYWOOD PER STRUC. O/ 2X RAFTERS PER STRUC. 1/2" GYP. BD. R-38 INSULATION PER TITLE 24
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3. Correct the Exterior wall insulation value to specify R-15 with an exterior continuous R value of R-5 to match the Opaque Surface Constructions on page 10 of the PRF forms.

OPAQUE SURFACE CONSTRUCTIONS							
01	02	03	04	05	06	07	08
Construction Name	Surface Type	Construction Type	Framing	Total Cavity R-value	Interior / Exterior Continuous R-value	U-factor	Assembly Layers
R-15 Wall	Exterior Walls	Wood Framed Wall	2x6 @ 16 in. O. C.	R-15	None / 5	0.056	Inside Finish: Gypsum Board Cavity / Frame: R-15 / 2x6 Sheathing / Insulation: R-5 Sheathing Exterior Finish: 3 Coat Stucco

4. Show the location of the R-19 Floors over Crawl space.

En6. Sheets 16 and 17: Be sure all lights in habitable spaces are controlled by dimmer switches. This includes all lights in the Family room. Lighting in habitable spaces, including but not limited to living rooms, dining rooms, kitchens and bedrooms, shall have readily accessible wall-mounted dimming controls that allow the lighting to be manually adjusted up and down. **[CEnC 150.0(k)2F]**

En7. Sheet 16: Specify the kitchen hood exhaust rate for the range on the plans. Kitchen hoods require a higher exhaust rate or ASTM E3087 Capture Efficiency (CE) ratings than previous codes. Over an electric range, provide a 50% CE or 110 cfm exhaust hood. **CEnC Table 150.0-G]** Additionally, remove Kitchen Note 8 on sheet 19.

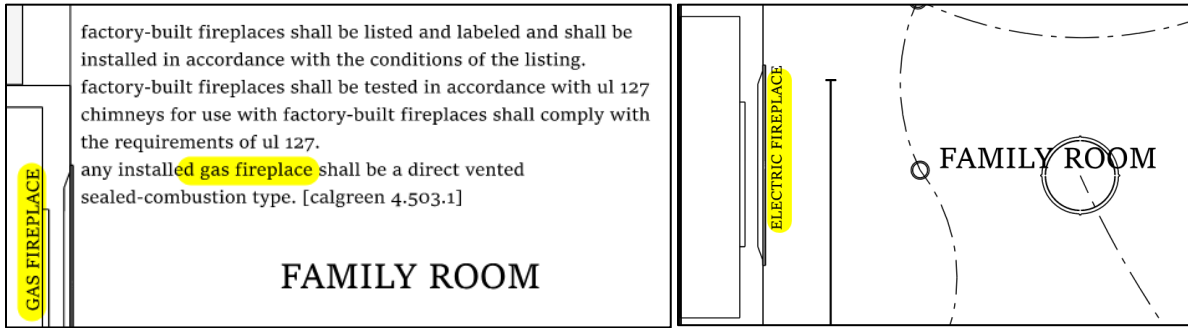
- En8. Sheet 18: Correct General Electric note 7 to comply with the 2025 CEnC. Outdoor lights must be high efficacy and controlled by a photocell and motion sensor, a photocell and an automatic time switch control, or controlled an astronomical time clock control. **[CEnC 150.0(k)(3)]**

7. NEW OUTDOOR LIGHTING ATTACHED TO BUILDINGS SHALL BE HIGH EFFICACY **OR** CONTROLLED BY BOTH A MOTION SENSOR AND PHOTO CONTROL. LIGHTING NOT ATTACHED TO THE BUILDING (I.E. LANDSCAPE LIGHTING IS EXEMPT FROM THIS REQUIREMENT.MOTION SENSOR CONTROLS AND PHOTO CONTROLS MUST COMPLY WITH TITLE 24 REQUIREMENTS UNLESS EXEMPTED

- En9. Sheet 16: All single-family residences that include one or two dwelling units shall be ESS ready or install an ESS system. **[CEnC 150.0(s)]** Provide the following:
- a) A minimum of four branch circuits shall be identified and have their source of supply collocated at a single panelboard suitable to be supplied by the ESS. At least one circuit shall supply the refrigerator, one lighting circuit shall be located near the primary egress and at least one circuit shall supply a sleeping room receptacle outlet.
 - b) Sufficient space shall be reserved to allow future installation of a system isolation equipment/transfer switch within 3 feet of the main panelboard. Raceways shall be installed between the panelboard and the system isolation equipment/transfer switch location to allow the connection of backup power source.
 - c) The main panelboard shall have a minimum busbar rating of 225 amps, and
 - d1) ESS ready interconnection equipment with a minimum backed-up capacity of 60 amps and a minimum of four ESS-supplied branch circuits, or
 - d2) A dedicated raceway from the main service to a panelboard (subpanel) that supplies the branch circuits in CEnC 150.0(s)(2). All branch circuits are permitted to be supplied by the main service panel prior to the installation of an ESS. The trade size of the raceway shall be not less than 1 inch. The panelboard that supplies the branch circuits (subpanel) must be labeled "Subpanel shall include all backed up load circuits."
- En10. Sheet 16 or 17: Please label one or more fans to operate continuously at 148 cfm (or greater) with a fan efficiency of 0.35 to provide indoor air quality per PRF page 13. **[CEnC 150.0(o)1C.i]**

At the IAQ fan switch, note a label clearly displaying the following or equivalent text: "This switch controls the indoor air quality ventilation for the home. Leave it on unless the outdoor air quality is very poor." **[CEnC 150.0(o)1J]**

- En11. Sheet 10 shows notes for a gas fireplace; however, sheet 16 shows this fireplace as an electric fireplace. Please clarify if this is to be gas or electric and coordinate notes. If gas, update the energy compliance forms to show "natural gas" rather than "all electric."



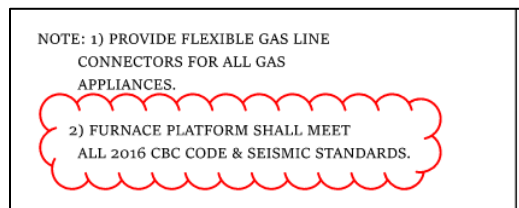
En12. Sheet 18: Review and correct all energy notes to read and comply with the 2025 CEnC.

GREEN BUILDING:

GB1. Thank you for providing the CALGreen Checklists. Please update to show compliance with the 2025 CALGreen Mandatory measures. You may find the AIA checklists a useful resource. <https://aiacalifornia.org/calgreen-checklists/> Please check “Y” or “N/A” for each element on the checklist.

MECHANICAL:

M1. Thank you for providing a detail for an Attic furnace. Please amend this detail to show compliance with a heat pump system. Detail 16/20 shows gas requirements. Additionally, please reference on the plans where each FAU is located. Please be sure to update the Platform Note 2 to reference the 2025 CBC, not 2016 CBC.



M2. Sheet 19: Expand the Laundry notes to include the following. *Clothes dryer exhaust ducts shall be terminated in accordance with the CMC. [R303.5.1, Exception 3] Specifically, clothes dryer exhaust ducts shall terminate to the outside of the building in accordance with CMC 502.2.1 and shall be equipped with a backdraft damper. Screens shall not be installed at the duct termination. Devices, such as fire or smoke dampers that will obstruct the flow of the exhaust shall not be used. Where joining ducts, the male end shall be inserted in the direction of airflow. [CMC 504.4]*

PLUMBING:

P1. Piping must be installed to permit future use of graywater system served by the clothes washer and other greywater fixtures. [SMC 16-49.035, 4.305.1]

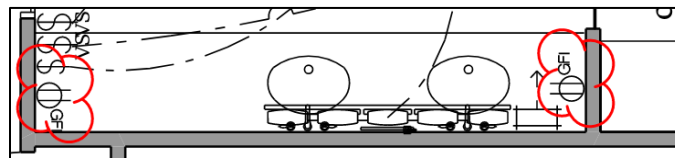
- P2. Sheets 10 – 11 & 16 - 17: Please correct the location of the control valves in the Guest Bathroom and Main Bathroom to be arranged so that the shower heads do not discharge directly at the entrance to the compartment. Control valves and showerheads shall be located on the sidewall of shower compartments or otherwise arranged so that the showerheads do not discharge directly at the entrance to the compartment so that the bather can adjust the valves prior to stepping into the spray. **[CPC 408.10]**
- P3. Sheet 19: Review and correct all notes to read and comply with the 2025 CPC.
- P4. Sheet 20: Correct detail 14 for the water heater to remove all gas notes for the NEEA rated heat pump water heater.

ELECTRICAL:

- E1. Sheet 16: Provide a surge protective device (SPD) at the main service panel. The SPD may be integral to or immediately adjacent to the service equipment and must be Type 1 or Type 2 SPD. **[CEC 230.67(A) to (C)]**
- E2. Sheet 16: Automatic garage door openers, where provided, shall be listed and labeled in accordance with UL 325 and shall be installed in accordance with the manufacturer's installation instructions. **[R317.4]**
- E3. Sheet 16: Please relocate the switch for the lights at the stairs to be at the bottom of the stairs rather than the center of the stairs. Interior stairways shall be provided with a wall switch at each floor level to control the light source where the stairway has six or more risers. **[R325.6]**
- E4. Sheet 16: Provide an additional GFCI protected outlet to the left of the kitchen sink. Kitchen countertop receptacle outlets shall be installed so that no point along the wall line is more than 24-inches measured horizontally from a receptacle outlet in that space. Each countertop space that is 12-inches or wider shall require a receptacle. **[CEC 210.52(C)(1)]**
- E5. Sheet 16: Provide a GFCI/WP outlet outside of the sliding glass door for the Guest bedroom. Balconies, decks, and porches attached or within 4" of the dwelling unit shall have at least one receptacle outlet accessible from the balcony, deck, or porch. The receptacle outlet shall be located no more than 6½ feet above the walking surface. **[CEC 210.52(E)(3)]**
- E6. Sheet 16: Correct the dishwasher outlet to be GFCI protected. **[CEC 210.8(D)]**
- E7. Sheets 16 and 17: Please verify each room has a sufficient number of outlets. The Family room, Study/Bedroom, and Main Bedroom require additional outlets.

