



RFQ # 26-001
Chief Building Official and Inspection Services
Due Date: 3:00 P.M. on March 11, 2026

Lucas Torres- Bull, Procurement Manager

Lucas.torresbull@cityofkeywest-fl.gov

(305)809-3807

City Clerk

City of Key West

1300 White Street

Key West, FL 33040

Contact
From:



5995 S A1a
Melbourne, FL 32951 c/o Joe Payne, PE MBA
joe@jpiflorida.com/ 813-520-1683

Please submit one (1) original and (2) two flash drives with one single PDF file of the entire Qualifications Packages package on each flash drive



TAB 1 COVER LETTER AND EXECUTIVE SUMMARY

February 25, 2026

RFQ # 26-001 Chief Building Official and Inspection Services

Lucas Torres-Bull, Procurement Manager
City Clerk
City of Key West
1300 White Street
Key West, FL 33040
(305)809-3807
Lucas.torresbull@cityofkeywest-fl.gov

Dear Torres-Bull and Members of the Selection Committee,

JPI is pleased to present our response to this advertisement. Please note the following:

- **JPI** is fully responsible for all pre-employment activities including screening, testing, evaluation, recruitment, background checks, and all disciplinary actions associated with temporary personnel.
- Upon request, **JPI** must provide company background information demonstrating the ability to provide the required services.
- **JPI** submits a list of similar projects completed in the past five years, including descriptions, client names, and agreement terms, using the Reference Form provided.
- **JPI** provides copies of all relevant certifications and licenses for proposed personnel. **JPI** provides a summary table with license numbers.

JPI is ideally suited as a vendor for this advertisement for the following reasons:

1. Firm's Experience. **JPI** currently has similar service contracts with fifty agencies in Florida.
2. Firm's Experience. **JPI** currently holds service contracts with several agencies (Cape Canaveral, Cedar Key, and Anna Maria for example) where **JPI** performs all services noted within this RFP.
3. Firm's Experience. **JPI** has completed inspection services in Key West and is familiar with working in the area. This RFP response explains these services.



4. **Firm's Qualifications.** **JPI** has staff licensed in all trades listed within the advertisement including local Building Official services. Our staff members average 30 to 40 years of experience.
5. **Firm's Experience/ Qualifications.** We offer a full-service approach to the work on this contract. **JPI** has licensed Building Code professionals, professional engineers, and Registered Architects on staff.
6. **Firm's Experience.** **JPI** has State Emergency Management contracts with **FDEM** which can provide an alternate source of payment/ reimbursement during storm recovery.
7. **Implementation/Transition Plan.** **JPI always holds the public interest and welfare first.** Our plan begins and ends with this goal in mind. **JPI** does not have any contracts servicing private contractors. **JPI** will never have a conflict of interest through a contractor, we only service the public entities and their citizens.

JPI's specialization is providing professional services to Building Departments, which is the purpose of this advertisement. **JPI** field inspectors have completed approximately 2,500,000 field inspections. **JPI** appreciates the opportunity to submit our qualifications on this contract. **JPI** looks forward to servicing and working with the City to meet operational needs. **JPI** is 100 percent committed to government services, has no private industry clients, and has zero conflicts with the work of this contract. Please let this letter serve as our formal agreement to be bound by the submittal without modifications unless mutually agreed to upon further negotiations between The City and **JPI**. We have been in business for 15 years. We are qualified under the laws, rules, and regulations of the State of Florida to perform the work required by these contract documents. Our sunbiz.org document number is. **JPI** assures our ability to meet the insurance and performance requirements set out in this RFP if selected for award. We certify we maintain a drug-free workplace program compliant with the standards within Florida Statutes § 440.102. **JPI** has a Sunbiz address at 5995 S A1a, Melbourne, FL 32951. **JPI** has no pending claims, judgments, or arbitration proceedings. We have 45 employees.

The City is likely aware of the upcoming Legislative Sessions 2026 and how it will affect our industry. We wanted to advise the City of the following Bills that may affect Building Department operations.

I. Permit Expiration - Fla. Stat. 125.56

- County and local building permits for single-family dwellings expire one year after issuance or upon the next Florida Building Code update, whichever occurs later. Note: Only references "county" not "municipality".
- A 30-day written notice is required before permit expiration.

II. Contractor Discipline – Fla. Stat. 489.1293

- Contractors will not face disciplinary action for proceeding without permits if authorized by law. Note: this is added because they're proposing no permits for single-family work under \$7500



III. Florida Building Code Updates – Fla. Stat. 553.73

- The Building Commission shall modify the FBC to exempt the following from permits:
 - o Residential hurricane or flood protection walls and barriers that are non-load-bearing, installed by a licensed contractor, and comply with zoning regulations.
 - o Certain retaining walls located on single-family or townhouse lots.

IV. Permit Requirements – Fla. Stat. 553.79

- No permit is required for work under \$7,500 on single-family lots, except for electrical, plumbing, or structural work – excluding repair or replacement of exterior doors or windows on single-family regardless of the value of work.
- Contractors are required to maintain written records as proof that the work performed falls within the exception.

V. Inspection Fees - Fla. Stat. 553.79

- Inspection fees must reflect the actual cost of the inspection and cannot be based on project cost.
- Inspection requests must be submitted electronically.

VI. Private Provider Rules (Major Overhaul) – Fla. Stat. 553.791

- Applicants may choose to elect a PP “at any time.”
- A “written contract” will no longer be required; rather an “agreement” opens the door for a lot of fraud. The agency can’t ask for the agreement either.
- Permit fees reduction must be based on the cost incurred by the local jurisdiction including actual labor for clerical and supervisory assistance.
- Must provide “immediate” access to the permitting records – seemingly the agency must provide access to our system.
- Local governments may not require additional forms or modify state-issued forms.
- Site plans to be included in the Private Provider scope of review.
- Defines our system of registration – limits to licensure and insurance verification. The agency can’t request a resume or list of qualifications.
- Affidavits and inspection records may be submitted electronically.
- Virtual inspections are permitted and cannot be prohibited.
- Local officials may only review documents for accuracy and completeness; the agency can’t review for code compliance.
- Local officials cannot fail inspections for missing records if submitted within 4 business days.



- Local officials are not responsible for supervising private provider services.
- Audits are permitted but must be limited to checking if the paperwork has been properly completed and all necessary inspections have been completed.
- Notice of audit required 5 business days in advance.
- Further, the agency can only do site visits in connection with an audit if the local building official has actual knowledge that the paperwork submitted is incomplete or incorrect, and we must provide notice to the private provider of such documents prior to the audit.
- The agency can't discourage the use of or disparage private providers.

V. Uniform Permit Application – Fla. Stat. 553.792

- The Florida Building Commission must develop a standardized permit application for use in all jurisdictions.

VI. Permit Review Deadlines - Fla. Stat. 553.792

- Local governments must approve or deny permits within five days for existing single-family residential dwelling if the value of work is less than \$15,000: structural, accessory structure, alarm, electrical, irrigation, landscaping, mechanical, plumbing or roofing.

As JPI has proven time and time again, we will represent the public agency and their constituents with all challenges, including those from this upcoming legislative session. We have approaches which meet the statutory requirements and still protect the safety and welfare of the constituents. JPI is a 100% Florida Owned and operated company. Our revenue and profit do not subsidize out-of-state operations, headquarters, or resources.

Sincerely,

A handwritten signature in black ink that reads "Joseph Payne".

Joe Payne, PE, **JPI** President

joe@jpiflorida.com

800-488-1956



TAB 2– QUALIFICATIONS AND EXPERIENCE

The following directly responds to items contained in Page 18 of the RFP. Afterwards, this technical proposal will continue to discuss this section.

JPI serves as the Building Official for the cities such as Cape Canaveral, Anna Maria, and Cedar Key. Previously, we provided interim Building Official Coverage for counties such as St. Lucie County. Also, we provide Building Official services for institutions such as Eastern Florida State College and Okeechobee School District.

JPI provides Building Inspections with fifty service contracts in Florida. We provide commercial, residential, marine, and historic inspections for public agency clients. We completed over 2,500,000 inspections in our history. In the reference section, we include references for our inspection quality including performance surveys of our work.

In this section, we provide summary knowledge of Florida Building Code, FEMA regulations, and local ordinances. We provide our Local Ordinance knowledge also in Section 4. Other information.

In this section, we provide our knowledge of International Code Council (ICC) and state licensure. We provide a summary table of our DBPR licensure.

JPI provides plan review through service contracts with fifty other public agencies in Florida. We provide in-house and remote plan reviews through a variety of software platforms with VPN access and html access. We are experienced in Code Enforcement and have completed court engineering representation for our clients.

JPI is thoroughly experienced in digital permitting and inspections software. At this time, we only complete this form of work for our clients.

Please see this section and proposal for Staff qualifications, including licensure and certifications.

For safety and risk mitigation procedures, **JPI** does have FDEM emergency management service contracts through the State. The end of this section includes a summary of our Business Mitigation Project Plan.

JPI utilizes checklists for Quality control practices. This section includes that information.

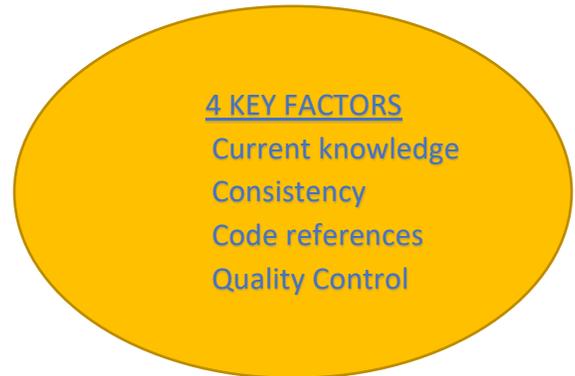


Our references provide an example of our municipal contracts previously performed. In this proposal, we provide a client list.

This section includes methods used to ensure code compliance and efficiency.

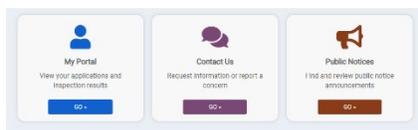
JPI services fifty other agencies in Florida for scope of a similar nature. We have had several contracts renewed 5x and have renewed as sole source numerous times over the last sixteen years. Our Experience and Past Performance is based on our sound knowledge of Building Code Review from our statewide contracts. There are several key factors of measurement for the success of the Past Performance. From our experience, **JPI** found that the citizen and contractor end user's needs are best met through four key factors:

- 1) Current knowledge
- 2) Consistency
- 3) Code references
- 4) Quality Control

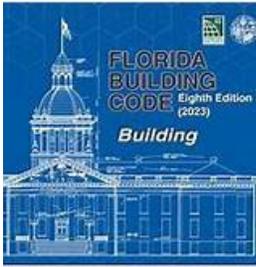


Current knowledge is a key factor for this work. **JPI** possesses technical staff who are subject matter experts in plan review, inspections and Building Official services. Through our current work with plan review, **JPI** maintains knowledge of Technical Bulletins, Code Advisories, and Code Updates. **JPI** possesses this knowledge in both residential and commercial construction and in all trades. From feedback that we receive from our current clientele, our work is very thorough with code references and cross reference to NFPA and other codes.

The second key factor is Consistency. Specifically, with the Pass/Fail rate of our work for statistical significance to the prior work at the City. This establishes consistency between resources and provides consistency to the citizens of the City. The contractor community is sensitive to a new plan reviewer creating review comments unseen regularly in the community. **JPI** proposes to initially contact the Building Department with our proposed comments prior to posting to the applicant. **JPI** possesses several standard comment files, with code references, that we can share with the Building Department.



JPI is familiar with how to post comments and transmit any automated messages to the applicant regarding the comments within online portals. We regularly complete inspections within online permitting applications and are familiar with the same. Also, we are familiar with the review approval process and how to close out the permit review cycle. This project knowledge provides **JPI** with an important resource for the City on this contract as **we require minimal training.**



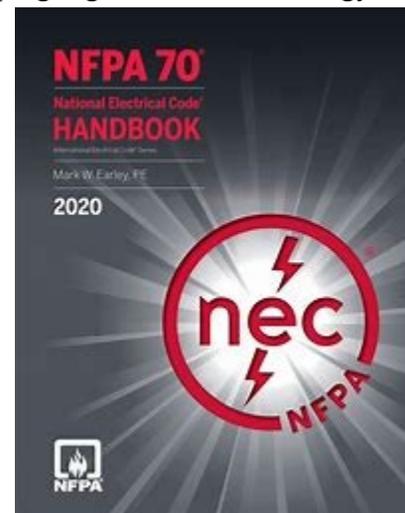
As an on-call provider, **JPI** provided professional services for all trades including electrical, mechanical, building, and plumbing trade professionals. **JPI** is different from our competitors because of our availability of multi-trade staff and the personal touch of the Owner, Mr. Payne, who will leave the office and assist clients with services as a hands-on Owner. **JPI is a 100% Florida Based company with 100% of our employees residing and working in Florida.**

Our notice period to provide staffing ranges from **five minutes** to five days. When the City provides five days of notice, **JPI** will typically serve these requests 100 percent of the time. When the City provides 24 hours of notice, **JPI** will typically serve these requests 90 percent of the time. When the City calls us in the morning of the day requiring plan review, we still can meet this request with a 50 percent reliability, by having local staff in the County and the ability of the Owner Mr. Payne, to leave the office and service contracts “hands-on”.

JPI will provide all equipment necessary for this work and has done so as an incumbent. **JPI** employees maintain FBC, NEC, NFPA, ICC and other related code references as they complete their work. For plan review, 30 full-time **equivalents**, FTE’s, can perform plan review with at least 10 FTEs per trade available (due to multi-trade licensure). **JPI** has four licensed building officials available for this contract and twenty licensed professional engineers.

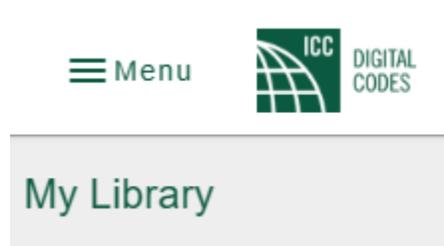
The third key factor is Code References. **JPI** proposes a **WORK Plan** unique to the services listed within this RFP. Our **WORK Plan** will consider all regulatory Codes for this Work Objective. The 2023 FBC is a governing Code and Regulation. The 2010 ADA will regulate the ADA inspections along with Accessibility Code. The 2023 FBC including the Existing Conditions Chapter, will regulate building code compliance, doors and hardware, fences, structural aspects of Fireplaces & Chimney, Insulation, Roofing Systems, Seawalls, Docks, and Structural Components. Florida Elevator Code Authority and FBC Chapter 30 (over three stories) regulates elevators. NFPA 70 regulates fire protection and co-regulated by NEC 2020. ASCE 7-22 regulates wind loads. The Energy Code is an overlapping regulation. Solar Energy Code is regulated in several locations including Chapter 23 of the Residential Code and Chapter 14 of the Mechanical Code, and the Florida Plumbing Code. FBC Chapters 4 and 45 regulate swimming pools and saunas. The Florida Plumbing Code regulates plumbing systems, plumbing and pool heaters, and the Gas Code regulates gas pool heaters. Additional Code considerations within our Operational Plan include NFIP, NPDES, ACOE, FAA47CFR, and **FAA107 for the developing Drone technologies for roof inspections.**

Continuing with this **WORK Plan**, **JPI** will input the daily plan review results in the Accela system in a timely fashion. **JPI** professionals will utilize individual emails and direct phone numbers to communicate with City constituents. **JPI** has





multi-trade professionals who will review and process construction plans for issuance of building permits under the Florida Building Code. **JPI** will enforce other agency submittals including FEMA, Driveway permit, and FDEP. **JPI** will maintain records of work conveniently through creating a pdf of the results. **JPI** will enforce the 50/50 rule for substantial improvements for FEMA on projects and review and maintain all records required by Federal Emergency Management Agency (“FEMA”) in association with the processing of building permits in the format required by FEMA. **JPI** will maintain all records and documents in accordance with Public Records Law (Chapter 119, Florida Statutes) and using the current General Records Schedule GS1-SL (For State and Local Government Agencies) which includes the GS6 (For Building Departments). This expands to include code enforcement of hazards, nuisances, and violations. **JPI**’s multi-trade professionals and licensed engineers will assist in the preparation of the Insurance Services Office (ISO) evaluation for the City.



JPI Professionals possess OSHA Level D attire with **JPI** logo shirts. In the office, **JPI** professionals will dress in business casual with **JPI** logo shirts. **JPI** personnel have smart phones with mobile hotspots and Bluetooth for ease of Wi-Fi and platform access. In addition, **JPI** personnel utilize Ipads which contain training and continuing education software. All **JPI** Building Code Professionals receive

continuing education for license renewals. Engineers receive continuing education bi-annually for license renewals as do Registered Architects. **JPI** has a digital subscription to the ICC digital library. For continuing education, all employees reference a digital subscription of the Florida Building Code in their practice along with the use of ICC code check books.

JPI will initially utilize staff that are already located and working regularly near the City. Joe Payne is the Project Manager. **JPI** is a statewide firm staffed with a TEAM ORGANIZATION of 40 professionals. Our company’s operational capacity is 1800 hours per week. Currently, we are running at approximately 1400 hours per week billable which is our current and projected workload. We have up to 400 hours per week of surplus capacity available to service this contract. This is approximately ten full-time equivalents. We are operating at 77.78% capacity with 22.22% availability to support our **WORK PLAN**.

JPI’s **EXPERIENCE** includes successful and practical work on similar projects. **JPI** has a proven track record of excellent customer service, and the City may contact any of our references to verify the same.

JPI has a full access digital subscription to the ICC website which provides digital access to current and prior editions of the Florida Building Code. In addition, our staff possesses handbooks on tablets and smartphones (with mobile hotspots) which provide convenient access to Code references. The **TEAM MANAGEMENT** of **JPI** includes a quality control program for



new contracts, and staff, which includes mentoring and shadow/ over the shoulder training. Joe Payne, PE is the **TEAM PROJECT MANAGER** and **regularly monitors the pass/fail rate of our inspections.**



The SDE is a tool to help local officials administer the Substantial Damage requirements of their floodplain management ordinances in keeping with the minimum requirements of the NFIP.



FEMA is a key plan review and inspection subject matter that interfaces with ROW, Zoning, Site, Habitat, Environmental, and all services under this RFP. The monitoring of FEMA substantial improvements is imperative. Key activities fall under Flood Damage Reduction, however, also consider public information (elevation certificates). The Zoning activities under this RFP dovetail into Mapping and Regulations and Flood Damage Reduction. This contract supports Warning and Response activities by filing in for City operations during Emergency Management situations such as named Hurricane Storms. Public Information Activities mainly consist of elevation certificates. This begins at the plan review level when the reviewer checks for the FEMA base flood elevation and design flood elevation. FEMA Technical Bulletin 10-01, page 7, Figure 2 is a key

resource when reviewing foundation construction in the floodplain.

The goal of these efforts is to develop into Flood Damage Reduction. Floodplain Management Planning is a goal of the Zoning reviews. The ROW services under this contract will support Acquisition and Relocation services. Flood proofing is a concept regulated in efforts to provide flood protection. Flood vents, flood proofing materials below the Design Flood Elevation, raising AC Condenser stands and machinery to elevations above the DFE (Section C2 of the Elevation Certificate), are all examples of Flood Protection activities. Site Inspections will support Drainage System Maintenance. Our services provide support to the City for Warning and Response activities. **We hold several FDEM contracts.**

A fourth key measuring factor for this work is Quality Control. JPI's Quality Control process starts with Day 1 for the employee. JPI has a shadowing program, and employees have over the shoulder shadow training for the first two weeks. This is a progressive training approach in which the over the shoulder time decreases daily over the two weeks. Also, we conduct audits of work for employees and randomly have shadow oversight. The employee is informed in the morning that JPI will oversee their work that day. For plan review and office work, JPI completes work from Code Review checklists. JPI feels that it is best to depict checklists used for our work to emphasize that work. The following are examples of Quality Control processes and procedures utilized for work under this contract.



FLORIDA BUILDING CODE - CODE ANALYSIS

PROJECT IDENTIFICATION:	PERMIT NO:
CONTRACTOR:	
ARCHITECT:	
STRUCTURAL ENGINEER OF RECORD:	
CIVIL ENGINEER OF RECORD:	
PLUMBING ENGINEER OF RECORD:	
MECHANICAL ENGINEER OF RECORD:	
ELECTRICAL ENGINEER OF RECORD:	
FIRE PROTECTION ENGINEER OF RECORD:	
LEED PROFESSIONAL:	
PROJECT SCOPE:	

USE & OCCUPANCY CLASSIFICATION(S)	
CONSTRUCTION TYPE	

		CODE REQUIREMENTS	PROJECT PARAMETERS
ALLOWABLE BUILDING HEIGHTS ABOVE GRADE	FBC Table 504.3		
ALLOWABLE BUILDING STORIES ABOVE GRADE	FBC Table 504.4		
MEZZANINES	FBC 505		
ALLOWABLE BUILDING AREA	FBC Sec.506		
BUILDING AREA FRONTAGE INCREASE	FBC Sec. 506.3		
OCCUPANT LOAD	Table 1004.5		
HORIZONTAL SEPARATION	FBC 711.2.4.1		
NUMBER OF EXITS REQUIRED	FBC Sec. 1006		
FIRE PROTECTION - AUTOMATIC FIRE SPRINKLERS	FBC 903.2		
ALLOWABLE OPENINGS PROTECTED	FBC Table 705.8		
DESIGN WIND SPEED	FBC 1609		
RISK CATEGORY	ASCE 7-10		
EXPOSURE CATEGORY	FBC 1609.4		
FIRE RESISTANCE RATINGS	FBC 601		

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Exit signs	FBC 1013					
Specific occupancy requirements	FBC Chapter 4					
Construction requirements	FBC 1023.2					
Horizontal exits/exit passageway	FBC 1026/1024					

STRUCTURAL REQUIREMENTS						
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:
Soil conditions/analysis	FBC 1803					
Termite protection	FBC 1816					
Design loads	FBC 1603					
Wind requirements	FBC 1609					
Building envelope	FBC 1609.6.4.4.1					
Impact resistant coverings or systems (when required)	FBC 1609.1.2.4					
Structural calculations (if required)	FBC 1603					
Foundation	FBC 1808					
Flood requirements in accordance with Section 1612, including lowest floor elevations, enclosures, flood damage-resistant materials	FBC 1612					
Wall systems	FBC Table 601					
Floor systems	FBC Table 601					
Roof systems	FBC Table 601					
Threshold inspection plan	FBC 110.8					
Stair systems	FBC Sec. 1011					

MATERIALS						
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:
Wood	FBC Chap. 23					
Steel	FBC Chap. 22					
Aluminum	FBC Chap. 20					
Concrete	FBC Chap. 19					
Plastic	FBC Chap. 26					
Glass	FBC Chap. 24					

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Masonry	FBC Chap. 21					
Gypsum board and plaster	FBC Chap. 25					
Insulating (mechanical)	FMC 604 Duct FMC 1204 Pipe					
Roofing	FBC 1507					
Insulation/ See FBC Energy Conservation	FBC Chap. 13					

2012 FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION							
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:	
Site requirements	FAC 206.2.2						
Accessible route	FAC Sec. 206						
Vertical accessibility	FAC Sec. 201.1.1						
Toilet facilities	FAC Sec. 213						
Bathing facilities	FAC Sec. 213						
Drinking fountains	FAC Sec. 602						
Equipment	FAC Sec. 214						
Special occupancy requirements	FAC Ch. 2						
Disproportionate Cost	FAC Sec. 202.4.1						
Fair housing requirements	FAC Part 3, Sec 3						
INTERIOR							
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:	
Interior finishes (flame spread/smoke development)	FBC Chap. 8						
Light	FBC 1205						
Ventilation	FBC 1203						
Sanitation	FBC 1210 FPC Chap. 7						
SPECIAL SYSTEMS							
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:	
Elevators	FBC 3001.5 FAC Sec. 407						
Escalators	FBC Sec. 3004						

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Lifts	FAC Sec. 410						
SWIMMING POOLS							
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:	
Barrier requirements	FBC 454.1.3.1.9						
Spas	FBC 454.1.8						
Wading pools (Interactive water features)	FBC 454.1.7.1 FBC 454.1.9.8.1						
PLUMBING INFORMATION CROSS REFERENCE/REVIEW							
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:	
Minimum plumbing facilities	FPC 403						
Fixture requirements	FPC Table 403.1						
Water supply piping	FPC 601						
Sanitary drainage	FPC 701						
Water heaters	FPC 501						
Vents	FPC 901						
Roof drainage	FPC 1105						
Back flow prevention	FPC 608.14						
Irrigation	Appendix-F						
Location of water supply line	FPC 603.2						
Grease traps	FPC 1003						
Environmental requirements							
Plumbing riser	FPC 605						
Design flood elevation	FPC 309.2 FBC 107.2.6.1 FBC 1612						
GAS INFORMATION CROSS REFERENCE/REVIEW							
ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:	
Gas piping	FGC 402						
Venting	FGC 502.1						
Combustion air	FGC 304						
Chimneys and vents	FGC Chapter 5						
Appliances	FGC 601						

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Type of gas	FGC 401					
Fireplaces	FGC 605					
LP tank location	NFPA 58-2008 Edition					
Riser diagram/shutoffs	FGC 409					
Design Flood elevation	FGC 301.11 FBC 107.2.6.1 FBC 1612					

MECHANICAL INFORMATION CROSS REFERENCE/REVIEW

ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:
Energy calculations	FBC Energy Conservation Ch. 5					
Exhaust systems	FMC Chapt.5					
Clothes dryer exhaust	FMC 504					
Kitchen equipment exhaust/Fire Suppression	FMC 505, 506, 507, 509					
Specialty exhaust systems	FMC 510					
Equipment	FMC 303					
Equipment location/Guards/Condensate Disposal	FMC 303, 304.11, 307					
Make-up air	FMC 403.3 FMC 504.6					
Roof-mounted equipment/ Roof Access	FBC 1510 FMC 306.5					
Duct systems	FMC Chapter 6 SMACNA					
Ventilation	FMC Chapter 4					
Combustion air	FMC Chapter 7 Appendix A					
Chimneys, fireplaces and vents	FMC Chapter 8					

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Exhaust Systems	FGC Chapter 5					
Appliances	FMC Chapter 9					
Boilers	FMC Chapter 10					
Refrigeration	FMC Chapter 11					
Bathroom ventilation	IPMC 403.2					
Laboratory	FMC 510.1					
Design flood elevation	FMC 301.16 FBC 107.2.6.1 FBC 1612					

ELECTRICAL INFORMATION CROSS REFERENCE/REVIEW

ITEM	REFERENCE	SHEET NUMBER	COMP	N/C	N/A	REVIEWED BY:
Wiring	NEC 300					
Services	NEC 230					
Feeders and branch circuits	NEC 225					
Overcurrent protection	NEC 240					
Grounding	NEC 250					
Wiring methods and materials	NEC 300 & 400					
GFCIs	NEC 210.8					
Equipment/Panels	NEC 110					
Special occupancies	NEC Chap. 5					
Special Conditions	NEC Chap. 7					
Emergency systems	NEC Chap. 7					
Communication systems	NEC 800					
Low voltage, Remote-Control, Signaling	NEC 720					
Load calculations	NEC 220					
Design Flood elevations						

This document is based on the minimum requirements of the 8th Edition of the Florida Building Code 2023



Date: ___/___/___

Permit Number: _____

2023 Plan Review Guideline (SFR)

Based on Florida Building Code 8th Edition (2024)

Living SF: _____ Non-Living SF: _____ Total SF: _____ Bedrooms: _____ Bathrooms: _____ Stories: _____

Insulation/efficiency: R19 | SFR Heat: TYLE Roof: _____ Porch Gas

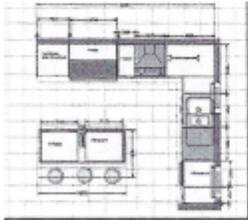
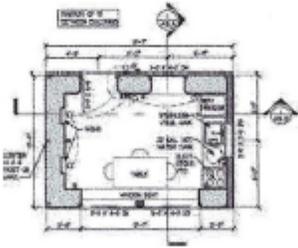
- Consistent square footage calculations on construction plans and zoning permit FBC 107.2.6
 - Consistent approved plot plan and construction plans FBC 107.2.6
 - FL product approval sheet for all exterior materials FBC 107.2.4
 - Energy calculations FBC EC R101.5
 - Form 405-2020
 - Signed by preparer and owner/agent
 - Has pass seal
 - Conditioned floor area matches living area on plans
 - Attic Vented Attic Unvented
 - Insulation matches wall sections on construction plans
 - Water heater (Gas) (Electric)
 - Manual J FBC EC R403.7
 - Consistent with Manual S
 - Equipment information notated
 - Manual S FBC EC R403.7
 - Total capacity equal to or greater than 100% and less than or equal to 115% (or closest available unit size)
 - Duct layout FBC EC R403
 - Consistent with construction plans (flipped ducts layouts are unacceptable)
 - Duct sizes, CPM, and return/supply Or
 - Manual D
- General Construction Plan Requirements**
- Paper Plans FAC 61G15-23, 61G1-16
 - Original hand signature and wet or raised seal from a licensed Florida design professional
 - Digital Plans FAC 61G15-23, 61G1-16
 - Unlocked digital signature capable of verification and a seal from a licensed Florida design professional on the first page
 - Plans dimensioned and scaled
 - Plans legible (minimum text size 3/32") LCC Ch.6
 - Plans designed to the 2020 Florida Building Code Residential and all other applicable codes
- Structural**
- Wind zone location or wind speed FBC R301.2.1
 - Exposure category FBC R301.2.1.4
 - Design loads FBC R301
 - Components and cladding pressures for openings FBC R609.2
 - Lumber grade and species FBC R502, 602, and 802
 - Fasteners used with P.T. wood FBC R317.3
 - Lintel designation FBC R608.8.2
- Foundation Plan**
- Slab description (thickness and compressive strength) FBC R402.2 and 506
 - Minimum 6-mil polyethylene or approved vapor retarder FBC 506.2.3
 - Soil bearing value FBC R401.4
 - Termite treatment FBC R318
 - Sloped garage floors to main door FBC R309.1
 - Footing dimensions and location FBC R403.1.4
 - Isolated/Column footing dimensions and location
 - Stem/retaining wall height
- Floor Plan**
- Square foot tabulation (living/nonliving)
 - 1 exterior swing door to be minimum 3'x6'-8" FBC R311.2
 - Hazardous glass locations indicated as "Temp." or "Safety" (Within 2' of doors, bath or pool areas within 5' with a sill below 5", stairs with sill below 3", within 5' of bottom of stairs with sill below 3') FBC R308.4
 - Solid or 20 min fire rated door from garage to dwelling FBC R302.5.1
 - 1/2" gypsum or better on garage wall side of dwelling separation FBC R302.6
 - 5/8" type x gypsum on garage ceiling if habitable room above FBC Table R302.6
 - 1 bath/toilet room with a 29" minimum clear access, on the lower floor FBC R320
 - Sleeping rooms have E.E.R.O./Egress Opening FBC R310.2
 - Attic access location (minimum 22x30 and all separate areas with 30" height clearance) FBC R807
 - Hallways minimum 3' wide FBC R311.6
 - Rooms labeled and uses identified
- Elevation Plan**
- All elevations
 - Dimensioned
 - Windowsills minimum height FBC R312.2.1
 - Roof vent calculations if required on Form 405-2020 FBC R806
 - Crawlspace ventilation and access (if applicable) FBC R408
 - Roof slope FBC R905
 - Roof material FBC R904
 - Location of vented appliance/fireplace (if applicable) FBC R G2427
 - Egress windowsills maximum height FBC R310.2.2
- Truss Plan**
- Signed and sealed by design professional of record FBC R802.10
 - Strapping locations FBC 107
 - Truss bracing FBC R802.10.3
 - Connector chart specifying the type, size, and number of fasteners FBC 107
 - Gable end details (if applicable) FBC R602
 - Truss plans consistent with elevations FBC 107
- Electric Plan**
- Electric layout FBC 107 per NEC 2020
 - Smoke alarms FBC R314
 - In each sleeping area
 - Outside each sleeping area
 - On each dwelling floor
 - Carbon monoxide alarms (if applicable) (within 10ft of sleeping rooms) FBC R315
- Details**
- Stair construction details indicate minimum 10" tread and 3/4" - 1 1/4" nosing, maximum 7.75" riser height, 6'-8" headroom height, 36" wide/deep landings at top and bottom, handrail location, 34"-38" handrail/guardrail heights, and maximum 4" open rail spacing FBC R311.7
 - Guards at porches, balconies, open stairs, ramps, raised floor more than 30" need guards: 34" at stairs and ramps, 36" all other areas FBC R312.1
 - Show fire protection (minimum 1/2" gypsum board) under stairs FBC R302.7
 - Bearing/Sheer/Opening/Header construction/details FBC 107
 - Wall section(s) from foundation through roof to include wall assembly of interior and exterior materials FBC R301
 - Frame walls have 2 layers of water-resistant barriers FBC R703.7.3
 - Chimney/Fireplace Details FBC R 1001
 - Manufacturer specifications for factory-built fireplaces FBC R1005
 - Wall sheathing with nailing pattern indicated FBC R604
 - Roof sheathing with nailing pattern indicated FBC R803
 - Wood sill plate anchoring to foundation FBC R403.1.6, 602
 - Header and connection details for exterior and/or bearing walls FBC R602.7
 - Dormer framing details FBC 107
 - Provide gas layout FBC R G 2413
 - Provide soffit detail FBC R 704



The following is a standard checklist for a condo remodel/ renovation similar to Plan Examining Commercial - Remodel Multi-Trade (all trades) Review:

CONDO KITCHEN/BATH RENOVATION

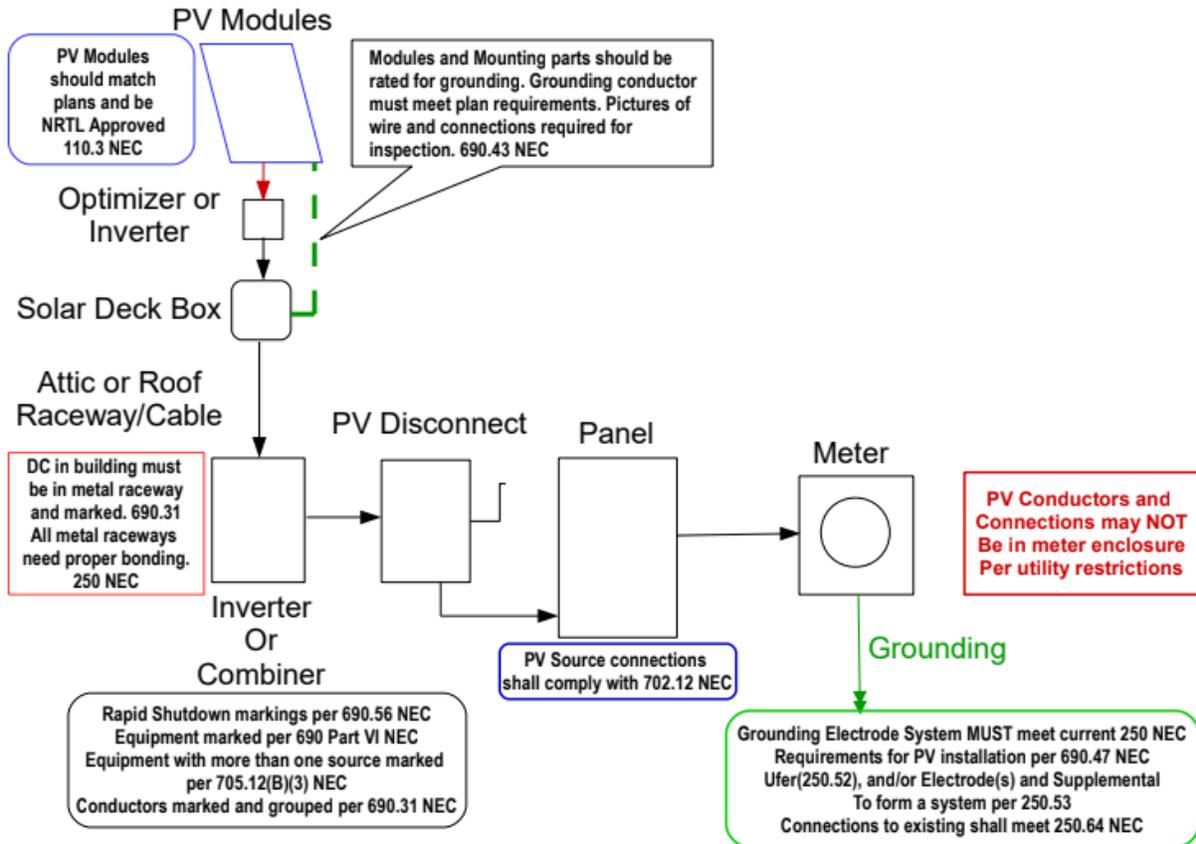
NOTICE: Effective January 1, 2023, a smoke alarm that is newly installed or replaces an existing battery-powered smoke alarm must be powered by the condo electrical system with a back-up battery that powers the alarm for at least 10 years. The battery requirements do not apply to a fire alarm, smoke detector, smoke alarm, or ancillary component that is electronically connected as part of a centrally monitored or supervised alarm system.