1. Any space 2' or more in width (including space measured around corners) and unbroken along the floor line by doorways and similar openings shall require an outlet. **[CEC 210.52(A)(2)(1)]**
 2. Kitchens, dining rooms, living rooms, bedrooms, and similar rooms shall have receptacles installed so that no point measured horizontally along the floor line of any wall space is more than 6 feet from a receptacle outlet. **[CEC 210.52(A)(1)]**
- E8. Sheet 17: Please address the following issues in the Main Bathroom, GFCI outlets.
1. Provide a second outlet within 3' of the outside edge of the basin on the left. **[CEC 210.52(D)]**
 2. Outlets are not allowed within 3' of the shower stall. Please relocate this outlet and be sure it is still located within 3' of the outside edge of the sink. Receptacles shall not be installed within a zone measured 3 feet horizontally from any outside edge of the bathtub or shower stall. This prohibited zone extends vertically from the floor to a height of 8 feet above the top of the bathtub rim or shower stall threshold. The identified zone is all-encompassing and includes the space directly over the bathtub or shower. **[CEC 406.9(C)]**

This can be resolved by placing an outlet in the center of the two sinks with a dimension showing it is over 3' from the outside edge of the shower.

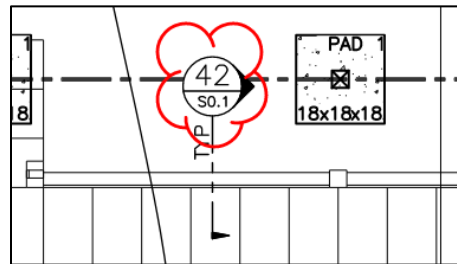


STRUCTURAL:

- S1. Thank you for providing a special inspection form. Please be sure all signatures are provided.
- S2. The Geotechnical report appears to be based on the 2022 building code. Please provide a supplemental document from the Soils engineer specifying the new 2025 code information with updated seismic factors referencing ASCE 7-22. Please be sure the supplemental document has been stamped and signed.
- S3. Please a letter from the Soils Engineer stating that the grading, drainage, and storm water retention plan conforms to the recommendations made in the geotechnical report and supplemental document. Submit a letter from the Geotechnical Engineer or Civil Engineer who prepared the soil investigation.
- S4. Coordinate the structural calculations and the Design Criteria on the cover sheet with the soils report provided. The Soil Profile Type, Site Class is D- Stiff Soil per page 5 of the

soils report, not D – Default as shown in the structural documents. Please revise the structural calculations and plans to fully comply with the recommendations provided in the updated soils report.

- S5. Correct the plans and structural calculations to read and comply with the 2025 CBC. Be sure the plans and calculations comply with ASCE 7-22, wood calculations comply with the 2024 NDS and 2021 SDPWS, and all documents comply with the updated soils report. Additional comments may be forthcoming.
- S6. Sheet S1.0: The stairs show a detail 42/S0.1 cut through the stairs; however, sheet S0.1 doesn't show detail 42. Is this detail supposed to reference sheet S0.2 for the guard post/handrail?



- S7. Sheet S1.0: Calc page 32 specifies that there should be a total of 20' of shear wall along gridline 3.5, however sheet S1.0 only shows a 6' length along gridline 3.5. Please provide an additional 14' or justify the reduced shear wall panel is enough to resist lateral loads with supporting calculations.
- S8. Please provide a key plan for all structural members—including footings, posts, and all roof and floor framing—that are identified in the structural calculations. The structural calculations cannot be fully reviewed without a corresponding plan that clearly identifies the location of each member. The following cannot be located on the plans.
1. UHDR2
 2. FB5
 3. FB7
 4. FB12
 5. Post at GHDR RHS
 6. LRB
- S9. Sheet S4.0: Correct URB5 to be 1 3/4" x 11 1/4" LVL per calc pages 50 and 57.
- S10. Sheet S3.0: Please identify the Flat Roof rafters on the plans as 2x10 @ 24" oc per calc pages 50 and 59.
- S11. Provide calculations for the 2x6 FJ @ 12" oc shown at Bedroom #2 on page S2.0

- S12. Sheet S2.0: Please provide structural calculations for all Ceiling joists shown in the Schedule and update the table to show compliance with the 2025 CBC.
- S13. Sheet S1.0: Coordinate the location of the crawl space access with the architectural sheets. Sheet 10 shows the crawl space in the closet adjacent to the Dining room; however, the structural sheets show the crawl space in the laundry room.

[END]



SECTION 8

Disclosure of
Litigation/Discipline

Section 8 – Disclosure of Litigation/Discipline

Urban37, Inc. and its proposed key personnel have not been disciplined, censured, or subject to regulatory action by any licensing or oversight body in connection with the provision of professional services.

Further, within the past five (5) years, Urban37, Inc. has not been involved in any litigation or other legal proceedings relating to the provision of municipal consulting, Building Division support, plan review, inspection, staffing, or related professional services that would materially affect its ability to perform the requested services for the Town of Los Gatos.



SECTION 9

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 Saratoga	13777 Fruitvale Avenue, Saratoga, CA 95070
	Name of Agency	Agency Address
	Bryan Swanson	Community Development Director
	Contact Name	Contact Title
	(408) 868-1231	bswanson@saratoga.ca.us
	Contact Telephone	Contact Email Address
	May 2025 - Present	\$750,000.00
	Contract Period	Contract Amount

Provide on-call Community Development support services with a total contract value of approximately \$750,000, including building plan review, inspection services, permit technician and administrative support, public works staff augmentation, process mapping and eTRAKiT workflow optimization, and interim Chief Building Official coverage.

Description of services performed including costs.

2.	City of Larkspur	400 Magnolia Avenue, Larkspur, CA 94939
	Name of Agency	Agency Address
	Dan Schwarz	City Manager
	Contact Name	Contact Title
	(415) 927-5031	dschwarz@cityoflarkspur.org
	Contact Telephone	Contact Email Address
	July 2024 - Present	\$600,000.00
	Contract Period	Contract Amount

Provide comprehensive Building Division support services with a total contract value of approximately \$600,000, including multidisciplinary plan review, inspection support, permit technician and administrative staffing, interim leadership support, and department workflow and process improvement initiatives.

Description of services performed including costs.

3.	City of Union City	City of Union City
	Name of Agency	Agency Address
	Valerie Avendano	Chief Building Official
	Contact Name	Contact Title
	(510) 675-5384	valeriea@unioncity.org
	Contact Telephone	Contact Email Address
	August 2025 - Present	\$200,000.00
	Contract Period	Contract Amount

Provide Building Division support services with a total contract value of approximately \$200,000, including multidisciplinary plan review, full-time plans examiner staffing, and plan review training services.

Description of services performed including costs.

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

Raylee Glasser, CBO
Signature of Proposer

Raylee Glasser
Name

3/30/2026
Date



SECTION 10

Insurance Coverage

Section 10 – Insurance Coverage

Urban37, Inc. currently maintains insurance coverage through Hartford and Hiscox and, if selected, will maintain coverage meeting or exceeding the Town's minimum requirements as set forth in the Consultant Services Agreement, including:

- Commercial General Liability: \$2,000,000 per occurrence
- Automobile Liability: \$1,000,000 combined single limit per accident
- Professional Liability (Errors & Omissions): \$1,000,000
- Workers' Compensation: Statutory limits, including employer's liability coverage

Urban37 may satisfy required limits through a combination of primary and umbrella/excess policies that provide equal or greater coverage than the Town's stated requirements. Upon award, Urban37 will provide certificates of insurance and required endorsements naming the Town of Los Gatos, its officials, officers, employees, and volunteers as additional insureds where required, with coverage provided on a primary and non-contributory basis.



SECTION 11

Preliminary Fee Schedule

Section 11 – Preliminary Fee Schedule

Urban37 proposes a flexible, menu-based fee structure that allows the Town to engage individual service components or comprehensive Building Division support services on an as-needed, dedicated, or staff augmentation basis.

Plan Review

The amounts below include 1 initial review and 2 rechecks. Revisions and deferred submittals will be invoiced hourly.

- **60%** - Full Review (excludes Fire and Civil)
- **40%** - Structural Only
- **35%** - Non-Structural Review

Expedited Plan Review Timeline: Expedited Reviews are invoiced at 1.5x the plan reviews fee. Extended timelines may be requested for larger projects.

HOURLY RATES BY DIVISION/SPECIALTY

All hourly rates listed below are fully negotiable based on scope, duration, and level of engagement. Our goal is to remain flexible and work collaboratively with the Town to find a structure that fits both operational needs and budget.

Building Services

Position	Hourly Rate
Building Official/CBO	\$170
Assistant Building Official	\$150
Building Inspector I	\$105
Building Inspector II	\$116
Building Inspector III	\$135
Inspector of Record	\$150
Plans Examiner (Structural)	\$165
Plans Examiner (Non-Structural)	\$149
Certified Access Specialist (CASp)	\$170
Permit Center Manager	\$130
Senior Permit Technician	\$110



Elevating municipal services with innovative solutions.