- I. Fire Protection
- a. Fire Sprinkled? Y or N (If yes, show on plans)
- b. Fire Alarm? Y or N (If yes, show on plans)
- c. Show existing & proposed location for new or relocated fire sprinklers/fire alarms/smoke detectors/strobes/horns, etc.
- d. State if smoke alarms are hardwired and /or interconnected. FBC 420, NFPA 72 & NFPA 13
- II. Type of Construction (per FBC Ch. 6): **Check One**
- | | | | |
|---|--|---|--|
| Type I: <input type="checkbox"/>
Concrete & steel
High-rise tower | Type II: <input type="checkbox"/>
Masonry & steel
Mid & low-rise | Type III: <input type="checkbox"/>
Masonry & steel
Wood roof or floor
Mid & low-rise | Type V: <input type="checkbox"/>
Wood frame
Construction
Low-rise |
|---|--|---|--|
-
- *Metal stud construction
Fire treated wood
 Wood Stud Construction
Allowed
- III. Show Floor Plans:
- Existing space Proposed space Basic overall condo layout
- 


- IV. Indicate scope of work for:
- a. HVAC: Relocated supply/RA or exhaust duct
- b. PLBG: Relocated or new fixtures ~ provide Plbg ISO
- c. ELEC: New/altered GFCI circuits ~ provide panel schedule
- V. Replacing tile/wood flooring? Sound underlayment ~ Minimum 50 STC impact IIC rating required per (2020) Florida Building Code (FBC) 7th Edition, Section 1207
- VI. Any change to the fire rated corridor, tenant 1hr wall, or penetration of wall or floor **ATTACH UL DETAIL.**



The following is a Solar Project Review checklist:





BUSINESS MITIGATION PROJECT PLAN

Organization: **JPI**
Project Lead: Joe Payne
Name: President
Address: 5995 S A1a, Melbourne, 32051
Phone Number: 813.520.1683
Email: joepayneinc@gmail.com

Executive Summary:

This document serves as an Executive Summary of our emergency mitigation plan.

- 1) Safety is first and foremost. Please follow local emergency response direction at all times. At a minimum, please execute preparedness according to the American Red Cross suggestions (see attached).
- 2) Again, safety is first and foremost. Please take shelter and evacuate when evacuations begin to occur within 100 miles of your locale.
- 3) Immediately cease all work when hazardous conditions are present, of any kind. Inform **JPI** of the end of your shift and whether you require assistance.
- 4) As **JPI** is a home based business, you should report to your home when safety is a concern. Work obligations immediately cease and you revert to personal safety management.
- 5) Read emails and text messages for status updates. **JPI** will provide updates from NOAA and local authorities.
- 6) After the emergency passes, **JPI** will inform you of work startup. Do not start to work until you communicate directly with **JPI**.
- 7) When returning to work, safety again is first and foremost. When you see unsafe conditions, stop immediately and inform the client of those conditions.
- 8) Hazard recovery is not immediate so remember that you may see recovery like condition weeks or even months after the incident. Always be safe.
- 9) **JPI**'s current worker's compensation policy utilizes BayCare as a first responder for medical

Background:

JPI is a professional service company serving Florida with Site/ Civil Engineering, Municipal Services, and Federal services. The company is home based and employees routinely report to client offices. The purpose of this plan is to inform all interested parties that **JPI** employees are directed to maintain safety first and foremost as a mitigation plan. They are directed to always stop work immediately when encountering a safety issue and prioritize their personal safety. They will report back to their homes for safety and will follow the guidance of local emergency response personnel. Also, they will not return to work until directed by **JPI**.

As **JPI** is a home based business, there is no additional business preparation needed for the individual to mitigate against risk. They can quickly return to their vehicle and drive to their home and resume their personal mitigation plan.



Goals and Objectives:

The goal of this plan is to enable individuals to increase their level of safety as quickly as possible by removing any risk resulting from work items. Once this work item risk is quickly removed, the individual continues to follow the direction of local emergency response personnel.

JPI	DBPR number listing		
JPI Employee#	<u>JPI</u>	<u>DBPR</u>	<u>Years Exp</u>
1	Joe Payne	FLPE55751	30
8	Jorge Cedeno	BN4702 - Building	35
19	Jack McCabe	BN4613	50
21	Jason Steele	FLPE69234	20
29	Cory Brockett	FLPE74677	20
32	Doug Walton	AR0007045	50
38	Greg Martin	BN3947, PX1848	40
42	Andrew Mareno	AR96338	20
44	Eddie Page	FLPE69045	30
46	Pete Swarr	FLPE44159	40
47	Ezz Elgayar	BN6415	40
48	Robert Bryce	PX2783	45
53	Scott Seigel	FLPE60980	30
57	Luke Curtis	RPX279, PX3717, BN6614, BU1975	30
57	Andrew West	FLPE60301	30
59	Dan Folwell	BN6927	40
65	Rick Hoepner	FLPE23319	50
70	Ryan Ferry	BN6617	15
71	Mark Thornbloom	FLPE50107	35
72	Jon Thomas	BN7125	15
82	Kevin Singley	PX3601, BN4798, BU1872	30
83	Micheal Tew	PX2675, BN5003	30
84	Julie Daniels	BN7825	30
89	Robert Peck	BN7567	40
95	Howard Dietz	BN5783	35
96	Mark Gillette	FLPE48085	40
97	Jon Wolfensberger	BN4874 (1&2 family)	45
98	David Gilson	PX3348, BN5224, BU2043	35
99	Phil Charnock	BN1114, BU382	45
100	Stephen Thomas	FLPE83170	35
101	Mark Vasquez	PX4575, BN8180, BU2069	35
102	Angel Rivas	PX2214, BN4482, BU1837	40



Joe Payne

JPI staff

ORGANIZATIONAL
CHART

JPI Key Staff*

Primary contact

Joe Payne, PE

Building Officials

David Gilson, BCA, BSN, PX
Phil Charnock, BCA, BSN, PX
Angel Rivas, BCA, BSN, PX
Kevin Singley, BCA, BSN, PX

Building Inspectors

Mark Thornbloom, PE (all trades)
Scott Seigel, PE (all trades)
Stephen Thomas, PE (all trades)
Cory Brockett, PE (all trades)
Greg Martin, BSN (all trades)

Plan Reviewers

Doug Walton, RA (all trades)
Mark Vasquez, BCA, BSN, PX
Joe Payne, PE (all trades)
Andrew Manero, RA (all trades)
Mark Gillette, PE (all trades)

*Additional staffing is available upon request.



Joe Payne

Project Manager

JPI staff

To the best of our ability, this will be the JPI team for the duration of the contract

ORGANIZATIONAL CHART



Joseph Payne PE, MBA

Curriculum Vitae

Credentials

Professional Engineer
Florida License #55751
Georgia License #33995
Delaware License #15439 (inactive status)

Corporate Office

5995 S A1A
Melbourne, FL 32951

Mailing Address

16057 Tampa Palms Blvd. , #242
Tampa, FL 33647

Phone

Cell: 813.731.1501

Internet

E-mail: joe@jpiflorida.com

Education

Masters of Business Administration
University of South Florida, Tampa, Florida

Bachelor of Science in Civil Engineering
Drexel University, Philadelphia, Pennsylvania

Graduate studies (Geotechnical Engineering- 1998)
New Jersey Institute of Technology, Newark, New Jersey

Continuing Education:

Florida Department of Financial Services (Neutral Evaluation) –2013
Florida Department of Financial Services (Mediation) - 2014
Florida Civil Circuit Court Mediator - (Pending 2014)
1802 Wind Hazard Mitigation Training – April 2011
Advanced MOT Work Zone – 2005
Amtrak Contractor Safety Training - 1999
OSHA 40 Hour Hazwoper – 1997

Professional Associations

Florida Board of Professional Engineers, Case Reviewer
Hillsborough County Plumbing Board of Adjustment, Appeals and Examiners (Engineer)
Hillsborough County Land Use Appeals Board (2009-2010)
Westchase Association Board of Directors (2007-2009)

Areas of Concentration

Municipal Services
Quality Assurance and Control Manager
General Civil/ Site Engineering
Public Sector Market Development
Environmental Resource Permitting
Pond Siting Reports
D.O.T. Drainage Connection Permits
Public Meetings

Professional Experience

Joe Payne Inc., Tampa, FL 2009-current

President

President of a full service civil engineering firm. Owner and Principal-In-Charge of three service lines (Municipal Service Line, Civil/Site Engineering, and State/ Federal). Consultant for thirty-five municipalities in the State of Florida. Provide professional opinions and consultation. Within the Municipal Service Line, common activities include Interim Building Official coverage, Residential and Commercial plan review (office and remote), and Residential and Commercial Inspector (paper based and tablet). Quality Control Officer for JPI.

Consultant for the Florida Board of Engineers. Complete plan reviews and provide professional opinions for complaint cases involving building code, sinkhole, site plans, inspections, and related professional activities. Provide professional opinions.

Consultant for the Florida Department of Financial Services. Engineering and Financial Management consultation.

Completed neutral evaluation for Department of Financial Services for sinkhole loss verifications and remediation methods. Cases in Hillsborough, Hernando, Pasco, Highlands, and other counties throughout Florida.

Louis Berger Group, Inc., Florida Statewide, 2013-2014

Special Consultant – Contract Role

Consultant for Louis Berger Group Florida Statewide marketing and business development pursuits. Project Manager for several Design-Build pursuits with a large international Design-Build contractor in South Florida. Project Manager for pursuits along SR 826 and HEFT. Proposal Manager for the Louis Berger team on the I-4 Ultimate P3 project. Proposal Manager for the Interstate Program Manager pursuit and Emergency Response General Consultant pursuits for FDOT.

Greenhorne & O'Mara, Clearwater, FL 4/08 to 8/09

Project Director

Worked as a Project Manager and Technical Director for a nationally ranked general civil and transportation consulting firm located in Tampa Bay. Project Manager for professional service contracts in the one million to three million dollar range. Won the

Hillsborough County TTF-2a contract at Broadway and Falkenburg which was the first Hillsborough County public works contract at the office. Closed FDOT Design-Build contracts for work in FDOT 2. Brought in construction permitting and dewatering contracts for work in Collier County. Set-up teaming agreements for contracts for FDOT Design-Build projects and shortlisted on D4 work. Project Director for Hillsborough County Public Works contracts. Assists the Office Manager in reaching \$2.5 million dollar sales goal for public sector clients, primarily City, County, and alternate bid FDOT projects. Corporate restructuring led me to pursue a new home to continue my career.
References: Matt Fabrizio (Frmr. Project Manager), 727.423.0202

TY Lin, Inc., Tampa, FL 7/05 to 4/08

Associate/ Project Manager

Project Manager and Technical Lead Drainage Engineer for the Tampa Business Unit of an international structural and transportation engineering firm. Won the Hillsborough County General Civil Service contract for the office. Brought in several FDOT 1 DEMO assignments under prior contracts. Shortlisted on several Districtwide Drainage contracts and invited by FDOT 1 to present for them at the 2007 FICE conference. Project Manager for DOT reconstruction and County intersection improvement projects. Senior Drainage Engineer on multi-lane widening, new construction, and reconstruction highway projects. Engineer of Record for engineering work associated with Water Management District permitting of stormwater management facilities. Responsible for conformance to the FDOT Drainage Design Policy and the State of Florida regulatory standards and statutes. Senior Quality Control and Quality Assurance official for the Tampa Business Unit's Roadway Drainage Design activities. Represent clients at formal and informal Public Meetings.

Reference: John Darling (Frmr. Office Manager) 813.205.4623

American Consulting Engineers of Fla, Inc., Land O' Lakes, FL 4/04 to 7/05

Senior Drainage Engineer/ Project Manager

Statewide Drainage Engineer for a national transportation engineering firm. Senior Drainage Engineer on multi-lane widening, new construction, and reconstruction highway projects. Engineer of Record for work associated with Water Management Districts. Project Manager for City and County municipal projects with construction costs under one million dollars. Represented clients at formal and informal Public Meetings. Pursued and won several CDD contracts. Considered ownership opportunities until TYLIN approached me with a more affordable stock ownership plan.

Reference: John Kilgore (Office Manager) 813.927.0061

Coastal Engineering, Inc., Brooksville, FL 3/03 to 4/04

Assistant Director

Assistant Director for a privately owned site and civil engineering firm. Won and closed approximately an average of \$25-50k of contracts per week with private clients during a very "hot" development market. Directed a 15 member technical staff completing residential and commercial construction plans for private developers. Engineer of Record for engineering work associated with Water Management District permitting, DOT Drainage Connection Permits, DOT Driveway Connection Permits, DOT Utility Permits, DOT R/W Permits, and DOT Access Management Connection Permits. Represented clients at Public Meetings.

Reference: Tom Mountain (Office Manager) 352.796.9423

Florida Department of Transportation, Tampa, 9/01 to 3/03

Assistant District Drainage Engineer

Worked as a Lead Permit Official for D.O.T. Drainage Connection Permit Reviews. Senior Engineer for engineering services completed by the Department for public services. Represented the State at formal and informal Public Meetings. Engineer of Record for engineering work associated with Water Management District permitting of stormwater management facilities.

Reference: Dwayne Kile (Frmr. Office Manager), 727.572.7111

Dames & Moore/ URS, Inc., Tampa, 7/00 to 9/01

Senior Drainage Engineer

Received an opportunity for a full time position at Dames & Moore. Engineer of Record for Roadway Drainage Engineering services on public transportation projects. Engineer of Record for engineering work associated with Water Management District permitting of stormwater management facilities.

Reference: Matt Fabrizio (Frmr. Project Manager), 727.423.0202

System One - 6/99 to 7/00

Contract position – Drainage Engineer

Designer and Engineer for roadway drainage consultation on public transportation projects. Designer and coordinator for engineering work associated with Water Management District permitting of stormwater management facilities.

Reference: Kevin Knudsen (Office Manager), Rob Garrigues (Frmr Supervisor) 813.289.5550

Frederic R. Harris, Inc., Philadelphia, PA 8/98 to 6/99

Civil Designer

Relocated back to Philadelphia to work for a major transportation company. Civil and Transportation Designer for a national transportation and public infrastructure engineering firm. Stormwater Management Design on road widening projects.

Reference: Timothy Gunner (Former Department Manager)

McNally Engineering. Oakland, NJ 4/97 to 8/98

Project Manager

Brown Caldwell was in the process of acquiring Eckenfelder. Pursued a management opportunity with McNally Engineering for job stability. Managed the design of small site and civil engineering service contracts. Coordinated environmental permits for these activities.

Reference: Mike McNally, Owner

Eckenfelder/ Brown Caldwell, Inc., Ramsey, NJ 8/95 to 4/97

Project Designer

Civil and Environmental Designer for a waste management division of a national environmental engineering firm. Completed a six month construction quality assurance assignment for a groundwater pump, treat, and reinjection system.

Reference: Mike Monteleone (Former Office Manager)



Kevin Singley
901 E Midway Rd.
Fort Pierce, FL 34982
772-618-0449
Kevin.singley@yahoo.com

Building Code Professional

Accomplished and integrity driven construction professional offering over 30 years' experience as a contractor, inspector, plans examiner, and building official. Recognized as a savvy leader with strengths in construction processes, defining and implementing continuous improvement strategies.

JPI Palm Bay/ Fernandina Beach FL/ Okeechobee

Plans Examiner/ CBO

08/2020-Present

Performs remote and in-house multi-trade plans examination.

Performs Temporary CBO coverage for Fernandina Beach and Okeechobee School Board.

03/2018 - 08/2020

UNIVERSAL *Building Inspection department manager*

Managed a department of Threshold Inspectors, Building code Inspectors, Plans examiners, and Building Code administrators. Performed private provider inspections and plan review. Developed relationships with new clients and maintained relationships with existing clients. Supervised business development managers and office staff. Held monthly budget meetings and reported to senior vice president of company.

Safebuilt LLC – South Florida

01/2016 - 03/2018

Building Official, Plans Examiner, Inspector

Performed the duties of Building Official, Plans examiner, and Inspector for multiple clients. Most time was spent between our Okeechobee and highland beach accounts but I was sent to dozens of municipalities on temporary a basis and perform all the above duties.

St. Lucie County BOCC – Fort Pierce, FL

06/2015 - 01/2016

Inspector

Performed daily inspections

Indian River BOCC – Vero beach, FL

08/2014 - 06/2015

Inspector

Performed daily inspections



St. Lucie County School District – Fort Pierce, FL

03/2002 - 08/2014

Inspector

Conducted daily Building Code Inspection, Fire inspections, and fire Plan review.
Also served as the owner's rep, supervising contractors and design professionals

Licensures and Professional Development

State of Florida department of business and Professional regulation Certifications:

(ALL Active)

Building Code Administrator

Standard Inspector – Building, Electrical, Mechanical, Plumbing, 1&2 Family Dwelling

Standard Plans examiner – Building, Electrical, Mechanical, Plumbing

State of Florida Fire Marshal Certifications: (not Active)

Fire Inspector I

Fire Plans Examiner

Education

Fort Pierce central High School – 1989 Graduate

U.S. Army Ordnance School – 1991 Graduate

Florida State Fire College – 2004-2008

Military Service

U.S. Army National Guard 1991-1994

Honorable Discharge- Enlistment time served

CAREER OBJECTIVE

Continue serving a governmental organization allowing me to utilize my extensive and diverse work experience, specialized training and certifications that I've accumulated within the construction industry.

QUALIFICATIONS

Certified Building Official: Have been a certified building official since 2019 and have served in this capacity at 4 coastal municipalities in the State of Florida. **BU2041**

Standard Inspector: I am currently certified as a Florida Building, Plumbing, Mechanical, Electrical, Coastal Construction and 1 & 2 Family Dwelling Inspector and have performed building inspections on all types and uses of buildings from new construction, remodel, pool construction, roofing, and threshold inspections where required by Florida law, with extensive experience within the Florida public school system. **BN5224**

Standard Plans Examiner: I am currently certified as a Florida Standard Plans Examiner under the Building, Plumbing, Mechanical and 1 & 2 Family categories. I have reviewed plans for new and remodel construction projects within the Florida public school system as well as private sector commercial plans examinations. **RPX316 & PX3348**

Qualified Stormwater Management Contractor and Inspector: Received my license in 2000 from the Florida Department of Environmental Protection for sedimentation control and management.

Certified Flood Plain Manager: Received my license in 2019 from the Florida Association of Flood Plain Managers.

Plumbing Contractor: Have been a plumbing contractor since 1993 and have contracted with owners, contractors and engineers on multiple residential, commercial, institutional and medical construction projects. All projects have been completed successfully and on time.

Building Contractor: Have been a building contractor since 1999 and have concentrated on commercial build outs in strip plazas, handicapped upgrades in multiple use buildings and site built residential construction.

Electrical Contractor: Have been an electrical contractor since 2019.

WORK EXPERIENCE

- 2025-Present **Building Official, Plans Examiner and Inspector:** *JPI*
Perform building official, plans examination and inspection services as needed for JPI, Inc. clients on a remote and in-person capacity.
- 2023-2025 **Building Official:** *City of Tarpon Springs, Fl*
Supervise inspectors, plans examiners, permit technicians and other office personnel. Confer with other departments within the city organization as it relates to the building division. Perform duties of building official and building director. Perform building, plumbing, mechanical, electrical and site inspections for all trades in residential and commercial construction projects, and commercial plans examination as needed.
- 2022-2023 **Building Official:** *City of Anna Maria, Fl*
Supervise inspectors, plans examiners, permit technicians and other office personnel. Confer with other departments within the city organization as it relates to the building division. Perform duties of building official and building director. Perform building, plumbing, mechanical, electrical and site inspections for all trades in residential and commercial construction projects, and commercial plans examination as needed.



- 2022-2022 **Building Official:** *City of New Port Richey, FL*
Perform various duties of a building official, including supervise inspectors, plans examiners, permit technicians and other office personnel. Confer with other departments within each city’s organization as it relates to the building division. Perform building, plumbing, mechanical, electrical and site inspections for all trades in residential and commercial construction projects, and commercial plans examination as needed.
- 2021-2022 **Building Official:** *Contract Employee, Anna Maria Island, FL*
Provide building official services on an “as needed” basis. Streamline plans examinations and building inspections for maximum efficiency to best serve the local community.
- 2021-2022 **Building Official:** *Charles Abbott & Associates, State of Florida*
Perform various duties of a building official in a supporting role, including supervise inspectors, plans examiners, permit technicians and other office personnel. Confer with other departments within each city’s organization as it relates to the building division. Perform building, plumbing, mechanical, electrical and site inspections for all trades in residential and commercial construction projects, and commercial plans examination as needed.
- 2014-2021 **Deputy Building Official:** *Tarpon Springs, Fl*
Supervise inspectors, plans examiners, permit technicians and other office personnel. Confer with other departments within the city organization as it relates to the building division. Perform duties of building official and building director as needed in his absence. Perform building, plumbing, mechanical, electrical and site inspections for all trades in residential and commercial construction projects, and commercial plans examination as needed.
- 2012-2014 **Technical Projects Coordinator:** *Pinellas County Schools, Largo Fl. (727) 547-7120*
Advertise, select and contract with design professionals and contractors for construction projects from \$100,000-\$2,250,000 for the district facilities county wide.
- 2010-2012 **Construction Inspector:** *Pinellas County Schools, Largo, FL (727) 547-7120*
Plumbing, building and mechanical inspections.
- 1993-2010 **President, Owner:** *Gilson Plumbing Services, Inc., New Port Richey, FL (727) 439-9916*
I am solely responsible for all day to day operations including but not limited to human resources, accounts payable, accounts receivable, sales and installation, quality control, and customer relations.
- 2005-2006 **Branch Manager:** *C.A.P.R.I. Engineering, Inc., Tampa, FL*
Responsibilities included employee recruitment and retention, quality control, building inspections, sales, and customer relations.
- 2005 **Building and Site Inspector:** *City of Tampa, Tampa, FL (813)*
Responsibilities included building and site inspections, contractor education, detailed reports and customer relations.

PROFESSIONAL ASSOCIATIONS

Florida Building Commission:
Appointed by Governor Rick Scott and Governor Ron DeSantis to the Florida Building Commission for 2 consecutive 4-year terms

American Society of Plumbing Engineers:
Member in Good Standing

Florida Association of Plumbing Gas and Mechanical Inspectors
Member in Good Standing

B.O.A.F.
Member in Good Standing

EDUCATION

1981-1984 High School Diploma, Lakewood High School, St. Petersburg, FL

PERSONAL INTERESTS

General Aviation and Classic Automobiles



Mark David Vasquez CBO, CBCO, CFM

mark.vasquez717@gmail.com

[8258 Forest Cir.](#)

[Seminole Fl. 33776](#)

404-543-4755

Professional Summary:

35 years in the municipal and construction industry working as a Community Development Department Manager, Manager of Operations-Construction, Building Official, Building Code Administrator

Education:

2017-2020 Ashford University San Diego CA, Operations Management and Analysis

1992-1994 Butte College, Oroville CA., Building inspection technology

1985-1988 Monterey Peninsula College, Monterey, CA. Business Law Major

Degrees/Licenses:

BA, Operations Management and Analysis,

AS Building Inspection Technology

ICC Certified Building Official, Certified Building Code Official, Certified Floodplain Manager, Florida Building Code Administrator, Floodplain Administrator, Florida Building/Electrical Inspector, Florida Building/Electrical Plans examiner, **ICC** combination commercial and residential certified inspector, **ICC** Certified combination plans examiner commercial, residential (legacy Building, **Mechanical, Electrical, Plumbing**), SREF Certified.

Current – JPI

- Plans examiner/ Building Official services- Perform commercial and residential plan review and inspections. Completing reports, forms, and citations and recording information in the department databases.
- Floodplain plans review responsible for NFIP activities respective to the building codes, including plan review. Ensure compliance with all applicable city policies and procedures, and other laws, regulations, codes, and ordinances

2022-2024 Town of Redington Shores-Beach

- Building Code Administrator – Floodplain Administrator - community development services and building code services for the Towns of Redington Shores and Beach. Maintaining public relations by providing responsive, courteous, and quality service. Updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available, additionally, provide leadership, direction, and stability to the team.
- Plans direct and supervises all activities of the respective building departments, including plan review and building inspection. Ensure compliance with all applicable city policies and procedures, and other laws, regulations, codes, and ordinances.
- Perform commercial and residential plan review and inspections. Completing reports, forms, and citations and recording information in the department databases;



Assisting developers, contractors, and customers with questions, complaints, and concerns regarding compliance and corrective actions; Responding to inquiries from contractors and citizens; Performing miscellaneous duties.

- Conduct inspections and perform plan reviews for BMEP commercial and residential projects. Meet with city officials, developers, contractors and design professionals as requested prior or during the projects.

City of St Pete Beach 2022-2024

- Building Official– community development services and building code services for the city of St Pete Beach. Maintaining public relations by providing responsive, courteous, and quality service. Provide leadership, direction, and stability to the team by updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available.
- Conduct inspections and perform plan reviews for BMEP commercial and residential projects. Meet with city officials, developers, contractors and design professionals as requested prior or during the projects.
- Floodplain Administrator responsible for NFIP activities respective to the building codes, including plan review and building inspection. Ensure compliance with all applicable city policies and procedures, and other laws, regulations, codes, and ordinances.
- Other CFM duties include - Respond to weather emergencies and coordinate an appropriate response. Issue and authorize “Stop Work” orders and “Unsafe for Occupation,” notices.

City of Treasure Island 2020-2022

Building Code Administrator

- Building Code Administrator – community development services and building code services for the city of Treasure Island. Maintaining public relations by providing responsive, courteous, and quality service. Updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available, additionally, provide leadership, direction, and stability to the team.
- Conduct inspections and perform plan reviews for BMEP commercial and residential projects. Meet with developers, contractors and design professionals as requested prior or during the projects.
- Plans direct and supervises all activities of the respective building departments, including plan review and building inspection. Ensure compliance with all applicable city policies and procedures, and other laws, regulations, codes, and ordinances.
- CFM duties include - Respond to weather emergencies and coordinate an appropriate response. Issue and authorize “Stop Work” orders and “Unsafe for Occupation,” notices.



PDCS LLC- 2019-2020

Building Code Administrator, City of Brooksville, Crystal River, Weeki Wachee, Sumter County Schools, Citrus County Schools

- Building Code Administrator – community development services and building code services for several cities and school districts. Maintaining public relations by providing responsive, courteous, and quality service. Updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available, additionally, provide leadership, direction, and stability to the team.
- Conduct inspections and perform plan reviews for commercial and residential projects. Meet with developers, contractors and design professionals as requested prior or during the projects.

Clark Paterson-Lee, 2018-2019

Building Official, Dunwoody, Chamblee, Doraville, Avondale Estates

- Perform commercial and residential plan review and inspections. Completing reports, forms, and citations and recording information in the department databases;
- Assisting developers, contractors, and customers with questions, complaints, and concerns regarding compliance and corrective actions; Responding to inquiries from contractors and citizens; Performing miscellaneous duties.
- Lesion between the city manager and community development for new developments in the urban revitalization program.

Bureau Veritas, 2016-2018

Manager of Operations Georgia, Kennesaw, Holy Springs, Social Circle

- Manages the activities of the western section of the state to ensure that established goals are achieved. Required to oversees the research, design, and dissemination of surveys to local governments.
- Supervises the procurement manager, provides analysis support and presentation of data meets RFP/RFB appropriate format for local governments, state agencies, policymakers, and other interested parties.
- Oversees the research, the design, and dissemination of surveys to local governments. Supervises the collection, analysis, and presentation of data are compiled in an appropriate format for use by local governments, state agencies, policymakers, and other interested parties. Fiscally manages the 3.5 million-dollar business operation of multiple accounts across the state.
- Plans direct and supervises all activities of the respective building departments, including plan review and building inspection. Ensure compliance with all applicable city policies and procedures, and other laws, regulations, codes, and ordinances.
- Manage staff for completion of assigned work products, including, interviewing, disciplining, recommending for training or development, and working with the Vice President to define the roles of the workgroup.
- Issues development-related permits and certificates of occupancy, interprets building codes and regulations, interacts with contractors, design professionals, real estate professionals, and citizens regarding code requirements, and permitting/inspection processes.



- Develops, implements, and modifies as necessary all office policies and procedures of building inspection and permitting, responsible for hiring, reviewing, monitoring, training, and disciplining of assigned staff.

City of Sandy Springs/The Collaborative, 2013-2016

Building Inspection Manager

- Budget and plan for the fiscal year 5.4 million-dollar budgetary needs. Manage department employees, conduct performance evaluations, interviewing prospective employees, making decisions related to promotions, approving employee training, and administering disciplinary actions.
- Manage the day to day operations of the building department, responsible for procurement of vehicles, office equipment, community development liaison, between city manager and customers. Develop and implement policy and procedures. Interface with city management, city staff, council members, contractor's business owners, and homeowners.
- Represent the community development department at building code conferences, and informational meetings, regularly review the computer database records to maintain an efficient flow of work to the building inspectors.
- Manage the inspections of commercial and residential projects for compliance with building codes, assist the community development director enforcing city ordinances, and State laws. Coordinate, enforce, and provide specialized assistance for inspection of all work authorized by permit on commercial and single-family residences to assure conformity to approved plans and applicable ordinances, codes, laws, and procedures. Gather pertinent data, evaluate the facts of situations, and attempt to handle complaints and inquiries at first contact.
- Respond to weather emergencies and coordinate an appropriate response. Issue and authorize "Stop Work" orders and "Unsafe for Occupation," notices.
- Conduct pre-application and pre-construction meetings, as necessary, and annual code update seminars with the contractors and the general public.
- Responsible for the Private Engineer Inspector Program (PEIP) and Chapter 17 Special Inspectors List and ensures compliance with Special Inspections before the Certificate of Occupancy (CO) approval.
- Support the City Engineer, City planner, Fire Marshall in the administration of the CO process. Work with the City Attorney and other staff on difficult code compliance and interpretations.

SAFEbuilt Ga. 2012-2013

Community Development - Lead Combination Inspector/Plans Examiner.

- Assigns inspections to inspectors, lead role for complicated commercial projects and inspections. Perform commercial and residential plan review, AIC for building official, assists building official daily functions.
- Follow up field reports, develop and help implement policy and procedures.



Israel/USA Hetmed Trade-Mark II LLC, 2008-2012

- General Partner in property acquisition company with operating capital of 15 million dollars seeking investments in rentals and sales. Investment group specializing in the foreclosure homes and multi-tenant properties in the eastern United States. Onsite inspection and acquisition of valuable assets, cost control, operations, and project management.
- Traveling abroad for months at a time, interfacing with local municipalities, realtors, lawyers, developers, contractors, and property managers.
- Entrepreneur, Investor, construction company,
- Pre-sale and post-sale building inspections for buyers.

City of Portland, Portland OR, 2003-2008

Community Development - Senior Commercial Structural/Mechanical Inspector/Project Manager

- Summary of the primary responsibilities included but were not limited to the following: To oversee eight commercial inspectors and enforce state adopted and local buildings codes as they pertain to new and remodeled construction.
- Manage the requested inspections daily within the allotted time frame of a typical business day, responsible for the multi-billion-dollar projects located in the downtown district.
- Additional duties included: project management of high profile and complicated buildings such as high-rise, hospitals, museums, theaters, and historic buildings.
- Hold meeting with the contractors to provide instruction on the current codes for high wind, seismic, and tornados.
- A first responder to weather or seismic emergencies, assist FEMA in the coordination of the emergency response.

City of Gresham, OR. 1998-2003

Community Development - Commercial Project Manager

- Unique fast track processes appointed by the Mayor to liaison between all the city departments and serve as a single point of contact for the applicant.
- Responsible for ensuring the applicant's submittal keep on track from all the reviewing departments and for liaising between them and the applicant.
- Additionally, to perform the structural, fire, life, safety, and mechanical plan reviews. As senior A-level inspector responsibilities include performing commercial fire, life, safety inspections, and the mechanical, plumbing, and electrical (as required by the state to have a minimum five years hands-on experience) or assigning the daily inspections to the appropriate individual inspectors.



- Project manager for billion and multi-million-dollar projects that were assigned: Other duties included: hold a meeting with the contractors to provide instruction on the current codes for high wind, seismic, and tornados.
- A first responder to weather or seismic emergencies, assist FEMA in the coordination of the emergency response.

City of Glendale, Glendale Az. 1995-1997

Community Development - Residential/Commercial Plans Examiner

- Job duties include but were not limited to perform light structural and MEP plan reviews at the building department counter for the "over the counter" plan review service. Plan review for light tenant improvements and residential additions.
- Other duties included active participant in the development of streamlining the process for the counter reviews, utilizing the personnel and resources available to help with this process.