Permit Technician	\$100
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Planning/Housing Services

Position	Hourly Rate
Planning Director	\$210
Housing Specialist	\$165
Senior Planner	\$165
Associate Planner	\$150
Assistant Planner	\$135
Planning Support	\$105

Code Enforcement Services

Position	Hourly Rate
Code Enforcement Director	\$160
Code Enforcement Manager	\$140
Senior Code Enforcement Officer	\$135
Code Enforcement Officer	\$120
Housing Inspector	\$105

Public Works Services

Position	Hourly Rate
Public Works Director	\$210
Senior Engineer	\$205
Public/Civil Works Inspector I	\$140
Public/Civil Works Inspector II	\$125
Civil/Storm Water Plan Review	\$160
Traffic Engineer	\$240

Fire Services

Position	Hourly Rate
Fire Protection Engineer	\$230
Fire Inspector I	\$125
Fire Inspector II	\$140
Fire Plan Review	\$160

Additional Services

Position	Hourly Rate
Project Manager	\$220
Administrative Support	\$90
Analyst	\$135
Director	\$190

Additional Information

- Customization: All services can be customized based on the specific needs and requirements of each municipality. Rates may vary accordingly.
- Travel and Expenses: Any travel or additional expenses incurred during the provision of services will be billed separately with prior client approval.
- All plan review services will be subject to a \$300.00 minimum fee if percentage-based fee or two (2) hour minimum charge if hourly rates apply.
- For any work performed onsite for the jurisdiction, Urban37, Inc. will be reimbursed for mileage. The reimbursement rate will be calculated based on the current government mileage rate plus an additional 20%. The government mileage rate will be determined according to the applicable rate published by the IRS at the time the travel expenses are incurred.
- Staff Augmentation work is subject to a 4-hour minimum.
- The fee schedule for Urban37 is effective from July 1, 2026, through June 30, 2027. Please note that the fee schedule is subject to an annual adjustment based on the cost of living increase plus 1%. The adjustment will be applied each year to ensure our services remain competitive and reflective of current economic conditions.
- The City shall provide appropriate meal and rest breaks per California Labor Law.
- Invoicing for services will occur on a monthly basis. Our company will issue invoices at the end of each month, detailing the hours worked, including any approved overtime amount per California state law, and the corresponding charges. Payment terms and methods will be outlined in the invoice.
 - Overtime will only be billed with prior authorization of the Director or other responsible designated City personnel.

- Payment is due upon receipt of the invoice. A 1.5% interest charge will be applied to any payments that are overdue by more than 30 days.
- The client is responsible for any attorneys' fees or other costs associated with collecting overdue amounts. Additionally, the client agrees that Urban37's liability will be limited to the value of the services provided.



APPENDIX A

Team Resumes

Raylee Glasser, CBO

(925) 708-4209 | raylee@urban37.com

BUILDING OFFICIAL, PLANS EXAMINER, INSPECTOR

Experienced business owner and municipal services consultant with over 30 years in the industry. Expertise in front counter operations, organization, staffing, and comprehensive municipal services. Proven ability to lead and manage projects, build strong partnerships, and deliver high-quality service. Dedicated to enhancing operational efficiency and supporting municipal departments with a hands-on approach.

KEY COMPETENCIES

Building codes and regulations
Strategic planning
Site inspections

Organizational development
Interpersonal communication
Process mapping/improvements

Regulatory compliance
Safety Standards
Contract and client management

PROFESSIONAL EXPERIENCE

Urban37, Inc.

June 2024 - Present

Founder & CEO

Works with multiple jurisdictions to provide plan review, inspection, planning, code enforcement, fire safety, and staff augmentation services throughout California. Manages staff and client contracts while building lasting relationships and ensuring quality work.

Accomplishments:

- Established and manage Urban37, a woman-owned and run business providing municipal services.
- Specialize in staff augmentation, including building, planning, code enforcement, and public works departments.
- Lead and oversee all operations, ensuring the delivery of high-quality services to cities, towns, and jurisdictions.
- Develop and maintain strong partnerships with municipal clients.
- Implement strategies to improve front counter operations and overall departmenta efficiency.

4LEAF, Inc.

August 2018 - June 2024

Municipal Services Consultant

Provided expert advice and solutions to local government entities on various aspects of municipal operations. Improved the efficiency and effectiveness of public services such as planning, code enforcement, public works, and building management in many jurisdictions. Assessed current practices, recommended improvements, managed, reviewed, and inspected projects and project staff, and ensured compliance with regulations to enhance service delivery and operational performance within municipalities.

Accomplishments:

- Provided consulting services to various municipal departments, focusing on staffing and organizational improvements.
- Conducted thorough reviews of front counter operations, identifying areas for enhancement and implementing effective solutions.
- Assisted in the recruitment, training, and management of staff to ensure optima performance.
- Collaborated with City officials and department heads to streamline processes and improve services.

Town of Danville**January 2001 - August 2018***Building Department Manager*

Worked in the Planning Division and developed strong problem-solving skills and adaptability. Adept at managing administrative tasks and contributing to efficient office operations through innovative solutions and keen attention to detail.

Accomplishments:

- Managed the Building Department, overseeing building permit counters, plan review, building inspections, and code enforcement.
- Led a team of professionals, including permit techs, code enforcement officers, plan checkers, and administrative staff.
- Implemented policies and procedures to enhance efficiency and ensure compliance with local regulations.
- Coordinated with other departments to facilitate smooth operations and effective communication.

EDUCATION & CERTIFICATIONS**Diablo Valley College**

Business Administration

Certifications

- ICC Certified Building Official
- ICC Certified Plans Examiner
- ICC Certified Fire Inspector
- ICC Certified Residential Building Inspector
- ICC Certified Permit Specialist
- ICC Certified Permit Technician
- ICC Certified Plumbing Inspector

Jeffrey Taner, SE

(925) 359-5559

STRUCTURAL ENGINEER

Seasoned engineer with 36 years of experience practicing structural engineering consulting in the San Francisco Bay Area. Experience includes design of new buildings, design of seismic rehabilitation for existing buildings, preservation of historic buildings vulnerable to earthquake ground shaking, seismic performance evaluation of buildings, and theatrical rigging support design for performing arts venues.

KEY COMPETENCIES

Project Management
Seismic Engineering
Technical Communication

Regulatory Compliance
Problem Solving
Structural Design

Historic Preservation
Risk Assessment
Innovative Solutions

PROFESSIONAL EXPERIENCE

Urban37, Inc.

Structural Engineer

December 2024 - Present

Performed structural plan reviews for major commercial, residential, and public projects, ensuring compliance with applicable building codes and standards. Collaborated with architects, contractors, and city officials to address design challenges, identify code violations, and ensure safe and efficient construction. Delivered detailed reviews, provided technical expertise on structural integrity, and supported project success through rigorous evaluation and clear communication.

Accomplishments:

- Reviewed and approved structural plans, ensuring compliance with local and state building codes, including seismic safety requirements.
- Identified and resolved critical design deficiencies in structural plans, preventing potential construction delays and cost overruns.

Spectrum Structural Engineering, Inc.

Principal

2015 - Present

Led the operations of a structural engineering consulting firm specializing in the design and evaluation of diverse building projects. Oversaw project management, client relations, and engineering deliverables, with a focus on seismic safety and innovative structural solutions. Directed a team of engineers, ensuring the highest standards of quality and compliance with industry standards.

Accomplishments:

- Directed seismic rehabilitation projects for historic and high-risk structures, enhancing safety and preserving architectural integrity.
- Co-chaired the City of Berkeley Exterior Elevated Elements Task Force, contributing to the implementation of Ordinance 7,431, improving safety standards for weather-exposed structures.
- Guided the firm's growth by securing high-profile projects and fostering strong relationships with industry partners.

A.T. Merovich & Associates, Inc.

1995 - 2015

Principal

Provided leadership and technical expertise for a structural engineering firm known for its innovative approaches to seismic retrofitting and building preservation. Managed large-scale projects, collaborated with stakeholders, and ensured the delivery of comprehensive structural solutions aligned with client needs and regulatory requirements.

Accomplishments:

- Chaired and contributed to multiple Structural Engineers Association of California committees, influencing industry practices and advancing structural engineering standards.
- Delivered expert guidance as an instructor for the Professional Engineering Institute, mentoring aspiring engineers and promoting industry best practices.
- Conducted certified post-earthquake safety evaluations under the California Office of Emergency Services, ensuring rapid and effective assessments during critical events.

EDUCATION & CERTIFICATIONS

University of California, Berkeley

Master of Science, Structural Engineering

University of California, Berkeley

Bachelor of Science, Civil Engineering

Certifications

- California licensed Structural Engineer
- California licensed Civil Engineer

Dennis Lau, PE, SE, CCEO, CBO,

LEED GA

dlau@urban37.com

SENIOR ENGINEER

Seasoned Senior Engineer with 15+ years of combined experience in structural engineering design, public sector plan review, and municipal permitting services. Licensed Civil and Structural Engineer with extensive expertise in seismic evaluation, structural modeling, and performance-based design for complex projects including airports, higher education facilities, civic structures, and historic buildings. Adept at supervising staff, managing permit center operations, and ensuring compliance with building codes and regulations.

KEY COMPETENCIES

Municipal Permitting Operations
Leadership
Public Engagement

Policy Implementation
Code Compliance
Cross Department Collaboration

Structural Analysis
Project Management
Technical Software

PROFESSIONAL EXPERIENCE

Urban37, Inc.

September 2025 - Present

Senior Engineer

Provided advanced plan review, engineering consultation, and quality assurance for municipal clients across California. Leveraged structural engineering expertise and Certified Building Official/Code Enforcement Officer credentials to support cities in delivering responsive, code-compliant services.

Accomplishments:

- Performed comprehensive plan reviews for complex projects, including commercial, residential, and civic facilities, ensuring adherence to state and local codes.
- Advised municipal staff and applicants on structural and code issues, offering technical solutions that balanced compliance with project goals.
- Supported quality assurance for third-party plan review and inspection services, enhancing consistency and client confidence in Urban37's deliverables

City of San Ramon

May 2016 - Present

Senior Civil Engineer / Permit Center Supervisor

Promoted from Associate Engineer to Senior Civil Engineer and Permit Center Supervisor, leading permitting operations and providing advanced plan review for residential, commercial, and civic projects. Responsible for supervising professional, technical, and support staff while ensuring compliance with codes, standards, and city policies.

Accomplishments:

- Conduct and approve complex structural and building plan reviews, analyzing calculations, specifications, and construction documents to ensure full compliance with California Building Standards Code and local ordinances.
- Lead technical staff and manage Permit Center operations, streamlining procedures, improving use of the Energov/EPL system, and strengthening interdepartmental coordination to enhance efficiency and customer service.
- Represent the City in meetings with developers, contractors, and outside agencies, providing engineering guidance, resolving technical issues, and supporting code enforcement and compliance efforts.