County of Kauai, Kauai HI 1992-1994 Commercial/Residential Plans

Examiner/Inspector (FEMA Disaster Inspector)

- Assisted in establishing a new building department set up by FEMA after hurricane Iniki. Handle a high-stress work environment working in an emergency response situation. (I was a first responder to Hurricane Andrew with FEMA within this period)
- Job duties included performing plan reviews damaged by the hurricane consisting of mechanical, plumbing, electrical and structural components followed up with one on one session with the applicant on code requirements for high wind areas.
- To conduct MEP inspections with contractors regarding the effects of wind-driven rain and other water intrusion issues.
- Responsibilities lead role, to establish SOP's and operating policy, procedures, and make general recommendations as to the applicability of the codes and how they are enforced in a disaster area.

Vasquez and Vasquez Construction 2002-2008 (Lic.#151290 inactive)

- Licensed general contractor in Oregon residential and commercial construction.
- Project management included, plumbing, mechanical, electrical, and building phases.
- Projects included single and multi-family residences, three stories or less.

Services Rendered General Construction 1987-1999 (Lic. #510698 inactive)

- Licensed general contractor in California, hands on experience in all phases of residential and commercial construction.
- Including electrical mechanical and plumbing installation and building framing practices.
- From the foundation to the finish of a home or structure.



- **Skills:**
- Effective communicator, strong negotiator, project manager, organized, MS excel, word, marketing research, Brightly, BSA, InerGov, iWork, Bluebeam software. **US citizen**
- **Languages:**
- English, Spanish (Ladino) and Hebrew
- Affiliation's; member for ICC, BOAF, Metro Atlanta Building Inspectors, NFPA, ASFPM, EX-PCCLB Board Member



MR. ANGEL R. RIVAS

Building Code Administrator License: BU1837

SUMMARY

- Building Official with 40+ years of experience as a building official, plans examiner, and building inspector for government and private agencies.
- Holds the following Current/Active licenses:
 - Building Code Administrator: BU1837
 - Standard Inspector: BN4482
 - Standard Plans Examiner: PX2214
 - Certified General Contractor: CGC055821
 - Engineering Intern: 1100008214

LICENSES/CERTIFICATIONS:

- Engineer Intern – Florida Board of Professional Engineers
- Building Code Administrator – Florida DBPR
- Certified General Contractor – Florida Construction Industry Licensing Board
- Certified Roofing Contractor – Florida Construction Industry Licensing Board
- Standard Building Inspector – Southern Building Code Congress International
- Building Plan Examiner – International Code Council
- Certified Plan Examiner – Florida Department of Education
- Certified Inspector – Florida Department of Education
- Storm Water Management – Florida Department of Environmental Protection

EMPLOYMENT HISTORY

- **June 2025 to Present** – JPI, Building Official, Plans Examiner and Inspector
- **October 2022 to September 2023** – Town of Orchid & City of Fellsmere, FL
- **June 2018 to August 2021** – Town of Miami Lakes, FL
- **September 2014 to May 2018** – City of Doral, Miami-Dade, FL
- **June 2014 to September 2014** – ARRivas Group Inc., Miami-Dade, FL
- **July 2013 to June 2014** – MTCI Private Provider Services, LLC, Homestead, FL
- **September 2012 to July 2013** – City of Miami, FL
- **May 2003 to September 2012** – C.A.P. Government, Miami, FL
- **April 2001 to May 2003** – City of Hialeah, Hialeah, FL
- **October 2000 to April 2001** – Custom Designed Truss Co., Pompano Beach, FL
- **August 1998 to September 2000** – Pistorino and Alam Consulting Engineers, Miami, FL
- **November 1994 to August 1998** – Dade Truss Co. and Deco Truss Co., Miami, FL
- **August 1991 to November 1994** – Addana Corporation, Miami, FL
- **January 1987 to August 1991** – Miami Lumber Truss Co., Miami, FL
- **August 1985 to December 1986** – Solaris Construction, West Palm Beach, FL
- **August 1984 to May 1985** – Hydro-Economy Enterprise, Habana, Cuba

EXPERIENCE

Building Official:

Assumed management responsibility for assigned services of the Miami Lakes Building Department including enforcement, interpretation, and implementation of the building codes. Managed and participated in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommended and administered policies and procedures to staff. Monitored and evaluated the efficiency and effectiveness of customer service delivery methods and procedures by department. Served as the liaison for the Building Department with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

Building Plans Examiner, Lead Building Inspector:

Plans review commercial, industrial and residential projects. Meets with developers, contractors, architects, engineers,

homeowners, etc., answers questions to address concerns and/or complaints. Accomplishes the structural and/or roofing inspection in a variety of residential and commercial construction projects to determine whether plans, workmanship, and material are in compliance with drawings, specifications, and the Florida Building Code. Provides to the public the required information concerning the technical codes to ensure due compliance. Supervises and trains inspectors' work and inspection routes at the Building Department in the City of Doral.

Code Compliance Consultant:

Provides code compliance consulting about the Building, Electrical, Roofing, Mechanical, Plumbing, Zoning and Fire Codes to construction companies, architects, engineers, and owners for new construction, renovations projects, and violations compliance.

Building and Roofing Plans Examiner and Inspector:

Examines roofing, high-rise, residential, and commercial plans applications submitted for permit, indicating changes required for conformance to code requirements, good construction practices, and structural soundness. Provides to the public the required information concerning the technical codes to ensure compliance with the Florida Building Code, Miami-Dade County Code, and other applicable codes and regulations as it relates to building construction, alteration, and repair for the Building Department at the City of Miami Beach.

Quality Control Manager / Chief Building Inspector:

Assists the Building Official in the management of the Building Department acting as overall office manager, planning and assigning work and providing guidance and training for clerical, secretarial, and technical staff, compiling reports and responding to public counter inquiries. Evaluates, assists, and supervises technical staff. Supervises work performed by Threshold Inspectors and Private Providers. Attends pre-construction meetings with Engineers and Architects, direct supervising of unsafe structures sections. Participates in evaluating existing procedures and permit processing methods and devises improved approaches in the performance of the building operations software "I Built," designed and completed by the Information Technologies and the Building Department in the City of Miami.

Chief Building Inspector:

Manages and directs permit processing, plan review, and inspection functions related to municipal building code enforcement as directed by the Building Official in municipalities including Village of Palmetto Bay, Town of Cutler Bay, North Bay Village, City of South Miami, El Portal, City of North Miami Beach, and City of Aventura. Reviews plans and specifications, coordinates inspection routes, responds to customer inquiries and complaints, trains Code Compliance officers, and reviews budgets. Oversaw inspections and plan reviews for high-profile projects including Panthers Football Stadium expansion, FIU's College of Nursing and College of Science, G Holmes Braddock High School, and other Miami-Dade School Board projects.

Building and Roofing Inspector:

Enforced compliance with the Florida Building Code in inspections for residential roofing and commercial projects such as Eckerd Pharmacy, Bally's Fitness, Publix, CVS, Albertsons, Wachovia Bank. Conducted capital project inspections for Hialeah Water Plant expansion.

Truss Designer:

Used MITEK and Alpine software to analyze loads, deflections, and stress for floor and roof trusses. Created shop drawing sheets and lumber cut-sheets, using AutoCAD to develop truss layouts for residential and commercial buildings.

Structural Coordinator:

Analyzed and designed concrete/steel structures. Performed field threshold inspections and coordinated shop drawings and plans. Participated in construction meetings and forensic engineering investigations. Produced as-built plans for emergency structural repair at Monteney Power Plant.

General Contractor:

Operated own company managing construction and roofing projects, including repairs post-Hurricane Andrew.

Managed contracting, budgeting, proposals, and scheduling. Supervised construction and renovation of residential and commercial properties.

Construction Supervisor:

Supervised layout work for Marriott Hotel at Dadeland, a new vocational technical high school in Miami, and 80 townhouses in Wellington, West Palm Beach.

Structural Engineer:

Designed roof systems, beams, columns, slabs, and foundations for industrial and agricultural projects. Managed teams including architects, technicians, and drafters. Supervised project construction in Habana, Santiago de Cuba, and Pinar del Rio, Cuba.

EDUCATION:

1979–1984 Bachelor's in Civil Engineering

Instituto Superior Politecnico "Jose A. Echevarria" (CUJAE), Habana, Cuba

Major in Structural Engineering

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Association of State Highway and Transportation Officials
- International Code Council
- Building Official Association of Florida
- Association of State Floodplain Managers



Cory Brockett, P.E.
2939 NW 39th Place; Gainesville, Florida 32605
Mobile: 352.359.1982

OBJECTIVE

To obtain an engineering position in civil engineering, where I can use my strong analytical and interpersonal skills along with my exceptional reasoning to improve services and products, reduce costs, and satisfy customers. I enjoy engaging in new challenges and learning experiences.

SUMMARY OF QUALIFICATIONS

I have engineering experience that includes managing, leading, mentoring, and problem solving. Specifically, my engineering experience includes extensive hydrology/water resource, road construction, site development, and sinkhole subsidence knowledge. One of my greatest strengths is analyzing and solving complex problems. I am a self motivated professional, capable of working independently or as part of a team.

PROFESSIONAL EXPERIENCE

Brockett Engineering, Inc. – Res and Comm Design Engineer - Apr 2016 to Present – Northern, Florida

- Provide over 500 Residential and Commercial Construction Plans for Builders within Northern Florida

Joe Payne, Inc. – Building Inspector - Apr 2016 to Present – Northern and Central Florida

- Provide over 31,000 individual Building, Electric, Plumbing, and Mechanical Inspections.

GSE Engineering, Inc. - Project Manager - Feb 2009 to August 2012 - Gainesville, Florida

- Facilitate, coordinate, and manage approximately 350 sinkhole investigations, incl over 3.5 million net billing.

Brown & Cullen, Inc. - Staff Engineer - Oct 2003 to Nov 2008 - Gainesville, Florida

Projects including University of Florida Vet Med Extension and Tioga Mixed Use Development

- Facilitate the development of construction drawings for residential, commercial, and industrial developments, while managing the resources and drafting technicians.
- Extensive hydrology and water resource modeling using computer and technical modeling of ICPR, Ponds, TR-55, WaterCAD, StormCAD, and Modified Rational.
- Facilitate the permitting necessary for Water Management District, Municipality, FDEP, HRS, FDOT, and other Utility Permitting.

Black Diamond Construction - Construction Manager - Jan 2003 to Oct 2003 - Gainesville Florida

- Manage the resources for projects including underground utility and site development of Orlando International Airport improvements, University of Florida site developments, and other commercial developments within northern Florida.
- Obtain, create, and complete daily request for information.
- Manage the pay requests, change orders, and excel billing spreadsheets for multiple jobs.
- Produce the weekly payroll using current tax tables and software.

Banks Eng, Inc. - Surveyor, A-Cad Tech, and Project Manager - Aug 1999 to Jan 2003 – Ft. Myers, Florida

- Survey experience includes wetland locations, construction staking, and design survey for highways, while working at the positions of rod man, instrument man, and junior party chief.
- Drafting experience including the lead drafter on several commercial and residential developments.
- Facilitate the development of construction drawings for residential, commercial, and industrial developments while managing the resources and drafting technicians available.

EDUCATION

University of Florida - 2008 - Bachelor of Science Civil Engineering - Gainesville, Florida

SCOTT ERIC SEIGEL, P.E., LEED AP, C.E.M., CxA, O.P.M.P.
Melbourne, FL



321.474.7302

Scott.Seigel@ymail.com

Areas of Experience

Building Inspection and Plans Reviewsssss, Building Code, Mechanical Code, HVAC, Energy Savings Performance Contract (ESPC) Project Financial, Development and Implementation Strategies, Commercial, Building Controls and Field Service, Construction Management, Utility Analytics, Facilities Maintenance and Management

EDUCATION

Bachelor of Science, Mechanical Engineering, University of South Florida, Tampa, FL 1994

Master of Business Administration (Executive MBA Program) University of South Florida, Tampa, FL 2018

CERTIFICATIONS

Professional Engineer, Florida #60980; Certified Energy Manager, Association of Energy Engineers;

Commissioning Authority (CxA), AABC; LEED AP, USGBC; OPMP, ASHRAE

Experience

JPI – Building Inspector / Plans Examiner 2018-2025

◇ Multi trade building inspector/ Plans Examiner for several governmental agencies in Brevard County including the City of Titusville.

Technical Expert - Engineering Siemens Govt Technologies, USA 2013-2018

- Customer Service ranking has improved year over year
- Experience in balancing value propositions across multiple product portfolios
- Mentored small and disadvantaged businesses to help exceed Federal Government SDB expectations
- ◇ Provided technical expertise for Energy Conservation Measures (ECMs)
- Primary analysis included HVAC, Energy Management Control Systems (EMCS), Advanced Lighting Technologies, Cogen and Tri-gen Analysis, Water Reduction Strategies and utility structure analysis'
- Emphasis in renewable energy portfolios: solar, biomass, wind, geothermal, solar thermal, hydro, and ocean technologies.
- Final Determination for bundling of ECMs in an ESPC PA/IGA based on the SPB & finance term
- Development of technical specifications and project schedules based on project requirements as determined by the team

DOD Project Sites: NSGB, USACE, Sigonella, Naples, Rota, Bahrain, Djibouti, CCAD, Var. UMCS Projects

Sr. Project Manager, Sain Engineering Associates (SEA), Birmingham, AL 2009-2013

- ◇ Directed Federal Project teams across 13-time zones
- ◇ Directed more than 30 EA and Cx project teams throughout the US, Middle East and Europe encompassing more than 50MMft² with projects exceeding \$750MM. (80+ Engineers and Contractors - Direct Reports)
- ◇ Allocated resources based on contract compliance: day to day operations, scheduling, and deliverables
- ◇ Provided technical expertise for Energy Conservation Measures (ECMs)

DOD clients included GSA, US Navy, USACE, USAF, DOE, Army, ANG and Marine Corp

Sr. Principal Engineer, Williams-Russell & Johnson Engineers/Architects, Atlanta, GA 2009-2011 (Contract)

- ◇ Designed modified mechanical systems for \$40MM educational facility i.e. Steam, CHW, DX, & CW
- ◇ Responsible Engineer of Record for all Florida projects
- ◇ Managed General and Mechanical Contractors on all required design modifications

Principal Engineer, General Physics Corporation, Titusville, FL 2008-2009

- ◇ Led Design Build Team for first major modification of CCAFS/KSC underground Cryogenic gas lines since the Apollo Era
- ◇ Developed new strategic plan which expanded General Physics business development and teaming capabilities

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- Successful JV with 8A Design Firm for City of Orlando engineered design projects (>\$10M)
- Successful JV Teaming for PAFB AFTEC (>\$180M Building)
- ◇ Engineer of Record for shovel ready project modifications across KSC, CCAFS, PAFB and Ascension Island

Owner/President, Easley Mechanical Services, Melbourne FL 2003–2008

- ◇ Commercial and Residential HVAC installation
- ◇ Startup company that approached \$2M in revenue after 5 years (16 direct reports)
- ◇ Produced C-Suite analytics monthly, P&L responsibilities
- ◇ Performed all annual performance reviews, hiring, training, and mentoring of Technicians
- ◇ Directed all government and commercial sales efforts
- ◇ Developed a successful inventory control method then managed the SCM processes

Sr Facilities Engineer, Siemens Power Corporation, Orlando FL 2000 – 2003

- ◇ Responsible for the design, analysis, and project management of multiple self-determined mechanical and electrical projects in existing office buildings, data centers and laboratories across multiple divisions and 16 buildings (2.4Mft²)
- Design Projects: Chiller Plants, Data Centers, Multiple office renovations, exterior renovation(s)
- Major Project: Major HVAC renovation of 260,000ft² headquarters building
- Major Project: Construction of (2) 4-story 180,000 ft² buildings
- ◇ Specified design criteria, discussed and select minimum equipment requirements with outside equipment manufacturers
- ◇ Produced bid packages which included architectural, mechanical and electrical drawings and specifications
- ◇ Developed strategic plans for mechanical and electrical improvements. Typical facility upgrades included HVAC, temperature controls, electrical, chemical and mechanical equipment, hazmat and fire alarm systems

Engineering Team Lead Raytheon Constructor, Cape Canaveral, FL 1999-2000 (Contract)

- ◇ Led Mechanical Department Engineers, Field and Technical Support for the \$250M+ Delta IV Launch Facility (Pad 37B)
- Reduced construction costs by as much as \$25M through correctly interpreting existing plans, design intent and specifications for Cryogenic piping and HVAC systems
- Supervised mechanical, electrical and specialty niche contractors

Software Expertise

Analytics: R, Tableau; MS Office: Excel, Word, Project, PowerPoint; Engineering Software: Carrier E-20II, CMMS, Estimation, Tracer, Energy Plus, various load calculation programs

SCOTT ERIC SEIGEL, P.E., LEED AP, C.E.M., CxA, O.P.M.P.
Melbourne, FL

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Volunteer Organizational Leadership

Executive Chairman, American Society of Mechanical Engineers, Cape Canaveral Florida Section 2000-2002

- ◇ Increased revenues 10-fold over a 12-month period
- ◇ Expanded Volunteer Executive Board from 5 members to 33 members; P&L responsibility
- ◇ Government Relations, Woman & Minorities Issues, Professional & Career Development Issues, College Relations, & Member Retention, STEM Teacher Awards, Scholarships, Publicity, and Technical Programs.
- ◇ Awarded 3 consecutive years, 2000-2002, as Best ASME Section Regionally and worldwide 2001, 2002

President, ASHRAE Space Coast Florida Chapter 2009, 2014

ASHRAE Region XII Chair, Government Activities 2014-2015

Military Experience: US NAVY Electrician

AWARDS

Technical Award for Leadership Canaveral Council of Technical Societies (CCTS)

Extensive Travel: 45 states and 41 countries



Philip L. Charnock, CBO, CFM, BN, PBP, PMP, PEP, PPP

1105 N Florida Avenue
Wauchula, Florida 33873
352 - 492 - 5748
Philip.chnock@gmail.com

Experience

50 years of experience in Building Department Administration, Permitting, Plans Review and Inspections

State of Florida Certifications

Building Code Administrator BU 382
General Contractor CGC 032807
Inspector BN 1114 – Building, Mechanical, Electrical, Plumbing.
Plans Examiner PBP 1751 – Building
Plan Examiner PMP 567 – Mechanical
Plan Examiner PEP 717 – Electrical
Plan Examiner PPP 549 – Plumbing

National Certification

Flood Plain Manager
ICC Building Official
ICC Building Inspector
ICC Mechanical Inspector
ICC Residential Electrical Inspector
ICC Commercial Electrical Inspector
ICC Plumbing Inspector

Education

Saint Petersburg College; Associates of Arts
Santa Fe College; Building Construction.
University of South Florida; Botany

Work Experience

JPI

5995 S A1A, Melbourne, FL 32951
Building Official for City of Anna Maria

2025- present

Tew & Taylor

327 11th Avenue North Suite 205, Saint Petersburg Florida
General Manager Tampa Office, providing 3rd Party permitting, Plan Reviews, Inspections and Governmental Support Services.

2024 -2025

Quorum Services

203 Armenia Avenue Suite 102, Tampa Florida
Building Official, and Inspector for 3rd party Plan Review and Inspection services and Governmental Support Services.

2017 - 2024

City of Key West

1300 White Street, Key West Florida Served as a Multi Trades Inspector.

2016 - 2017

ECS Engineering

1500 15th Avenue Washington DC
Served as a Multi Trades Inspector in Washington DC, Virginia, Maryland, Saint Thomas, Virgin Islands. —

2011 – 2017

Computer Science Raytheon

Served as construction inspector for all projects on the United States Air Force Station, Antigua, West Indies

2008 - 2011

Military Experience

United States Army; Honorable discharge

Security Clearence

Secret



EDWARD J. PAGE
Gulfport, FL 33707
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(727) 424-2172

QUALIFICATIONS:

Florida licensed, professional engineer since 2008. Seven years' experience working as inspector and plans examiner for various jurisdictions. Prior twenty years of experience supporting space and defense programs, as a quality and a test engineer.

EXPERIENCE:

Joe Payne Inc. (JPI) from September 2017 to present.
Consulting Engineer

Representing JPI to perform inspection and plans examination for the following jurisdictions:

- Pinellas County for residential & commercial structural inspections, and residential electrical inspections.
- Hillsborough County for residential structural inspections.
- City of Anna Maria as plans examiner and inspection (commercial and residential) for all trades.
- City of Palmetto as plans examiner and inspection (commercial and residential) for all trades.
- City of Tampa for residential structural and mechanical inspections.

Honeywell, Clearwater, FL from August 1997 to September 2017.
Quality Engineer and Test Engineer

- Developed quality plans based on company standards and customer requirements.
- Performed pre-contract review of manufacturing and test capabilities vs contract requirements.
- Created manufacturing work instructions based on build drawings.
- Performed production, test and inspection planning.
- Reviewed test procedures and approved for release.
- Performed in-process and final electrical/mechanical Inspections.
- Used statistical process control to trend hardware discrepancies.
- Performed Quality System audits, and participated in customer audits.
- Interfaced with customer and government representatives.
- Designed and wrote test procedures for space hardware.

EDUCATION / PROFESSIONAL DEVELOPMENT:

Bachelor of Science Electrical Engineering, University of North Florida
MS Office Suite Applications
Professional Engineer (Florida license number 69045)

JASON P. STEELE, P.E.

2915 57th Dr E
Bradenton, Florida 34203
(727) 851-1099
jsteele7@gmail.com

EXPERIENCE

BUILDING INSPECTOR October 2015 - Present

Joe Payne Inc., Melbourne (office), Florida

- Perform building inspections for City of St. Petersburg, Pinellas County, Hillsborough County, and Town of Longboat Key.
- Ensure construction complies to Florida Building Code in execution, quality, and safety.
- Inspection disciplines include Building, Electrical, Mechanical, and Plumbing.

ENGINEERING MANAGER/SENIOR CIVIL ENGINEER May 2013 – September 2014

All State Engineering & Testing Consultants, Inc., Hialeah Gardens, Florida

- Supervised staff engineers and technicians, provided expertise and guidance.
- Communicated with customers, created project proposals, scheduled all drilling work, provided testing summaries, executed reports.
- Provided design recommendations for both shallow and deep foundations.
- Performed engineering field inspections.
- Oversaw Standard Penetration Test (SPT) borings and percolation tests.
- Reviewed, signed, and sealed concrete sampling, soil compaction, and environmental reports.

SENIOR QUALITY ASSURANCE ENGINEER August 2011 - October 2012

CCI Solutions, LLC, Canal Point, Florida

- Performed Quality Assurance field inspection for the \$1 billion Herbert Hoover Dike Reinforcement Project on Lake Okeechobee under the direction of the U.S. Army Corps of Engineers. (Fully vetted military contractor.)
- Oversaw and ensured wall testing activities in the field met quality standards for all specifications of the borehole drilling, logging, and testing processes.
- Kept accurate engineering documentation and daily logs and entered them into the Resident Management System (RMS).
- Ensured safety through field inspections and holding safety meetings.
- Upheld environmental compliancy.

CIVIL ENGINEER

March 2008 - September 2010

Gannett Fleming, Inc., Largo, Florida

- Performed field inspections and testing on infrastructure projects, including bridges, roadways, utilities, and buildings. FDOT projects included the following:
 - Tampa International Airport Interchange Project, Tampa, FL. (concrete and compaction testing and inspection)
 - I-275 Ramp Work at Roosevelt Blvd, St. Petersburg, FL. (pile driving inspection)
 - SR-80 Widening Project, LaBelle, FL. (pile driving inspection)
 - Belleair Causeway Bridge, Belleair, FL. (concrete and compaction testing and inspection)
- Executed Quality Control for the Herbert Hoover Dike Reinforcement Project. Performed borehole logging, soil classification, inclinometer and permeability tests, down-hole-camera video of borings, and completed technical reports of all testing activities.
- Sampled and logged Standard Penetration Test (SPT) borings in the field.
- Cored and logged asphalt and did pavement failure analysis.
- Performed surveying.
- Monitored earthwork operations, executed percolation and compaction tests.
- Ran field safety meetings.
- Created computerized geotechnical boring logs with soil parameter analysis.
- Wrote project proposals (with budgeting) and final reports.
- Updated and corrected the Florida Department of Transportation's entire series of training manuals used by all the state's new employees.

CONSTRUCTION ENGINEERING INSPECTOR

February 2005 - March 2008

Nodarse & Associates, Inc., Tampa, Florida

- Executed field inspection duties for a variety of bridge, roadway, and building projects.
- Performed inspection on several notable deep foundation projects using drilled shafts:
 - \$170 million Signature Place (36 story condominiums in St. Petersburg, FL).
 - \$60 million Tampa International Airport Parking Garage Addition.
 - \$330 million Tampa Electric Company's (TECO) Power Plant Air Pollution Control Project using micropiles in Apollo Beach, FL.
- Performed density tests, earthwork monitoring, geotechnical investigations.
- Carried out concrete sampling, lab strength tests, asphalt coring, floor flatness analysis.



ANDREW THOMAS MANERO

1113 Blossom Drive Sebastian, FL 32958

ph 561 901 3513, email: atmanero@gmail.com

OBJECTIVE

Collaborate with a team to promote Education & Awareness through the built environment.

CERTIFICATIONS

Registered Architect, AR96338

Interior Designer, ID6107

LEED BD+C

EXPERIENCE

JPI- JOE PAYNE INC., Plans Reviewer/ Building Inspector, August 2017-Present

Residential & Commercial Building Plans Reviewer (In-House) and Building Inspector

In-house Plans Reviewer for St. Lucie County and a Treasure Coast Municipality. Commercial plans examiner for JPI for projects multi-story commercial projects and other forms of commercial projects. Review Permit Documents, Permit Applications, & Notice of Commencement on site. Apply knowledge of Building Code in field to built conditions. Verify construction is compliant with Project Documents and Building Code

UMBER ARCHITECTURE LLC, President, 2013-Present

Residential & Commercial Project Architect

Prepare Construction Documents for Submission to Authority Having Jurisdiction

Review Plans submitted by Engineers, Consultants and Contractors

Meet with Building Official and Plan Reviewer's to walk-through Complex projects

Verify project is in compliance with the Construction Documents during Construction **Projects:**

Stratford Arms- 10,000 square foot Condominium Communal Area Renovation, Boca Raton, FL

Pure Vie- 1,500 Square Foot Spa & Yoga Studio Build-Out, Sarasota, FL

Bowen Residence- New 5,000 Square Foot House in Lighthouse Point, FL

Kathy's House- New 3,200 Square Foot House in Delray Beach, FL

Cohen Residence- 4,000 Square Foot Condominium Renovation in Boca Raton, FL

Kukes Residence- 5,300 Square Foot Condominium Renovation in Boca Raton, FL

Convissar Residence- Residential Addition

Swanson Residence- Residential Site Plan

Equestrian Way- Residential Remodel & Addition

LEIGHTON DESIGN GROUP, 2013-Present

Residential & Commercial Interior Design

Reviewed Plans and Construction Documents for ADA and Building Code Compliance. Project Management, Project Design, Drafting, Scheduling, Construction Administration. Review General Contractor's Bids, for completeness.

ANDREW T MANERO, ARCHITECT, Owner, 2012-2013

Residential & Commercial Architecture

Lupa Shoes- Retail renovation & re-branding

Programming: Analyzed display & storage requirements, created options for new store image

Design Development: Created new floor plan, lighting layout, and display systems within budget

Construction documents: Prepared bid documents, & permit sets

Ortega Lane- High-end residential design/build

Reviewed design concepts with owner & implemented into working drawings

Interviewed contractors, reviewed qualifications & bids

Created construction documents for city

Supervised construction, motivated contractors to meet deadlines

RENEWABLE LIVING INC, General Manager, 2011-2013

High End Interior Design/Build, Custom Fabrication & Installation

Manage general operations, systemization, finances, payroll, and insurance, create marketing material

Generate leads, convert to sale, and close deals

Estimate project costs, negotiate buy-outs, purchase materials, and coordinate installations

Supervise the design & construction teams

WEST ARCHITECTURE, Project Manager, 2010

Architecture & Construction

Met project budget and time schedule

Managed Construction Documents, Engineer Coordination, & Estimating.

Design/Build: Plan & implement fluidity of drawings for construction to minimize changes.

Historic Renovations: Synchronized notes on drawings to accommodate Historic Society &, Archeological requirements with modern construction methods.

Created marketing packages for RFP's

BALFOORT FINNVOLD ARCHITECTURE, Project Manager, 2007-2010

Architecture

Coordinated construction documents with owner, consultants, & city reviewers

LEED Projects: Documented and managed LEED Templates

Estimated and analyzed costs of materials, systems and finishes

Edited and assembled the Project Manual and Specifications

Custom Homes: Met with homeowners to, present select finishes and approve drawings, make sure the homeowner understood the drawings and was always satisfied

Created and presented 3d walkthroughs with selected finishes to homeowners

Completed projects on schedule in accordance with Housing Department requirements and secure permit from the Building Department

Contract Administration: Lead pre-bid & pre-construction meetings, observed job sites during construction administration, and approved pay applications

Addressed and problem solved building issues during construction

GLAVOVIC STUDIO INC, Project Manager, 2005-2006

Architecture, Urban Planning

Site Feasibility Report for Miami Beach: Systematically investigated site conditions, and current user groups

Developed conceptual design based on City Master Plan

Investigated precedents and interviewed potential users for a skate plaza

Compiled findings into a final document and Power Point presentation
Client extended contract for further consideration of project

ARCHITECTURAL DIMENSIONS, Drafter, 2004-2005

Architecture

Retail Stores: Gap Inc/ Old Navy/ Banana Republic

Worked with the project team to complete construction documents.

Administered quality control for drafting team.

ARCHITECTURAL INTERIORS OF SOUTH FLORIDA, Designer/ Drafter, 2001-2003

Interior Design

The Village of Merrick Park, Motorola, ATI Technical School

As build drawings, Construction Documents, Rendering.

ACADEMICS

Florida Atlantic University, Bachelor of Architecture 2006

SKILLS

Accela Inspector

Masterspec software

Sketchup, Realistic Renderings

Auto CAD 2D and 3D

Adobe: Photoshop, Illustrator, In Design, Acrobat

Microsoft: Word, PowerPoint, Moviemaker, Outlook, Excel

QuickBooks



MARK D. THORNBLOOM, P.E.

3404 Angelica St., Cocoa FL 32926

U.S. tel: 1-321-960-6173 C

Email: markt3404@gmail.com

RELEVANT QUALIFICATIONS

Registered Professional Engineer, #50107, Florida, to 2021

Master of Science, Mechanical Engineering, Colorado State University, Fort Collins, CO

Bachelor of Science, Mechanical Engineering, University of Illinois, Urbana-Champaign, IL

Bachelor of Arts, Physics, (Cum Laude), North Park College (now University), Chicago, IL

RELEVANT EXPERIENCE & EXPERTISE

- Author: 2018 ISEP International Solar Energy Provisions Commentary. A review and update of all ICC and NEC commentary related to solar energy (thermal and PV) including Mechanical, Plumbing, Fire, Residential, Solar Pool, electrical, etc. Client: *ICC Intl Code Council*
- Developer, Trainer: “Training Video for Inspection of Solar Water Heating Systems” online webinar training building officials in the inspection of solar thermal systems to 2003 ICC. Client: *SRCC Solar Rating Certification Corp*, with funding from *U.S. Dept of Energy*.
- Developer, Trainer: classroom training of building officials, inspection of solar systems to 2006 ICC & IAPMO. Client: *IREC Interstate Renewable Energy Council*.
- Designer, Advisor: Assisting homeowner to build an off-grid residence in west Michigan, including design and construction of mechanical, electrical, plumbing, structural and solar to meet or exceed current Michigan Code & NEC requirements. Client: *David Walker*.
- Tech Support, Crew Supervisor: various duties for solar contractor company as needed, including reviewing plans, running permits, supervising and troubleshooting installs, supporting inspections. Client: *Florida Solar East LLC*.
- Project Supervisor: Zulu hydroelectric overhaul & maintenance project. Overhaul of minihydro site. Client: *CEUM Communauté Evangélique en Ubangi-Mongala*.
- Team Member / Advisor: Zulu hydroelectric T&D Review Committee. Review of small mini-grid distribution system & 15kV transmission line. Client: *Paul Carlson Partnership*.
- Solar Lead: feasibility & design of largest non-concentrating solar array in the U.S. at the time. Client: *Solarsa LLC*.
- Serve on various standards promulgation committees, including ASME PTC 53 (Thermal Storage); ICC SRCC Standards; ISO TC180; etc.

WORK EXPERIENCE

2019-2024 *Joe Payne, Inc.*, Building Code Professional

- Building Code Professional for a statewide consulting firm.
- Primarily complete residential and commercial inspections and plans examination for Brevard County including the City of Titusville.

2010-2019 *Kelelo Engineering*, Florida **Principal**

- Principal of small consulting firm providing engineering & project management services; personalized consulting in renewable energies (PV, CSP, SHC), industrial process heat, commercial and industrial heating and cooling, and appropriate technology; sustainable solutions through micro-enterprise. Hold the most diverse solar cooling portfolio in U.S.

- Complete Building, Plumbing, and Electrical Trade Construction Plans in conformance with Florida and ICC Building Code, as the Engineer of Record.

2008-2010 *Viessmann Mfg. Co. Inc.*, Rhode Island **U.S. Solar Manager**

- Manager/supervisor of U.S. solar branch for manufacturer of heating equipment. Conducted design, siting & sizing, etc. of solar equipment for industrial & commercial applications from two to 4000 panels. Supported installation & commissioning as manufacturer's rep. Worked with code officials on new technology.

2006-2008 *Schuco USA*, Connecticut **Solar Project Manager**

- U.S. solar engineering project manager for manufacturer of solar, windows & building envelope. Conducted siting & sizing etc. of PV and SHC solar systems including BIPV for commercial and residential applications. Supported installation and commissioning as manufacturer's rep.

1993-2006 *UCF Florida Solar Energy Center*, Florida **Senior Research Engineer**

- Test Manager: solar collector testing and certification program; Standards revision: SRCC OG100, OG300, FSEC Certification, FSEC GP. Principal Investigator: Built and operated full-scale beta unit of dehumidifier; managed project & deliverables. Developed on-line tutorial for Building Code Inspectors of solar water heating systems.

Corinne Drohan

(941) 302-3253
CDrojpi@gmail.com

Lead Permit Technician with 14+ years of experience supporting regulated, documentation-driven environments, including municipal permitting, construction operations, underwriting, and compliance review. ICC-certified Permit Technician and lead permit coordinator experienced in full-cycle permit intake, application processing, and regulatory coordination within a small coastal municipal environment. Applies working knowledge of Land Development Code (LDC) standards and FEMA floodplain requirements when coordinating permit review, verifying required documentation, and guiding applicants through compliance requirements. Serves as a central coordination point between building, planning, engineering, and public works staff to facilitate permit review, inspection scheduling, and pre-issuance compliance verification, including contractor license validation, survey and elevation certificate tracking, and Certificate of Occupancy checklist review. Known for accuracy, strong code research skills, and the ability to manage complex permitting workflows with minimal supervision.