HOK

September 2013 - May 2016

Project Engineer

Delivered structural engineering services for large-scale, high-profile projects, including airports and institutional facilities. Coordinated with architects and consultants to meet performance-based design standards.

Accomplishments:

- Served as Project Engineer on the 3-million sq. ft. Salt Lake City International Airport Redevelopment.
- Developed seismic design solutions for complex facilities, including stadiums and higher education structures.
- Applied advanced modeling techniques (ETABS, SAP2000, RAM) for structural performance evaluations.

Forell/Elsesser Engineers, Inc.

August 2008 - September 2013

Engineer / Structural Designer

Designed and evaluated structural systems for civic and educational facilities requiring enhanced seismic performance. Advanced from Designer to Engineer through demonstrated technical expertise and project leadership.

Accomplishments:

- Led seismic retrofit and vertical expansion design for UC Santa Cruz Porter College Residence.
- Served as Project Engineer for seismic strengthening of UC Berkeley Memorial Stadium.
- Contributed to seismic evaluation and retrofit of the San Francisco U.S. Mint, ensuring historical preservation and code compliance.

EDUCATION & CERTIFICATIONS

University of California, Berkeley

M.S., Structural Engineering

California Polytechnic State University, SLO

B.S., Architectural Engineering

Certifications

- Mechanical Inspector
 - Commercial Mechanical Inspector
 - Plumbing Inspector
 - Commercial Plumbing Inspector
 - Building Code Specialist
 - Certified Building Official
 - Legal Module
 - Building Plans Examiner
 - Building Codes and Standards
 - Residential Combination Inspector
 - Residential Electrical Inspector
 - Residential Plumbing Inspector
 - Residential Mechanical Inspector
 - Building Inspector
 - Commercial Building Inspector
 - Residential Building Inspector
 - Residential Plans Examiner
-

Clay Salzman, CBO, CASp

(307) 884-8484 | clay@urban37.com

CHIEF BUILDING OFFICIAL, CASP PLANS EXAMINER

A highly accomplished Certified Building Official (CBO) and Certified Access Specialist (CASp) with 25 years of experience in building code regulation, plan review, and inspection services. Adept at overseeing complex commercial and residential projects, ensuring compliance with accessibility, structural, energy, and fire safety codes. Proven expertise in code enforcement, special inspections, and accreditation assessments, with a strong background in leadership roles within municipal and private sector projects.

KEY COMPETENCIES

Full CBO Responsibilities
Commercial & Residential Plans
Code Compliance & Enforcement

Fire & Life Safety Inspections
Structural & Energy Code Analysis
Special Inspections

CASp Plan Review/Inspection
Construction Mgmt. & QC
Leadership & Training

PROFESSIONAL EXPERIENCE

Urban37, Inc.

April 2025 - Present

CASp Plans Examiner, Building Official

Leads plan review and inspection services for various municipalities, ensuring compliance with state and federal building codes. Provides expert recommendations for accessibility, structural integrity, fire safety, and energy efficiency in commercial and residential developments. Engages in policy development and stakeholder collaboration to enhance regulatory compliance.

Accomplishments:

- Conducts comprehensive plan reviews for commercial and residential projects, ensuring compliance with structural, fire, and accessibility codes.
- Advises municipalities on complex code interpretations and best practices for enforcement.
- Performs field inspections and special investigations to support compliance efforts.
- Provides expert guidance on accessibility compliance, ADA requirements, and CASp regulations.

City of Blaine, WA

April 2024 - Present

Building Official

Manages the city's building department operations, overseeing plan review, inspections, and permitting processes to ensure compliance with local and international building codes. Engages with stakeholders to streamline regulatory procedures and enhance public safety.

Accomplishments:

- Oversees all construction project approvals within the city, ensuring compliance with codes and regulations.
- Conducts plan reviews for all building systems, energy compliance, structural components, and accessibility features.

Teton County, WY**May 2023 - October 2023***Plans Examiner*

- Reviewed plans for all commercial and residential projects, ensuring compliance with applicable building codes.
- Assisted in on-site inspections related to energy, structural, and accessibility compliance.

4LEAF, Inc.**October 2022 - April 2023***Inspector of Record*

- Served as the Inspector of Record (IOR) for the County of Santa Clara Administration Complex (\$120M project).
- Conducted accessibility improvement inspections for the City of Sacramento, Department of Public Works.

Town of Tiburon**September 2014 - December 2021***Building Official*

- Managed plan reviews, building permitting, and inspections for commercial and residential construction.
- Led accessibility plan reviews, inspections, and compliance measures.

4LEAF, Inc.**April 2013 - September 2014***Building Official, CASp Plans Examiner & Inspector*

- Worked as commercial inspector for the City of Sunnyvale; commercial inspector for the City of Palo Alto; commercial and accessibility inspector at Apple Site II (3 billion project value) and accessibility inspector for the City of Cupertino Parks and Recreation Department; engineering technician/construction inspector for the City of San Mateo Public Works; senior building inspector for the City of Daly City and interim building official for Town of Tiburon.

Gayle Structural Steel Manufacturing**December 2012 - April 2013***Construction Testing Engineering Certified Welding Inspector*

- Performed structural steel, welding, and NDT Magnetic Particle Testing for the Santa Clara Gateway Project (5 buildings).

TBWIC, Dubai (UAE)**July 2011 - December 2012***Managing Director of Special Inspections*

- Responsible for the development of the special inspection division for TBWIC.
- Designed and implemented the division's quality manual and inspection procedures for accreditation under ISO/IEC 17020.
- Provided training to TBWIC personnel for concrete construction inspection, structural steel construction inspection, sub-grade waterproofing membrane inspection, fire-stop systems inspections, and non-destructive testing of welds (NDT MT and PT Level II).
- Provided training to the Dubai Department of Civil Defence Building Inspection Supervisors for installed fire-stop systems and fire-resistive construction.
- Projects managed for TBWIC Special Inspection Division:
 - Shining Towers, Abu Dhabi, UAE: 33-story and 42-story towers for structural steel welding and NDT compliance.
 - Presidential Flight VVIP Terminal, Abu Dhabi, UAE: fire stop systems compliance.
 - Deerfield's Mall, Abu Dhabi, UAE: below grade waterproofing assembly compliance testing and inspections.

International Code Council (ICC) & IAS | Contract Assessor

2010 - 2011

Various Municipal & Private Sector Roles | Sr. Engineering Tech., Plans Examiner, Inspector 1999 - 2010

CERTIFICATIONS & COMMITTEE MEMBERSHIPS

Certifications:

- ICC Master Code Professional (MCP)
- ICC Certified Building Official (CBO)
- DSA Certified Access Specialist (CASP)
- ICC Accessibility Inspector, Plans Examiner
- ICC Building Plans Examiner
- ICC Fire Plans Examiner
- ICC Residential Energy Inspector/Plans Examiner
- ICC Commercial Energy Plans Examiner
- ICC Commercial Building Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Plumbing Inspector
- IAS Building Department Lead Assessor
- IAS - ISO/IEC 17020 Accreditation Assessor
- ICC Master of Special Inspections (MSI)
- AWS Certified Welding Inspector (CWI)
- FM Approvals DRI Firestop Special Inspector
- Spray Applied Fireproofing Special Inspector
- ASNT Magnetic Particle Testing and Dye Penetrant Testing NDT Level II

Committees:

- *Vice-Chair of the Department of Municipal Affairs Accessibility Committee, Abu Dhabi, UAE (Past)*
- *P.E., Lead Consultant, International Code Council's Global Services Division (Past)*
 - The committee was created as part of the building code adoption process for the Abu Dhabi International Building Codes, specifically the technical provisions of 2009 ANSI A117.1 Accessible and Useable Buildings and Facilities and the administrative provisions of the ICC International Building Code (IBC) and Chapter 11 Accessibility.
- *Committee Member, California Building Official's Access Committee (Past)*
- *Committee Member, Special Inspection Joint Review Committee (Past)*
 - With participating jurisdictions located in the San Francisco Bay Area. The Committee was responsible for approving all structural material testing and inspection agencies in the San Francisco Bay Area.
- *Board Member, Washington Association of Building Officials (WABO) Special Inspection Registration Advisory Board (Current)*

Mike Leontiades, CBO

(925) 681-8842 | mleontiades@urban37.com

BUILDING OFFICIAL, PLANS EXAMINER, INSPECTOR

Seasoned construction professional with over 40 years of expertise, including 16 years of leadership in local government and 8 years as a director in municipal consulting. Renowned for delivering exceptional customer service and fostering strong relationships with public stakeholders, design professionals, elected officials, and property owners. Adept at coordinating and leading teams to achieve mutual growth and success, with a proven ability to manage projects effectively and ensure compliance with regulations. Driven by a commitment to excellence and community-focused service delivery.

KEY COMPETENCIES

Building Division Leadership
Plan Review Oversight
Staff Training

Process Improvement
Stakeholder Collaboration
Ordinance Development

Project Management
Customer Service Excellence
Regulatory Compliance

PROFESSIONAL EXPERIENCE

Urban37, Inc.

July 2024 - Present

Chief Building Official/Plans Examiner

Experienced Chief Building Official and Plans Examiner. Skilled in interpreting and applying building codes, managing teams, and providing technical guidance to ensure safe, compliant construction. Known for a collaborative approach and commitment to excellent customer service in support of municipal and community goals.

Accomplishments:

- Successfully manages plan reviews, inspections, and code compliance for diverse residential, commercial, and industrial projects, ensuring timely project approvals.
- Streamlined department operations by implementing efficient workflows and providing staff mentorship, improving productivity and service delivery.
- Acted as a liaison between municipalities, developers, and contractors to address complex code issues, fostering collaboration and facilitating project success.