Core Competencies

- Permit Application Intake, Review & Issuance
- Florida Building Code Familiarity
- Contractor Licensing & Compliance Verification
- Plan Routing & Interdepartmental Coordination
- Notice of Commencement tracking
- Inspections Scheduling & Tracking
- Electronic Permitting & Records Management
- Customer & Contractor Issue Resolution
- Municipal Code & Ordinance Application
- Process Improvement & Staff Support

Experience

JPI, Anna Maria, FL — *Permit Technician II*

December 2024 - Present

- Streamlined Building Department operations after Hurricanes Milton and Helene by resolving a substantial backlog of unprocessed permits, restoring workflow efficiency and timely service.
- Led, trained, and mentored two Permit Technicians while managing daily permit intake, review, and issuance processes.
- Conduct intake and review of residential and commercial permits, including single-family homes, ROW, and zoning applications; assign and coordinate departmental reviews to ensure timely and accurate processing.
- Oversee private provider plan reviews and inspection documentation, ensuring full compliance with Florida Building Code and local ordinances.
- Act as primary liaison between Planning & Zoning, Public Works, Code Enforcement, and engineering staff to facilitate efficient permit processing from application through completion.

Trade Risk Guaranty, Remote — *Underwriting and Claims Assistant*

June 2021 – February 2024

- Reviewed and validated client financial documentation, confirming required reporting periods, accuracy, and completeness prior to submission to underwriters for risk evaluation.
- Explained complex industry-specific topics to clients to increase their general understanding of U.S. Customs Bonds as well as helped clients identify their appropriate bond sufficiency.

Planned Career Break, *Medical Treatment* – 2020-2021

Temporarily stepped away from full-time employment to complete cancer treatment and recovery.

Shrader Contracting Services, Sarasota, FL — *General Manager*

November 2017 – February 2019

- Prepared, submitted, and tracked permit applications with county and local jurisdictions through project completion.
- Coordinated with permitting offices to address comments, corrections, and compliance issues.
- Established contractor compliance infrastructure including workers' compensation, payroll systems, and financial recordkeeping.
- Managed all client communications from intake through project closeout, ensuring regulatory adherence and customer satisfaction.

On Site Screenings, Sarasota, FL— *Administrative and Compliance Support*

September 2013 – November 2017

- Transcribed information from collection forms into Quicken to ensure accurate billing and prepared invoices for clients.
- Provided on-site drug screening services directly to employers and schools, including collection and specimen processing following chain of custody protocols.

Additional Experience

Bank of America, *Personal Banker* – Sarasota, FL – July 2010-September 2013

Keiser University, *Admissions Counselor* – Sarasota, FL – October 2009-June 2010

T. Rowe Price, *Retail Senior Representative* – Tampa, FL – March 2007-April 2009

(Details available upon request)

Education

Bachelor of Science in Marketing, University of Central Florida, Orlando, FL

Certifications

ICC Permit Technician Certification – International Code Council, *Certificate No. 10573600*

Florida Public Notary (Former)



INTERNATIONAL CODE COUNCIL

CORINNE DROHAN

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

Permit Technician

Given this day October 25, 2025

Certificate No. 10573600

A handwritten signature in black ink, appearing to read "Mike Boso".

Mike Boso, CBO, PT
President, Board of Directors

A handwritten signature in black ink, appearing to read "John Belcik".

John Belcik
Chief Executive Officer



Licensure



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Search Results - 2 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results. For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	PAYNE, JOSEPH	Primary	55751 Prof Engineer	Current, Active 02/28/2027

Main Address*: 5005 S HIGHWAY 414 MEL BOURNE BEACH FL 32051



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Search Results - 1 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results. For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	GILLETTE, MARK A.	Primary	48085 Prof Engineer	Current, Active 02/28/2027



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Search Results - 1 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results. For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	THORNBLOOM, MARK D	Primary	50107 Prof Engineer	Current, Active 02/28/2027

Main Address*: 3404 ANGELICA STREET COCOA, FL 32926



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Search Results - 8 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results. For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Building Code Administrator	GILSON, DAVID ROYAL	Primary	BU2043 Building Code A	Current, Active 11/30/2027
Main Address*: Private				
Standard Inspector	GILSON, DAVID ROYAL	Primary	BN5224 Inspector	Current, Active 11/30/2027
License Location Address*: 10731 EARHART DRIVE NEW PORT RICHEY, FL 34654				
Main Address*: Private				
Residential Plans Examiner	GILSON, DAVID ROYAL	Primary	RPX316 Residential	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	GILSON, DAVID ROYAL	Primary	PX3348 Plans Examiner	Current, Active 11/30/2027
License Location Address*: Private				
Main Address*: Private				



ONLINE SERVICES

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- File a Complaint
- Continuing Education Course Search
- View Application Status
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Search Results - 9 Records

Please see our [glossary of terms](#) for an explanation of the license status shown in these search results. For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Building Code Administrator	CHARNOCK, PHILIP LENNINGTON	Primary	BU382 Building Code A	Current, Active 11/30/2027
License Location Address*: Private				
Main Address*: 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428				
Mailing Address*: Private				
Standard Inspector	CHARNOCK, PHILIP LENNINGTON	Primary	BN1114 Inspector	Current, Active 11/30/2027
License Location Address*: Private				
Main Address*: 4085 HOLIDAY DRIVE NORTH CRYSTAL RIVER, FL 34428				
Mailing Address*: Private				



TAB 3 REFERENCES AND QUALITY OF PAST PERFORMANCE

1) **City of Clearwater - Kevin Garriott, CBO, 727-562-4567**

SCOPE: Multi-trade Inspection Services and Plans Examination Services.

DATE OF SERVICE: 2016- *Current (three contract renewals)*

RESPONSIBILITIES: *Joe Payne, Jon Thomas, Ryan Ferry, Howard Dietz, Julie Daniels, Doug Walton, and Robert Bryce. 2016 to current status – Approximately \$3.2M of services. All work is completed within budget and schedule. The contract has been renewed twice. The following summarizes our responsibilities:*

- Commercial and Residential Professional Service Experience: **JPI** staffs the contract with up to three daily inspectors throughout the life of the contract. In addition, **JPI** provides two in-house plan review professionals as needed by the City to target a ten day turnaround for reviews. **JPI** utilizes ePermits for inspections and plan reviews. Completes residential and commercial inspections and plans review.
- Firm and Staff Contract Experience: All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments. **JPI** provides licensed CFMs for floodplain work. **JPI provides licensed commercial and residential plan reviewers (multi-trade) and provides licensed commercial and residential inspectors (multi-trade).**
- Costs: **JPI** provides a daily 25-50% cost savings to the City through the use of multi-trade professionals. For example, **JPI** professionals are licensed for both residential and commercial work, and could have one professional handle both in a route, rather than needing two professionals. There were no change orders.



2) **Pinellas County** – James McKillen, PE, CFM CBO (727) 453-3379

SCOPE: Multi-trade Inspection Services and Plans Examination Services.

DATE OF SERVICE: 2013- *Current (three contract renewals)*

RESPONSIBILITIES: *Joe Payne, Jason Steele, Daniel Folwell, Michael Tew, Jack McCabe, Robert Peck, Chris Collazos and Julie Daniels have worked on this contract. 2016 to current status – Approximately \$8.0M of services. All work is completed within budget and schedule. The contract has been renewed twice. The following summarizes our responsibilities:*

- Commercial and Residential Professional Service Experience: **JPI** staffs the contract with up to twelve daily building inspectors throughout the life of the contract. In addition, **JPI** provides two in-house plan review professionals as needed by the County to target a ten-day turnaround for reviews. Completes residential and commercial inspections and plans review.
- Firm and Staff Contract Experience: All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments. **JPI previously provided licensed commercial and residential plan reviewers (multi-trade) and currently provides licensed commercial and residential inspectors (multi-trade).**
- Costs: **JPI** provides staffing to the County to meet high volume demand. **JPI** is the primary vendor on this contract. There were no change orders.



3) **Hillsborough County** – Travis Minnes, CBO 813-335-7570

SCOPE: Multi-trade Inspection Services and Plans Examination Services.

DATE OF SERVICE: 2016- 2025 (*three contract renewals*)

RESPONSIBILITIES: *Joe Payne, Jason Steele, Daniel Folwell, Michael Tew, and Julie Daniels have worked on this contract. 2016 to current status – Approximately \$6.0M of services. All work is completed within budget and schedule. The contract has been renewed twice. The following summarizes our responsibilities:*

- Commercial and Residential Professional Service Experience: **JPI** staffs the contract with up to twelve daily building inspectors throughout the life of the contract. In addition, **JPI** provides two in-house plan review professionals as needed by the County to target a ten-day turnaround for reviews. Completes residential and commercial inspections and plans review.
- Firm and Staff Contract Experience: All full-time staff on the contract are fully licensed as Engineers, Architects, or Building Code professionals and complete multi-trade assignments. **JPI provides licensed commercial and residential plan reviewers (multi-trade) and provides licensed commercial and residential inspectors (multi-trade).**
- Costs: **JPI** provides staffing to the County to meet high volume demand. **JPI** is the primary vendor on this contract. There were no change orders.



The City may also contact these additional references.

City of Anna Maria - Mark Short, Mayor, 941-708-6130

Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
Also, City Engineer, Code Enforcement, CFM, and other professional services.

*Joe Payne, Jonathan Pettus, Scott Seigel, and Mark Thornbloom, Jorge Cedeno have worked on this contract. 2017 to current status – Approximately \$4.2M of services. **Three contract renewals.***

City of Cedar Key - Jennifer Sylvester, City of Cedar Key, Clerk's Office/Building and Planning Dept. - 352-543-5132

Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
Also, City Engineer, Code Enforcement, Public Meetings, and other professional services.

*Joe Payne, Cory Brockett, and Mark Gillette, have worked on this contract. 2023 to current status – Approximately \$0.5M of services. **Sole Source Vendor.***

City of Palm Bay - Valentino Perez, Director, City of Palm Bay, 321-726-5614
John Pearson, CBO, City of Palm Bay 321-726-2794

Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
Also, Public Works professional services.

*Joe Payne, Kevin Singley, Andrew Manero, Scott Seigel, and Jorge Cedeno have worked on this contract. 2016 to current status – Approximately \$2.2M of services. **Three contract renewals.***

City of Cape Canaveral - Anna Young, Administrative Assistant-Permit Technician
City of Cape Canaveral, 321.868.1220 x130

Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.

Joe Payne, David Gilsobn, Scott Seigel, and Mark Thornbloom

PERFORMANCE SURVEY QUESTIONNAIRE

Consultant Information		Client/Reference Information	
From: Joseph Payne		To: Dana Root	
Company: JPI		Company: City of Clearwater	
Phone: 813.520.1683		Phone: (727) 444-8731	
Email: joepayneinc@gmail.com		Email: dana.root@myclearwater.com	

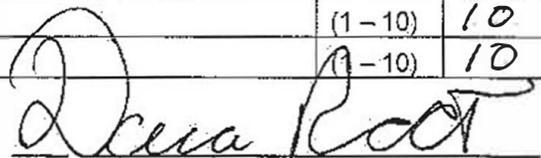
Services performed: Plan Review, Inspections
Contract / Agreement dates including renewals: 2015-current

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1 - 10)	10
2. Ability to communicate with staff and general public	(1 - 10)	10
3. Ability to resolve issues promptly	(1 - 10)	10
4. Ability to follow protocol	(1 - 10)	10
5. Ability to maintain proper documentation	(1 - 10)	10
6. Ability to offer solid recommendations	(1 - 10)	10
7. Had proper resources and personnel by which to provide services	(1 - 10)	10
8. Exceptional customer service skills	(1 - 10)	10
9. Overall client satisfaction in plans reviews	(1 - 10)	10
10. Overall client satisfaction in inspection services	(1 - 10)	10

____ Dana Root _____
 Printed Name of Reference


 Signature of Reference

PERFORMANCE SURVEY QUESTIONNAIRE

Consultant Information

Client/Reference Information

From: Joseph Payne	To: Travis Minnes, CBO
Company: JPI	Company: Hillsborough County
Phone: 813.520.1683	Phone: (813) 276 8334
Email: joepayneinc@gmail.com	Email: MinnesT@hcfl.gov

Services performed: Inspections
Contract / Agreement dates including renewals: 2017-2025

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1 – 10)	10
2. Ability to communicate with staff and general public	(1 – 10)	10
3. Ability to resolve issues promptly	(1 – 10)	10
4. Ability to follow protocol	(1 – 10)	10
5. Ability to maintain proper documentation	(1 – 10)	10
6. Ability to offer solid recommendations	(1 – 10)	10
7. Had proper resources and personnel by which to provide services	(1 – 10)	10
8. Exceptional customer service skills	(1 – 10)	10
9. Overall client satisfaction in plans reviews	(1 – 10)	10
10. Overall client satisfaction in inspection services	(1 – 10)	10

 Printed Name of Reference

 Signature of Reference

PERFORMANCE SURVEY QUESTIONNAIRE

Consultant Information

Client/Reference Information

From: Joseph Payne	To: Matt Sloan
Company: JPI	Company: Insight Group
Phone: 813.520.1683	Phone: 407.705.9925
Email: joepayneinc@gmail.com	Email: matt.sloan@insightgrp.com

Services performed: Plan Review, Inspections
Contract / Agreement dates including renewals: 2024-current

Client:

Rate each of the criteria on a scale of 1 to 10, with 1 representing that you were very unsatisfied (and would never hire the company again) and 10 representing that you were very satisfied (and would hire the company again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank. Once completed, return survey to the Consultant.

Criteria	Unit	Score
1. Professionalism and ability to manage workload	(1 – 10)	10
2. Ability to communicate with staff and general public	(1 – 10)	10
3. Ability to resolve issues promptly	(1 – 10)	10
4. Ability to follow protocol	(1 – 10)	10
5. Ability to maintain proper documentation	(1 – 10)	10
6. Ability to offer solid recommendations	(1 – 10)	10
7. Had proper resources and personnel by which to provide services	(1 – 10)	10
8. Exceptional customer service skills	(1 – 10)	10
9. Overall client satisfaction in plans reviews	(1 – 10)	10
10. Overall client satisfaction in inspection services	(1 – 10)	10

 Matt Sloan
 Printed Name of Reference

Matt Sloan

 Signature of Reference



TAB 4 – PROJECT APPROACH – ABILITY TO MEET REQUIREMENTS

The following responds to RFP information requested on Page 18, followed by expanded dialogue.

Project Approach – Ability to Meet Requirements:

Please see our organizational chart for proposed staffing assignments. We do have immediate availability for virtual inspections and remote plan review. We will need lead time to schedule a Building Official, in-house inspectors, or in-house plan review.

See organizational chart for our coverage plan for vacations, illness, and peak workloads. Staff not assigned will provide backup support. Also, the President, Mr. Payne, will come out of the office to service contracts to sustain supply of services.

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

www.GrabCalendar.com

For inspection scheduling process and turnaround time, we produce our weekly schedules on Thursdays at 5pm for the following week. This is the best time to request support for the following week. Historically, we meet requests with 24 hour notice, 80% of the time.

JPI employees have cell phones and tablets for communication with contractors and the public. Our quality control program includes spot checks of inspections with no

access, failed inspections, and related matters in which **JPI** corporate will call the contractor to verify their knowledge of the missed inspections. We will try to keep the project moving forward through virtual approaches, or, revisit the site end of day if still on the route.

We utilize City permitting software for workflow and record keeping procedures. For inspections, we enter results and utilize your software capabilities to requested reports. For plan review, **JPI** quality control procedures require the reviewer to list the date and permit number of the review. We utilize your software capabilities to run reports such as for review que, pass/ fail rate, etc. For the Building Official, we keep a weekly log of three reports. First, an Occupancy Report for projects expecting TCO or CO. Second, an Unsafe Structures Report listing Unsafe Structures and their status. Third, a Stop Work Order report listing projects with a Stop Work Order and Action Status.



For technology, all **JPI** employees have cell phones, with hotspots, and Ipads/ tablets. Certain employees prefer laptops. If needed, **JPI** will procure StarLink equipment to enhance wifi-connectivity. Our reporting platform is your platform.

For inspection violations which do not directly conflict with Code, we would prefer using a Courtesy Notice to the Contractor. For example, with an in the field revision that would be normally approved, but is waiting on a plan revision. We would provide a notice directing the contractor to submit the plan revision and proceed at risk. For violations which deviate from the plans in a deleterious way, we would issue a failed notice with Code reference. Work can not proceed until this is addressed, the contractor could not work at their own risk. For a stop work order, work must stop until the concern is addressed by the contractor and contractor is to safely leave the work site.

For plan reviews, if the last comment can be addressed, we would suggest making this a conditional approval referencing FBC 105.12.

The following is a summary of key staff members. See resumes and organizational chart for additional information.