City of Martinez

March 2024 - Present

Chief Building Official

Supervise staff and manage the operations of the building division, including Permit Counter, Code Enforcement, Plan Review, and Building Inspection. Provided technical expertise and guidance to ensure compliance with safety standards and regulations while fostering development that supports the community's quality of life.

Accomplishments:

- Directed the development and implementation of ordinances and policies, ensuring alignment with public safety and municipal goals.
- Prepared detailed reports and budgets, presenting recommendations to the City Council to support informed decision-making.
- Facilitated development projects by collaborating with businesses, residents, and stakeholders to streamline processes and enhance service delivery.

4LEAF, Inc.**September 2016 - March 2024***Director of Operations*

Led operational oversight for over 60 inspectors and building officials, managing staff recruitment, training, and placement across multiple jurisdictions. Directed interim building official assignments in over 10 municipalities, provided on-call staff augmentation, and ensured seamless client service through strategic planning and resource management.

Accomplishments:

- Successfully managed day-to-day operations for over 60 personnel, ensuring efficient service delivery and adherence to municipal requirements.
- Created cost proposals that secured new contracts and expanded the company's client base.
- Facilitated employee development by arranging training, procuring resources, and fostering a culture of continuous improvement.

Town of Danville**July 2000 - September 2016***Chief Building Official*

Improved the accuracy, efficiency, and customer satisfaction of the building division by implementing innovative processes, fostering strong stakeholder relationships, and leading with a focus on excellence. Played a key role in streamlining operations and enhancing community engagement, resulting in industry recognition and numerous awards for leadership and service.

Accomplishments:

- Streamlined plan review processes, reducing turnaround times and improving operational efficiency while maintaining high morale within the division.
- Introduced and maintained a Customer Satisfaction Survey Form, achieving a 98.6% satisfaction rate, and implemented IVR automated inspection requests to enhance customer convenience.
- Established positive working relationships with the Fire District, Environmental Health, and other stakeholders, contributing to seamless collaboration and service delivery.
- Recognized with the Leadership of the Year Award (2004), Town Manager's Customer Service Award (2012), and Employee of the Year Award (2014), underscoring a commitment to excellence and innovation.

EDUCATION & CERTIFICATIONS

Asworth College

Construction Management

College of San Mateo

Building Inspection Technology

Certifications

- Certified Building Official
- Combination Inspector
- Electrical Inspector
- Mechanical Inspector
- Mechanical Inspector UMC
- Plumbing Inspector
- California Residential Building Inspector
- Residential Plans Examiner
- Disaster Service Safety Assessment Program
- OSHA 30

Bill Hansell, CBO

(415) 378-9064 | billhansell@gmail.com

BUILDING OFFICIAL, CA ARCHITECT, AIA

Dedicated Certified Building Official and public-sector executive with over 30 years of experience in municipal building leadership, architectural practice, and fire service coordination. Adept at leading building divisions, managing complex commercial and residential development review, and ensuring compliance with accessibility, structural, fire, and energy codes. Proven ability to oversee budgets, coordinate cross-departmental teams, and implement operational improvements that enhance service delivery and regulatory effectiveness.

KEY COMPETENCIES

Building Division Leadership

Plan Review Oversight

Code Enforcement

Process Improvement

Stakeholder Collaboration

Structural Analysis

Special Inspections

Project Management

Staff Development

PROFESSIONAL EXPERIENCE

City of Menlo Park

2025 - Present

Assistant Community Development Director

Assistant Community Development Director serving as Chief Building Official with responsibility for the full administration and strategic oversight of a municipal Building Division. Provides executive direction for permitting, inspections, and plan review operations while ensuring consistent application of building, life-safety, and regulatory standards across a broad spectrum of development activity. Oversees budgeting, policy development, staff leadership, and interdepartmental coordination to support efficient service delivery and high-performing division operations.

Accomplishments:

- Collaborate on IT Master Plan initiatives and enhancements to the land management permitting system to improve operational efficiency, customer experience, and service delivery.
- Oversee compliance for projects ranging from large-scale developments to residential and commercial construction, directing life-safety review, permit processing and issuance, inspections, and building plan check activities.
- Coordinate activities across City departments and partner agencies, fostering cooperative working relationships to ensure consistent code application and effective project review processes.

City of Larkspur

2023 - 2025

Chief Building Official

Supervised staff and managed the operations of the building division, including Permit Counter, Code Enforcement, Plan Review, and Building Inspection. Provided technical expertise and guidance to ensure compliance with safety standards and regulations while fostering development that supports the community's quality of life.

Accomplishments:

- Directed the development and implementation of ordinances and policies, ensuring alignment with public safety and municipal goals.
- Prepared detailed reports and budgets, presenting recommendations to the City Council to support informed decision-making.
- Facilitated development projects by collaborating with businesses, residents, and stakeholders to streamline processes and enhance service delivery.

Alto Sanitary District**2016 - 2025***District Manager*

Served as District Manager for a wastewater and refuse collection agency, overseeing daily operations, regulatory compliance, and long-term system planning. Managed contracts for engineering, inspections, maintenance, and capital improvements while facilitating board meetings and coordinating with multiple public agencies. Directed financial oversight of an annual budget and ensured effective service delivery, inspections, and customer issue resolution.

Accomplishments:

- Successfully managed and reported on an annual budget of approximately \$950K while maintaining accurate financial records and accountability
- Led strategic planning efforts to identify and prioritize system maintenance and repair needs, improving operational efficiency
- Strengthened inter-agency partnerships by coordinating with county, state, and regional entities to support regulatory compliance and organizational goals

El Cerrito Fire / Kensington Fire Protect. District**2020 - 2024***Senior Program Manager, General Manager,
Consultant*

Provided executive, administrative, and operational leadership across fire department and emergency services functions, including building application review, fire code compliance, and agency management. Oversaw strategic planning, board coordination, financial management, and major capital projects while ensuring compliance with California Fire Code and State Fire Marshal regulations. Collaborated with internal staff, regional agencies, and external stakeholders to support emergency preparedness, public safety initiatives, and efficient plan review processes.

Accomplishments:

- Managed annual budgets of approximately \$5.3M while maintaining accurate financial reporting, records, and organizational accountability
- Directed the \$8.5M Public Safety Building Renovation and supported fire and life safety plan review to ensure regulatory compliance
- Strengthened inter-agency coordination and emergency preparedness through partnerships with local, county, and regional agencies

Hansell Design Architecture**1996 – 2022***Business Owner*

Owned and operated a full-service architectural design firm specializing in custom commercial and residential projects with construction values up to \$9M. Led all aspects of the business including client relations, project design, entitlement processes, and coordination with contractors and consultants. Managed operations, staffing, and production to deliver high quality, innovative design solutions from concept through construction.

Accomplishments:

- Successfully secured project approvals through planning commissions and design boards, supporting project advancement and client objectives
- Built and managed a network of staff, contractors, and consultants while scaling operations to meet fluctuating workloads
- Directed design and construction coordination across a wide range of projects, ensuring cohesive execution from concept to completion

EDUCATION, CERTIFICATIONS & AFFILIATIONS

University of Virginia

Bachelor of Science in Architecture

Master of Architecture

Certifications

- Certified Building Official
- California Registered Architect

Affiliations

Center for Volunteer & Nonprofit Leadership:
Emerging Leaders Program; Proposal Writing
Board Director, Marinwood Community
Services District
Board Member, SF-Marin Food Bank
Board Member, Marin County Special Districts
Association
Founder and Arts Promoter, Appleberry Jam
Presents
Teacher, Academy of Art University
Teacher, University of California, Berkeley

Karim Karimullah, MCP

kkarimullah@urban37.com

PLANS EXAMINER, MASTER CODE PROFESSIONAL

Experienced Civil Engineer and Master Code Professional with 29+ certifications, specializing in managing complex construction projects and ensuring regulatory compliance. Extensive background in hands-on roles as a Field, Site, and Civil Engineer, coupled with current expertise as a Plans Examiner. Skilled in reviewing residential, commercial, and industrial plans for adherence to federal, state, and local regulations, including Building, Mechanical, Electrical, Plumbing, Energy, Green Building, and Structural codes. Known for effective communication and collaboration with applicants, clients, and professionals, ensuring successful project outcomes and compliance with safety standards.

KEY COMPETENCIES

Plan Review & Compliance
Structural Analysis
Code Interpretation

Quality Assurance
Permit Processing
Engineering Design

Problem Solving
Regulatory Adherence
Permit Processing

PROFESSIONAL EXPERIENCE

Urban37, Inc.

October 2024 - Present

Plans Examiner

Responsible for reviewing residential, commercial, and industrial construction plans to ensure compliance with federal, state, and local regulations. Applied extensive knowledge of Building, Mechanical, Electrical, Plumbing, Energy, Green Building, and Structural codes to support safe and efficient development.

Accomplishments:

- Reviewed and approved construction plans, ensuring compliance with IBC, CBC, and other applicable codes.
- Collaborated with architects and developers to resolve code-related issues, enabling timely project completion.
- Provided expert guidance on alternative materials and methods, achieving innovative, code-compliant solutions.

Napa County

July 2023 - Present

Plans Examiner

Conducted comprehensive reviews of building plans and specifications for residential, commercial, and industrial projects to ensure compliance with California building codes, state and local ordinances, and accepted engineering practices. Collaborated with architects, engineers, and contractors to facilitate code-compliant development and supported efficient permit issuance processes.

Accomplishments:

- Reviewed and approved complex building plans, performing detailed engineering calculations to ensure compliance with structural and safety codes.
- Streamlined the plan check and fee calculation process, reducing approval times and improving service efficiency.
- Provided expert guidance to architects and contractors, advising on necessary plan revisions to achieve code compliance while maintaining project integrity.

4LEAF, Inc.
Plans Examiner

January 2022 - July 2023

Reviewed residential building plans and specifications to ensure compliance with California building codes, ordinances, and energy regulations while providing technical guidance to stakeholders.

Accomplishments:

- Conducted detailed structural reviews, ensuring designs met earthquake, wind, and material stress requirements for safety and compliance.
- Assisted building inspectors and provided solutions for complex code requirements, improving inspection accuracy and efficiency.

Ministry of Interior Affairs
Civil Engineer

2017 - 2020

Prepared designs and engineering specifications for facility projects while overseeing project documentation and progress tracking. Provided guidance on operations, maintenance, and quality assurance to ensure project success and compliance with standards.

Accomplishments:

- Developed and maintained a comprehensive filing system, streamlining project tracking and ensuring accurate progress reporting.
- Ensured project quality through detailed inspections and implementation of QA/QC protocols, improving operational efficiency.

EDUCATION & CERTIFICATIONS

Sarhad University of Science and Technology
B.S., Civil Engineering

Certifications

- Residential Plans Examiner
 - Residential Building Inspector
 - Accessibility Inspector/Plans Examiner
 - Commercial Building Inspector
 - Building Plans Examiner
 - Building Inspector
 - Residential Energy Inspector/ Plans Examiner
 - Commercial Energy Inspector
 - Commercial Energy Plans Examiner
 - Residential Mechanical Inspector
 - Mechanical Plans Examiner
 - Mechanical Inspector
 - Residential Plumbing Inspector
 - Commercial Plumbing Inspector
 - Plumbing Plans Examiner
 - Plumbing Inspector
 - Residential Electrical Inspector
 - Commercial Electrical Inspector
 - Electrical Plans Examiner
 - Electrical Inspector
 - Residential Combination Inspector
 - Combination Plans Examiner
 - Commercial Inspector
 - Commercial Combination Inspector
 - Fire Plans Examiner
 - Fire Inspector II
 - Legal Module
 - Master Code Professional
-

Eugene Ferrero

eferrero@urban37.com

SENIOR PLANS EXAMINER

Seasoned Plans Examiner with 35+ years of experience in municipal building safety operations, specializing in plan review for compliance with ICC codes and related regulations. Skilled in architectural and structural plan review, accessibility compliance, and energy efficiency standards. Adept at collaborating with architects, engineers, contractors, and public agencies to ensure accuracy, efficiency, and adherence to code requirements. Committed to public safety, customer service, and supporting streamlined permitting processes through detailed, timely, and solution-oriented plan reviews.

KEY COMPETENCIES

Building Code Compliance
Stakeholder Collaboration
Staff Mentorship & Training

Plan Review & Evaluation
Customer Service
Code Interpretation

Complex Project Oversight
Quality Assurance
Documentation & Reporting

PROFESSIONAL EXPERIENCE

Urban37, Inc.

August 2025 - Present

Senior Plans Examiner

Serves as a senior-level resource providing advanced plan review services for complex projects across multiple jurisdictions. Applies extensive experience to ensure thorough, accurate evaluations while supporting municipal departments with expertise and professional judgment. Also plays a key role in mentoring less-experienced staff and guiding consistent review practices.

Accomplishments:

- Oversees reviews of large-scale and complex development projects, ensuring compliance with all applicable requirements and standards.
- Provides mentorship and guidance to junior staff and colleagues, fostering professional growth and consistency in department practices.
- Recognized as a trusted expert by municipal partners, frequently consulted on challenging projects and code interpretations.

4LEAF, Inc.

2016 - August 2025

Plans Examiner

Provided on-call plan review services for multiple jurisdictions, reviewing residential, commercial, and public projects for compliance with California codes and municipal regulations. Partnered with city staff, contractors, and design professionals to maintain accuracy and efficiency in the permitting process.

Accomplishments:

- Completed hundreds of plan reviews annually with a high rate of first-cycle approvals, reducing project delays for municipal clients.
- Supported jurisdictions during peak workloads, ensuring projects were reviewed and processed within established timelines.
- Delivered clear code interpretation and customer service to design professionals, facilitating smoother project approvals.

City of Visalia**1988 - 2016***Senior Plans Examiner*

Oversaw plan review operations for the City of Visalia's Building Department, ensuring compliance with building, accessibility, and safety codes across a wide variety of project types. Provided technical expertise to staff, contractors, and community members while serving as a key resource for code interpretation.

Accomplishments:

- Supervised and mentored permit technicians and plan reviewers, strengthening department consistency and performance.
- Managed plan review for major civic, residential, and commercial developments, ensuring compliance with California codes and standards.
- Partnered with city officials and outside agencies to streamline processes, resolve complex issues, and support community development.

EDUCATION & CERTIFICATIONS**College of the Sequoias**

Associate of Arts

Certifications

- Building Plans Examiner

Sara DeLand

(925) 223-7429 | sara@urban37.com

PLANS EXAMINER

Detail-oriented and ICC-certified Residential Plans Examiner with a strong foundation in architecture and over seven years of professional experience spanning building code compliance, planning assistance, architectural drafting, and client-focused consulting. Known for delivering clear, actionable plan reviews across multiple jurisdictions, Sara brings an expert understanding of state and municipal building codes and local development standards. Her work is marked by precision, collaboration, and a deep commitment to enhancing safety and sustainability in the built environment.

KEY COMPETENCIES

Building Code Compliance	Project Feasibility & Entitlements	Site & Subdivision Planning
Plan Review & Redlining	Cross-Jurisdictional Codes	Interior Design Consultation
Architectural Drafting & Design	Stakeholder Communication	Energy & MEP Systems Review

PROFESSIONAL EXPERIENCE

Urban37, Inc.

April 2025 - Present

Plans Examiner

Sara supports a range of jurisdictions through precise, efficient plan reviews that ensure code compliance and support safe, sustainable development. She is integral to Urban37's mission to modernize permitting and inspection services with high standards of technical accuracy and responsiveness.

Accomplishments:

- Reviews plans for compliance with California Building Code and local ordinances.
- Prepares clear, concise plan review reports covering architectural, structural, MEP, energy, and accessibility standards.
- Collaborates with municipal departments to resolve code conflicts and clarify interpretations.

4LEAF, Inc.

January 2022 - April 2025

Plans Examiner

Served multiple jurisdictions, offering comprehensive plan reviews for both residential and commercial developments. Her reviews supported safe construction practices and improved stakeholder communication.

Accomplishments:

- Conducted thorough code compliance reviews across architectural, MEP, energy, and structural systems.
- Delivered redlined documents through Bluebeam with precise notations and corrective guidance.
- Interfaced with permit technicians and applicants to resolve deficiencies and answer building code inquiries.
- Balanced multiple review assignments under tight deadlines, demonstrating flexibility and professionalism.
- Participated in internal QA/QC sessions to improve consistency and accuracy across team reviews.

D.R. Horton**May 2021 - December 2021***Forward Planning Assistant*

As part of the nation's largest homebuilder, Sara contributed to early-stage planning and feasibility research, aiding in the development of strategic residential projects.

Accomplishments:

- Conducted entitlement research and analyzed comprehensive, development, and transportation system plans.
- Created site plans and subdivision layouts in AutoCAD for jurisdictional submission.
- Supported planning presentations for potential acquisitions and new developments.
- Liaised with consultants and jurisdictional staff to understand planning regulations and land use codes.
- Helped streamline internal workflows by organizing feasibility research and planning documents.

4LEAF, Inc.**March 2019 - April 2020***Plans Examiner*

In her initial tenure with 4LEAF, Sara focused on residential plan reviews, applying her technical training to support code-compliant housing development across California.

Accomplishments:

- Reviewed single- and multi-family housing plans for compliance with the CBC.
- Communicated with applicants to clarify plan deficiencies and offer code-based solutions.
- Completed redlines using Bluebeam, with a focus on clarity and educational feedback.
- Coordinated with senior reviewers to escalate and resolve complex code interpretations.
- Maintained accurate documentation of plan reviews in client databases.

Porcelanosa**January 2018 - October 2018***Design Consultant*

- Consulted with clients to design functional, aesthetic bathroom spaces using luxury materials.
- Created quotes and orders while tracking project timelines and product availability.
- Managed showroom opening/closing procedures and restocking efforts.
- Maintained an organized material library and requested samples as needed.
- Ensured excellent client service through timely follow-up and attention to design preferences.

BDB/A**February 2017 - August 2017***Contract Architect*

- Produced construction documents and space plans using AutoCAD and ArchiCAD.
- Created visual presentations and mood boards via Pinterest and Adobe Suite.
- Measured existing residential spaces and drafted as-built floorplans.
- Generated 3D renderings for client review and design decision-making.
- Adapted quickly to design direction changes and project requirements.

EDUCATION & CERTIFICATIONS

Academy of Art University

BFA, Interior Architecture & Design

Certifications

ICC, Residential Plans Examiner

Software: Bluebeam, ArchiCAD 17–25, 3DS Max Design, Adobe Suite (Photoshop, InDesign), Revit, AutoCAD

Jeanne Mangerich

jmangerich@urban37.com

BUILDING INSPECTOR, INSPECTOR OF RECORD

ICC-Certified Inspector of Record with extensive experience enforcing municipal and California Building Codes to ensure compliance and safety. Skilled in construction inspections, blueprint interpretation, and regulatory enforcement, with a strong ability to collaborate with contractors to achieve compliance. Holds multiple ICC certifications, including 81, 82, Combination, E1, M1, and P1. Adept at issuing Stop Work Orders, performing zoning compliance reviews, and guiding construction teams through code requirements. Committed to upholding safety standards and streamlining the inspection process for municipalities and private projects.

KEY COMPETENCIES

Construction Inspections
IOR Oversight
Code Compliance

Plan Review Support
Code Enforcement
Specialized Projects

Field Documentation
Project Coordination
Quality Assurance

PROFESSIONAL EXPERIENCE

Urban37, Inc.

February 2025 - Present

Inspector of Record

Serving as the Inspector of Record (IOR) for the Larkspur Public Library & Community Center project, ensuring compliance with approved plans, California Building Codes, and regulatory standards. Provides on-site inspections, documentation, and coordination with project stakeholders to maintain safety and structural integrity.

Accomplishments:

- Conducts daily inspections to verify structural, electrical, mechanical, plumbing, and fire/life safety compliance throughout all construction phases.
- Maintains detailed field reports and inspection logs, ensuring documentation meets jurisdictional and project-specific requirements.
- Collaborates with project teams, including City officials, engineers, contractors, and design professionals, to proactively resolve compliance issues and facilitate project progress.

City of Belmont

May 2018 - December 2023

Building Inspector

Highly skilled Building Inspector responsible for ensuring compliance with California Building Codes, zoning regulations, and approved plans. Conducted thorough residential, commercial, and mixed-use inspections, verifying safety and structural integrity at every stage of construction. Collaborated with municipal departments to streamline enforcement and resolve compliance issues.

Accomplishments:

- Performed comprehensive inspections for remodels, additions, and new single-family residences, verifying foundation, underground utilities, framing, shear nailing, rough electrical, plumbing, and mechanical systems through final occupancy.
- Oversaw inspections for bio-med facilities, multi-story mixed-use developments, photovoltaic systems, and tenant improvements for restaurants, schools, and commercial properties.
- Investigated complaints and worksite incidents, ensuring adherence to safety protocols and municipal codes while coordinating with fire prevention, planning, public works, code enforcement, and engineering departments as needed.

City of Novato
Building Inspector

March 2017 - September 2018

Municipal Building Inspector responsible for ensuring compliance with California Building Codes and local regulations across a wide range of residential construction and renovation projects.

Accomplishments:

- Conducted inspections for HVAC systems, solar installations, kitchen and bath remodels, roofing, and accessibility and egress requirements in residential properties.
- Verified compliance with structural, electrical, mechanical, and energy efficiency standards, ensuring safe and code-compliant construction.
- Worked closely with contractors and homeowners, providing guidance on code requirements and necessary corrections to streamline project approvals.

4LEAF, Inc.
Building Inspector

January 2016 - January 2017

Contract Building Inspector providing inspection services for multiple jurisdictions, ensuring compliance with California Building Codes and municipal regulations. Gained valuable experience working on large-scale, high-profile projects, including the Apple Campus construction in Cupertino.

Accomplishments:

- Conducted inspections for major commercial and municipal projects in the City of Fremont, City of San Pablo, City of Hayward, Town of Tiburon, and Union City.
- Provided full-scope inspection services for structural, electrical, mechanical, plumbing, and life safety systems across residential, commercial, and mixed-use developments.
- Performed inspections at the Apple Campus construction site, verifying compliance with engineering specifications, structural integrity requirements, and safety protocols.

EDUCATION & CERTIFICATIONS

San Francisco State University
Bachelor of Arts in Geography

Certifications

- Combination Inspector
- Electrical Inspector
- Mechanical Inspector
- Plumbing Inspector
- California Residential Building Inspector
- California Commercial Building Inspector
- Certificate of Achievement - Building Inspection Technology

Caitlin Roeder

(925) 324-5272 | caitlin@urban37.com

OPERATIONS MANAGER

Accomplished manager of municipal operations with a proven background in community development and project management. Demonstrates excellent technology skills, exceptional customer service, and a keen attention to detail. Highly organized with the ability to lead teams effectively and streamline operations to achieve departmental goals.

KEY COMPETENCIES

Municipal processes
Strategic planning
Client relationships

Permit applications and intake
Negotiations
Business development

Team leadership
Communication
Operations management

PROFESSIONAL EXPERIENCE

Urban37, Inc.

June 2024 - Present

Municipal Operations Manager

Provides lead direction to technical and support staff and perform complex paraprofessional and technical work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits, and performs other related work as required.

Accomplishments:

- Provides lead direction to the Permit Technicians by planning and assigning the workload of the unit, and distributing and reviewing work, while also performing the work of permit processing.
- Provides training to both new, existing, and municipal staff to ensure effective service delivery to permit center customers.
- Assists with the implementation of new permitting software systems and establishes standard operating procedures for the permitting process.

4LEAF, Inc.

May 2017 - June 2024

Permitting Manager | 01/2022 - May 2024

Senior Project Coordinator | 12/2019 - 01/2022

Project Coordinator | 08/2017 - 12/2019

Intern | 05/2017 - 08/2017

Extensive experience managing a team of project coordinators, overseeing plan reviews, and handling special projects for municipal agencies. Excelled in training, performance evaluations, and communication with government personnel. Expertise includes creating client contracts, representing the firm at various conferences, and implementing operational improvements.

Accomplishments:

- Oversaw the team of project coordinators (which included training, work assignments, performance evaluations, development, and disciplinary action) in HQ and satellite offices
- Managed hundreds of plan reviews, special projects, and assignments for municipal government agencies
- Assigned all reviews to a team of 30+ plans examiners
- Communicated weekly with different levels of government personnel

- Created contracts/proposals for potential new clientele
- Attended local/state/national conferences to create connections/enhanced the reputation of the firm
- Periodically acted as Counter Manager in municipal government agencies
- Implemented new tactics to improve day-to-day operations

Town of Danville

May 2016 - September 2016

Clerical Assistant

Worked in the Planning Division and developed strong problem-solving skills and adaptability. Adept at managing administrative tasks and contributing to efficient office operations through innovative solutions and keen attention to detail.

Accomplishments:

- Assisted on clerical projects (specifically with the implementation
- of new software)
- Redesigned mapping system for zoning purposes

EDUCATION & CERTIFICATIONS

Sonoma State University

B.A., Criminology & Criminal Justice

JorDann Crawford

(707) 695-5759 | jordann@urban37.com

CODE ENFORCEMENT MANAGER, PLANNING TECHNICIAN

Dedicated and results-driven Code Enforcement Manager and Planning Technician with extensive experience in municipal code enforcement, planning, zoning compliance, and program development. Adept at training staff, managing enforcement operations, and ensuring adherence to local and state regulations. Highly proficient in case management, permit compliance, and cross-departmental coordination to maintain public safety and community integrity. Served as a Code Enforcement professional in the following jurisdictions: Rohnert Park, Richmond, Sausalito, Pinole, Foster City, Santa Rosa, Vallejo, Mill Valley, Union City, Livermore, and Modesto.

KEY COMPETENCIES

Code Enforcement Program Dev.
Municipal & Zoning Compliance
Inspection & Investigations

Staff Supervision & Training
Community Relations & Outreach
Permit Review & Processing

Case Management
GIS Mapping & Data Analysis
Cross-Departmental Collaboration

PROFESSIONAL EXPERIENCE

Urban37, Inc.

March 2025 - Present

Code Enforcement Manager

Provide specialized consulting services to municipalities, assisting in the development and improvement of enforcement and planning policies. Conduct comprehensive reviews of land use regulations, zoning ordinances, and permit applications to support compliance efforts. Collaborate with city officials to refine best practices and streamline coordination between planning, building, and enforcement departments.

Accomplishments:

- Develop and implement municipal code enforcement and planning strategies to ensure regulatory compliance and streamline processes.
- Conduct site inspections, zoning evaluations, and permit reviews to support municipalities in land use planning and enforcement efforts.
- Collaborate with city officials, planning departments, and legal teams to refine policies, resolve violations, and enhance public safety.
- Provide training and mentorship to municipal staff on enforcement procedures, inspection protocols, and best practices.
- Utilize GIS mapping and data analysis to assess zoning compliance, inform planning decisions, and improve case management.
- Engage with the community through education programs, public meetings, and outreach initiatives to promote awareness of codes and regulations.

4LEAF, Inc.

December 2023 - March 2025

Code Enforcement Supervisor

Lead and mentored a team of code enforcement officers across multiple jurisdictions, ensuring effective enforcement strategies and regulatory compliance. Oversaw program development and implementation, working closely with municipal agencies to establish enforcement frameworks that uphold community standards and safety. Served as a key liaison between departments, promoting efficiency and consistency in enforcement efforts.

Accomplishments:

- Supervise and manage a team of 11 code enforcement officers across multiple jurisdictions.
- Develop and implement enforcement procedures for municipalities lacking formal programs.
- Provide advanced enforcement support, ensuring compliance with municipal, zoning, and state codes.
- Train officers on inspection protocols, legal noticing, and research methodologies.
- Facilitate professional development by guiding staff toward relevant certifications and specialized training.
- Collaborate with local planning and building departments to streamline compliance efforts.

4LEAF, Inc.

August 2022 - December 2023

Code Enforcement Officer

Enforced municipal codes and zoning regulations through field inspections and investigations, addressing violations and ensuring corrective action. Engaged with property owners, businesses, and local agencies to resolve compliance issues while maintaining detailed case records. Contributed to legal proceedings by providing thorough documentation and expert testimony when necessary.

Accomplishments:

- Conducted field inspections to investigate municipal code violations, zoning infractions, and permit issues.
- Responded to public complaints regarding property maintenance, unauthorized construction, and illegal land use.
- Issued Stop Work Orders for non-compliant construction and prepared Notices of Violation for property owners.
- Performed re-inspections to verify compliance and assisted in abatement efforts when necessary.
- Developed case reports with supporting photographic evidence and legal documentation for enforcement actions.
- Assisted in counter services, guiding the public through permit applications and compliance processes.

CERTIFICATIONS & TECHNICAL SKILLS

Certifications:

- Property Maintenance & Housing Inspector – ICC
- PC 832 Laws of Arrest – Santa Rosa Junior College
- Code Enforcement Inspection Protocols – ICC
- Bed Bug Enforcement – ICC
- Lead Safety RRP Certification

Software Experience: TRAKiT, Accela, GoGov, RealQuest, GIS

Leslie Mangskau

lmangskau@urban37.com

CODE ENFORCEMENT OFFICER

Seasoned Case Management & Code Enforcement professional with 10+ years of experience supporting diverse communities through social services, housing programs, inspections, and behavioral health. Skilled in coordinating across departments and agencies, training staff, and managing high caseloads while ensuring compliance and client care. Adept at conflict resolution, process improvement, and building strong relationships with stakeholders. Committed to enhancing community safety, supporting vulnerable populations, and fostering collaborative, service-oriented environments.

KEY COMPETENCIES

Case Management
Conflict Resolution
Process Improvement

Code Enforcement
Client Advocacy
Crisis Intervention

Problem Solving
Multidisciplinary Collaboration
Bilingual Communication

PROFESSIONAL EXPERIENCE

Urban37, Inc.

September 2025 - Present

Code Enforcement Officer

Conduct residential and commercial inspections to ensure compliance with municipal codes and ordinances. Partner with city staff and outside agencies to address violations, enhance public safety, and educate property owners on corrective measures. Balance fieldwork, case documentation, and customer service to support fair and consistent enforcement practices.

Accomplishments:

- Performed inspections for building, housing, zoning, and nuisance violations, issuing correction notices and follow-up reports to maintain compliance.
- Collaborated with planning, building, and public safety departments to resolve complex code enforcement cases efficiently.
- Delivered clear communication to property owners and contractors, fostering voluntary compliance and reducing repeat violations.

4LEAF, Inc.

October 2023 - September 2025

Code Enforcement Officer

Provide residential and commercial inspections in support of municipal code enforcement, ensuring community safety and regulatory compliance. Specialize in the City of Modesto's Rental Housing Safety Inspection Program, with a focus on protecting public welfare.

Accomplishments:

- Enforced compliance with municipal regulations and ordinances, promoting community safety.
- Partnered with city departments to implement and monitor rental housing safety standards.
- Balanced field inspections and office responsibilities to meet deadlines and maintain compliance reporting.

Tracy Community Connections**February 2021 - September 2025***Director of Case Management*

Led case management services for at-risk individuals and families, including housing navigation, healthcare coordination, and community partnerships. Oversaw staff training, outreach efforts, and event planning for non-profit programs.

Accomplishments:

- Increased referral rates through strong client service and strategic partnerships.
- Expanded outreach and service delivery to homeless populations through coordinated programs.
- Developed and implemented individualized care plans in collaboration with hospitals, social workers, and mental health providers.

EDUCATION & CERTIFICATIONS**Heald College**

A.A. in Criminal Justice

Languages

Spanish - Fluent

Casey Silveira

csilveira@urban37.com

COMMUNITY DEVELOPMENT COORDINATOR

Dedicated Community Development Representative with experience in front counter operations, permit processing, and administrative support within municipal and construction environments. Skilled in assisting with permit applications, coordinating with multiple departments, and providing exceptional customer service. Adept at utilizing permitting software, supporting code enforcement efforts, and ensuring smooth office operations. Committed to facilitating efficient development processes and delivering high-quality service to both internal teams and the public.

KEY COMPETENCIES

Permit Processing
Front Counter Support
Problem Solving

Customer Service
Permitting Software
Municipal Administration

Records Management
Regulatory Compliance
Code Enforcement

PROFESSIONAL EXPERIENCE

Urban37, Inc.

September 2024 - Present

Development Services Coordinator

Experienced Community Development Representative with a strong foundation in front counter operations, permit processing, and customer service within a municipal setting. Skilled in assisting with minor over-the-counter permits, navigating permitting software, and providing support to various departments to ensure efficient service delivery.

Accomplishments:

- Processed minor over-the-counter permits and effectively utilized iWORQ permitting software to track applications and approvals.
- Provided code enforcement support, reviewing complaints, coordinating inspections, and ensuring compliance with municipal regulations.
- Assisted the Planning Department with administrative tasks while acting as a key point of contact for inquiries, directing applicants to appropriate departments for streamlined service.

New Key Construction

September 2023 - September 2024

Administrative Assistant

Provided administrative and permitting support to ensure the efficient operation of the construction office. Assisted with project coordination, permitting processes, and client communications to facilitate smooth operations.

Accomplishments:

- Assisted in preparing and submitting permit applications, coordinating with local jurisdictions to track approvals and ensure compliance with regulations.
- Managed contractor and subcontractor documentation, ensuring all licenses, insurance, and permits were up to date for active projects.
- Answered phone calls, scheduled meetings, and provided customer support to clients, vendors, and city officials regarding construction projects and permit status.

Moss Construction*Administrative Assistant***December 2018 - September 2023**

Provided administrative support to ensure the efficient operation of the construction office. Assisted with day-to-day tasks, coordinated communications, and maintained office organization to support project teams.

Accomplishments:

- Answered phone calls, scheduled meetings, and assisted visitors, ensuring clear communication between clients, contractors, and project managers.
- Retrieved and organized records, emails, meeting minutes, and other documents to support office operations and project documentation.
- Responded to administrative inquiries and assisted with various office tasks as needed to maintain workflow efficiency.

EDUCATION & CERTIFICATIONS

Diablo Valley College

Associate of Arts, Communications

Brandi Caulfield

(707) 338-6343 | brandi@urban37.com

ASSISTANT PLANNER

With a B.A. degree in Planning for Sustainable Communities and experience as an Assistant Planner and Permit Technician, Brandi is passionate about making positive contributions to public sector municipalities. She specializes in planning and building codes and processes. Proven multitasker and efficient communicator, adept in permit processing and has the demonstrated ability to manage high-volume tasks, ensuring seamless building and planning application processes.

KEY COMPETENCIES

Permit processing
Customer service
Computer software

Multi-tasking
Attention to detail
Problem solving

Team player
Communication
Administrative tasks

PROFESSIONAL EXPERIENCE

Urban37, Inc.

June 2024 - Present

Assistant Planner

Supports the planning and development process by assisting with research, data analysis, and project management on municipal planning projects. Help prepare and review planning documents, conduct site inspections, and gather input from stakeholders. Key responsibilities include updating zoning maps, analyzing land use patterns, and assisting in the preparation of reports and presentations. Additional responsibilities include coordinating with various departments and ensuring that planning activities comply with regulatory standards and community needs.

Accomplishments:

- Conduct research on land use, zoning regulations, and demographic data to support planning projects and decision-making.
- Assist in preparing and reviewing planning documents, reports, and presentations for internal and external stakeholders.
- Conduct site visits and inspections to assess land use, zoning compliance, and development proposals.
- Update and maintain zoning maps, land use databases, and other planning records.
- Collaborate with community members, developers, and government officials to gather input and provide information on planning initiatives.
- Ensure that planning activities adhere to local, state, and federal regulations and standards.
- Assist in the management and coordination of planning projects, including tracking progress and managing timelines.
- Support public meetings and hearings by preparing materials and assisting with communication and outreach efforts.
- Perform administrative duties such as organizing files, scheduling meetings, and handling correspondence related to planning activities.

City of San Rafael**May 2023 - April 2024***Permit Technician II*

Worked in the Planning Division and developed strong problem-solving skills and adaptability. Adept at managing administrative tasks and contributing to efficient office operations through innovative solutions and keen attention to detail.

Accomplishments:

- Reviewed planning and building permit applications and routed submittals to the appropriate department/ agency for processing.
- Provided written and verbal information to the public regarding procedures pertaining to topics such as permits, building code requirements, zoning, application procedure, and current projects.
- Plans examiner for the planning department for building permits.
- Utilized a variety of software programs such as GIS, permit tracking software, digital archiving software, word processing, spreadsheets, and a majority of programs within Microsoft Office.
- Developed strong relationships with contractors, architects, engineers, property owners ensuring smooth workflows throughout the permit process.

City of San Rafael**October 2019 - May 2021***Planning Intern*

Accomplishments:

- Reviewed planning project applications and determined the project type and associated fees per City municipal code.
- Performed plan review for small planning and building projects (ex. ADU, signage, and minor mechanical and electrical permit applications).
- Assisted the public over the counter with project applications, answering phones, responded to the department's building and planning email inbox.
- Helped planners with project research, document archiving, public noticing, and communication with applicants.

EDUCATION & CERTIFICATIONS**Sonoma State University**

B.A., Planning for Sustainable Communities

Santa Rose Junior College

A.A., Social and Behavioral Science

Kimberly Sevilla

ksevilla@urban37.com

SENIOR PERMIT TECHNICIAN

Dedicated and detail-oriented professional with extensive experience as a Permit Technician. Skilled in facilitating efficient permit processing, ensuring compliance with building codes and municipal regulations, and providing exceptional customer service. Known for strong organizational skills, effective communication, and the ability to manage multiple responsibilities in fast-paced environments. Committed to supporting community development and safety through accurate permitting and proactive code enforcement.

KEY COMPETENCIES

Code Compliance
Regulatory Knowledge
Process Improvement

Customer Service
Community Engagement
Record Management

Permit Processing
Inspection & Investigation
Community Education

PROFESSIONAL EXPERIENCE

Urban37, Inc.

July 2024 - Present

Senior Permit Technician

Highly skilled Permit Technician adept at managing the full lifecycle of permit processing, from application intake to issuance, while ensuring compliance with municipal and building regulations. Expert in providing guidance to applicants, streamlining processes, and maintaining accurate documentation to support efficient operations.

Accomplishments:

- Processed and issued permits, ensuring compliance with all local and state building codes.
- Developed and implemented a streamlined permit tracking system, reducing processing times.
- Provided exceptional customer service by assisting contractors, homeowners, and developers with complex inquiries, resulting in consistently high satisfaction ratings.

Monarch Consulting

March 2022 - July 2024

Permit Technician/Code Enforcement Officer

Experienced Permit Technician and Code Enforcement Officer skilled in conducting inspections, investigating complaints, and ensuring compliance with zoning, building, and municipal codes. Dedicated to fostering safe and compliant communities through proactive enforcement and education.

Accomplishments:

- Reviewed and processed a wide range of permit applications, ensuring compliance with local and state regulations.
- Collaborated with community members and municipal staff to address and remediate recurring code issues, improving neighborhood compliance.
- Supported diverse project types by ensuring accurate documentation and clear communication among stakeholders.

EDUCATION & CERTIFICATIONS

University of San Francisco
San Francisco SFIEC

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