NAME: Joe Payne, PE PRIMARY CONTACT
 LICENSE: FLPE55751
 ROLE: Key Contact/ Project Manager/ On Call service as needed
 YEARS EXPERIENCE: 30

NAME: Kevin Singley, CBO, BSN, PX
 LICENSE: PX3601, BN4798, BU1872
 ROLE : Building Official
 YEARS EXPERIENCE: 35

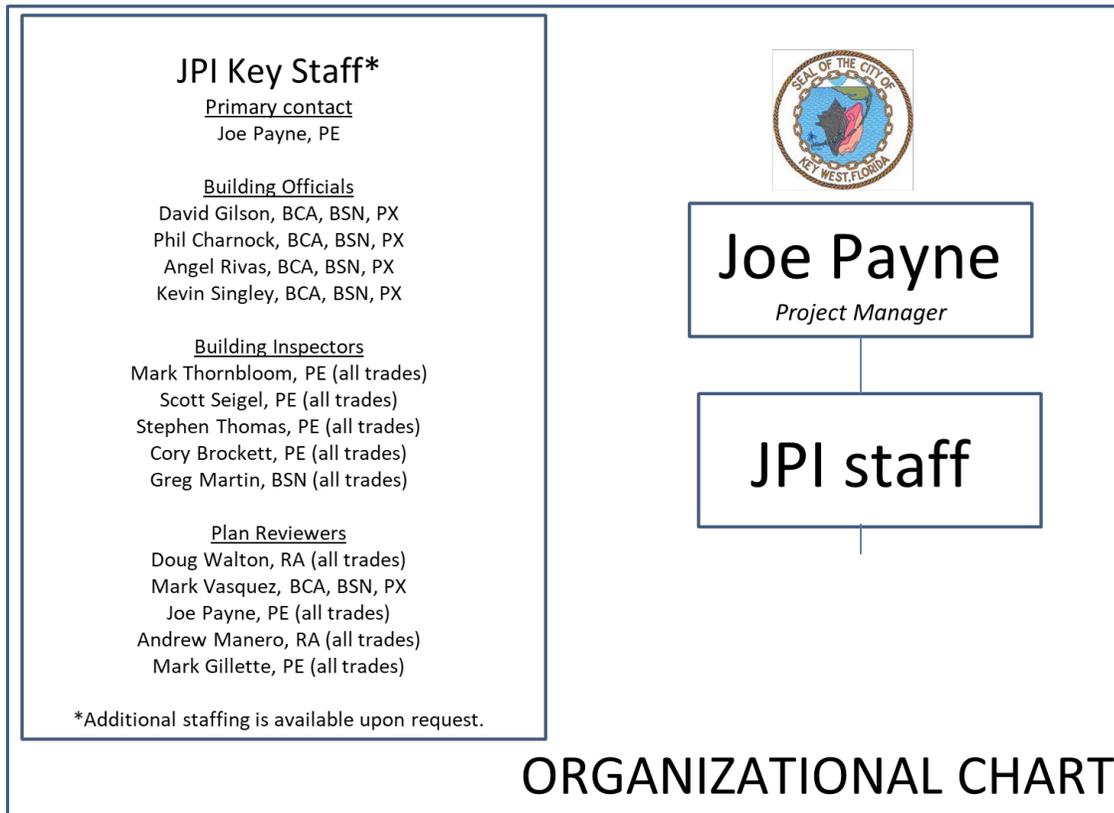
NAME: Eddie Page, PE
 LICENSE: FLPE69045
 ROLE : Multi-Trade Inspector, Multi-trade Plans Examiner
 YEARS EXPERIENCE: 35

NAME: Mark Vasquez
 LICENSE: BU2069, PX4575, BN8180
 ROLE : Multi-Trade Plans Examiner
 YEARS EXPERIENCE: 35



Additional staffing

Permit Technicians – Drohan, Pennington
Inspectors - Gillette, Cedeno, Brockett
Plans Examiners – Vasquez, Manero, Murphy
Building Official – Singley, Gilson
Flood Plain Specialist – Vasquez, Payne
Deputy Building Official – Gilson
Inspectors – Page, Dietz, Ivy, Daniels, Thomas, Ferry





TAB 5 – OTHER INFORMATION

JPI currently completes contractual services for all scope of work contained within the advertisement. Our value added services include the following:

- 1) **JPI** staff contain multiple licenses, so can handle multiple roles with fewer professionals.
- 2) **JPI** completes a variety of services which expand beyond this scope (Planning and Zoning, City Engineer, Code enforcement) so **JPI** can serve as a **full service** company to supply professional services to this contract and additional City needs.
- 3) **JPI** utilizes industry broadcasts to contact the community about upcoming code changes or enforcement cycles.
- 4) **JPI** employees integrate technology through the use of smart phones (with wifi hotspots), tablets, and laptops. In addition, **JPI** can utilize StarLink to access the internet during times of poor coverage within the City.
- 5) **JPI** can complete vacation rental inspections
- 6) **JPI** can create a website, email, and phone for direct communications with citizens asking questions. **JPI** would post responses within two business days.



JPI previously held a sub-consultant agreement with a large national inspection company that completed MySafeFlorida inspections for Citizens Property Insurance in the 2010s. Through this contract, we have familiarity with the local City community and how to interact with property owners and contractors to schedule our work. Call aheads are key for on site work to verify availability. Also, utilizing technology as much as possible (photos, virtual inspections) is key for minor follow up items.

Our familiarity with the City of Key West Building Code is from the Ordinance Chapter 14. To highlight,

1. Fees are required prior to permit issuance.
2. Housing Authority has a waiver of fees
3. The Ordinance specifically details Building Code sections that are part of the Ordinance (likely for FEMA and CRS scoring). 107.3.5, 1612.5, for example
4. There is a minimum floor elevation
5. A tie beam is required around each floor and roof level on bearing walls
6. There are special permitting conditions for historic districts
7. The City has abandoned Cisterns
8. Rough-in inspections must be approved before the building inspection
9. The Ordinance contains Unsafe Building sections. We like this because the ICC and FBC have deviated from this term as a Building Code item.
10. The City has Ordinance for Moving Buildings and Floating Homes.



As a feedback item, we believe that the administrative fees are low relative to industry standards. The inspection administrative fees would not typically cover the cost of the inspector's billable rate. The commercial CO fee appears too low as there is not enough funds for a Building Official to spend an hour reviewing the documents to issue the CO. The FEMA review fee is low as there is not enough funds for a Building Official to spend an hour to review FEMA documentation. In general, we would recommend a fee study and perhaps an across the board, doubling or tripling of fees. **JPI** rarely hears of a project stopping because of the permit application fee, it is usually due to interest rate escalation, lack of capital, or lack of investment interest in the project.

As a feedback item, we would recommend that Sec 14-39 amended such that a Structural design by a Florida Registered Architect or Professional Engineer complying with the FBC will be REQUIRED FOR compliance with (a), (b) or (c). This places the liability for these critical items on the applicant. When viewing the Ordinance section related to FBC 1612.5, this seems to be a needed connection between the two Ordinance sections.

Our client list in Florida consists of over fifty municipalities. Our website contains a list of our governmental clients. We have close to fifty clients in Florida including : Brevard County, Charlotte County; Hillsborough County, Indian River County, Lake County, Lee County, Martin County, Pinellas County, Sarasota County, St. Lucie County, Volusia County, Glades County School Board, Okeechobee County School Board, City of Altamonte Springs, City of Anna Maria, City of Cedar Key, City of Clearwater, City of Clermont, City of Cocoa, City of Fernandina Beach, City of Indian Harbour Beach, City of Kissimmee, City of Lake Mary, City of Largo, Town of Longboat Key, City of Melbourne, City of Mount Dora, City of New Smyrna Beach, City of Palm Bay, City of Palm Coast, City of Pinellas Park, City of Redington Shores, City of Seminole, City of South Pasadena, City of St. Petersburg, City of St. Petersburg Beach, City of Tallahassee, City of Tampa, City of Tarpon Springs, City of Titusville, State of Florida Consumer Services, State of Florida Financial Services, State of Florida Emergency Management. Our clients most similar to the Key West environment are the Cities of Anna Maria and the City of Cedar Key.

JPI's prior Key West experience, as previously noted, is through our MySafeFlorida work as a subconsultant for a Citizens Insurance contract. We completed structural inspections through the City for Wind Mitigation. Mr. Payne, the President of the company, participated in this work. We completed approximately 200 inspections of a similar nature.



JPI has not had the pleasure of serving Key West Government with prior services. However, our employees love the City. We will be able to get up to speed rather quickly. City projects include the Historical Diesel Plant, Bayview Park, MLK Community Pool Improvements, Smathers Beach Pavillions, and Wickers Sports Complex. Monroe County projects include Tourism facility renovation and Parks and Beach projects. The Airport has continuing renovation projects (recently Concourse A) which



includes retrofits to withstand 200 mph wind speeds. The main FDOT District VI project is FPID 446011-1-52-01 S.R. 5/U.S. 1/N. Roosevelt Blvd. from north of Eisenhower Dr. to S.R. A1A/S. Roosevelt Blvd, which is mainly a resurfacing project (\$7M).

The project will create traffic delays and MOT zones that will affect traffic flow. Work will be done in phases to reduce the effects of construction on the community. Lanes can be closed during the following non-peak hours:

8:30 p.m. to 6:30 a.m., Sunday - Thursday

During construction on the approach to North Roosevelt Boulevard from Overseas Highway, traffic will be detoured to Flagler Avenue. This detour will be in place only during non-peak hours. Signage will be in place to detour inbound/southbound traffic to Flagler Avenue and Kennedy Drive during this time.

New residential construction for Key West includes Seven Palms Cove. From reviewing meeting minutes, 1010 Windsor Lane (RE# 00030040-000000) presented a minor development plan for a one story rear addition. A Major Development Plan at 3401 Duck Avenue was submitted to reconstruct a 43-unit structure (medium density residential). There are minor development plans for Bayview Park and after the fact improvements at 325 Duval Street. One way that **JPI** will come up to speed on the development and construction progress in the City, is to review meeting minutes from City meetings.



TAB 6 – COST EFFECTIVENESS

Proposers shall submit a comprehensive and detailed cost schedule demonstrating the overall cost effectiveness of the proposed services. At a minimum, the cost schedule shall include the following:

1. Hourly billing rates for key personnel, including but not limited to plans examiners, inspectors, engineers, and Building Official staff

On-Site Building Official = \$250/hr

Remote/ Off-Site Building Official = \$150/hr

On-Site Inspector = \$190/hr

Remote/ Virtual Inspector = \$100/hr

On-Site Plan Examiner = \$230/hr

Remote/ Virtual Plans Examiner = \$100/hr

2. Flat or unit-based fees, if applicable, for specific plans review or inspection services

\$100 for a Minor Residential Review. (resubmittals will also be \$100)

\$300 for a Major Residential Review. (resubmittals will also be \$300)

\$300 for a Minor Commercial Review. (resubmittals will also be \$300)

\$500 to \$20,000 for a Major Commercial Review (JPI will provide estimate if requested, or just use the hourly rate).

3. Identification of any reimbursable expenses and a clear description of any additional or ancillary charges not otherwise included in the proposed rates

No reimbursables. We request City parking passes.

We would request a courtesy 4% escalation per annual renewal.

4. A total estimated annual cost for services, based on the assumed workload identified in this solicitation or as reasonably estimated by the Proposer:

Based on the online Utilization Report quantities, we estimate the following per year:

For In-house Building Official = \$400,000

For Remote Building Official = \$240,000



<i>For In-house Inspectors</i>	=	\$1,445,900
<i>For Virtual Inspectors</i>	=	\$761,000
<i>For In-house Plan Examiners</i>	=	\$ 1,269,000
<i>For Virtual Plan Examiners</i>	=	\$ 551,739

*Background based on 2025 Utilization Reprot
1600 hours of Building Official for 3,000 permits issued
7,610 hours of Building Inspections
5,400 plan review hours for 3,600 permit applications*



TAB 7 – PROJECT SCHEDULE AND DELIVERABLES

JPI has sixteen years of corporate experience with project schedule and deliverables for scope of this nature. Our company has completed over 2,500,000 inspections. We have completed over 750,000 plan reviews.



Also, we have certified building officials on staff who currently serve a similar role. Our proposed transition plan would be to implement the **JPI** sop's and quality control procedures. We utilize standardized ICC and FBC checklists for our work. **JPI** has an online digital membership to the ICC digital code library, so we have immediate access to all publications. In addition, we would interview local staff to identify the City checklists and administrative procedures. We would also outreach to the contractors who do the most work with the City to introduce ourselves to the community. **JPI** can also have online and in person "open office" hours for additional questions. We can create an information website, email, and phone number for such questions. The timeline to initiate this transition plan would be approximately one week, and we can start the week prior to Notice to Proceed to get a ahead start on the work.



Prior to setting milestones, we would need to verify the following:

- 1) Does the City have a Building Official?
- 2) Has the City completed all FEMA and NFIP compliance?
- 3) Has the City replied to the recent Veririsk audit?
- 4) What are the existing Stop Work Orders, Notices of Violations, and Citations. What is the status?
- 5) Are there any plan reviews which have not been reviewed within tolling requirements by Florida Statute.

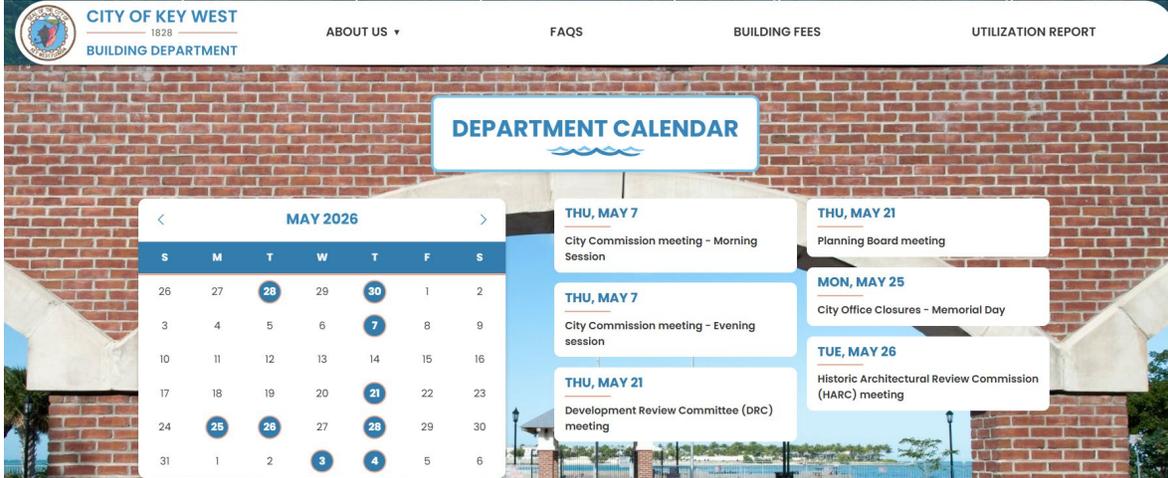
These items will need our immediate focus prior to setting milestones.

Our first milestone would then become our ability to complete inspections and enter results into your permitting system. We would need to accomplish this goal within 24 hours of a notice to proceed. Our second milestone is to learn the permitting system with regards to how to communicate plan review comments to the community. We would need to accomplish this goal within 72 hours of a notice to proceed. Our third milestone would be to establish standard operating procedures within one month to address any of the immediate needs in 1 to 5.

For reporting deadlines, inspection results are due by 5pm same day. We would like to schedule next day inspections when possible. Plan Reviews would be due by tolling requirements of Florida Statute. We would need to learn your interaction between Planning and Zoning reviews and Building Code reviews for tolling. **JPI** professionals can also perform P&Z, Site Engineering, and other Growth Management reviews, full service, to expedite this process.



We will assume responsibilities as requested by the City. We can supply plan reviewers with 1-hr notice for remote reviews. We can supply inspectors on site with 0 to 48 hours notice.



THE CITY OF KEY WEST

BUILDING PERMIT AND INSPECTION UTILIZATION REPORT

FISCAL YEAR 2024/25 – OCTOBER 1, 2024 TO SEPTEMBER 30, 2025

Florida Statute 513.80 requires, by December 31, 2025, the governing body of a local government that provides a schedule of building permit fees shall create a building permit and inspection utilization report and post the report on its website. This is the City of Key West's report based on Fiscal Year 2024/2025.

1. Direct and indirect costs incurred by the City of Key West to enforce the Florida Building Code, including costs related to:

a. Personnel Services costs, including salary and related employee benefit costs incurred by the local government to enforce the Florida Building Code	\$ 1,341,299
b. Operating expenditures and expenses	\$ 2,484,058
Total Costs:	\$ 3,825,357

2. Permit and inspection utilization information, including:

a. Number of building permit applications submitted	3,605
b. Number of building permits issued or approved	3,138
c. Number of building inspections and re-inspections requested	5,127
d. Number of building inspections and re-inspections conducted	7,610
e. Number of building inspection conducted by a private provider	2,231
f. Number of audits conducted by the local government of private provider inspections	0
g. Number of personnel dedicated by the local government to enforce the Florida Building Code, issue building permits and conduct inspections	12
h. Other permissible activities for enforcing the Florida Building Code	15

3. Revenue information, including:

a. Revenue derived from fees	\$ 4,580,629
b. Revenue derived from fines	\$ 0
c. When applicable, investment earnings from the local government's investment of revenue derived from fees and fines	\$ 5,981
d. Balances carried forward by the local government	\$ 0
e. Balances refunded by the local government	\$ 0
f. Revenue derived from other sources, including local government general revenue	\$ 0



TAB 8 – LITIGATION

JPI has no current pending litigation to the best of our knowledge. JPI has no history of litigation, claims, or contract disputes related to this section to the best of our knowledge. JPI has no current legal actions that may affect contract performance.

Per the RFP scoring, we would request 0 or the maximum points for this section.



TAB 9 – CITY FORMS

We are not claiming local vendor preference.

Joseph Payne



CERTIFICATE OF LIABILITY INSURANCE

JOE PAYNE, INC.

DATE (MM/DD/YYYY)

2/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Straight-Line Insurance, LLC 1301 Grasslands Blvd., Suite 100 Lakeland, FL 33803 www.straightlinellc.com	CONTACT NAME: Straight-Line Insurance, LLC PHONE (A/C. No. Ext): 863-904-4776 E-MAIL ADDRESS: certs@straightlinellc.com	FAX (A/C. No.):
	INSURER(S) AFFORDING COVERAGE	
INSURED Joe Payne, Inc JPI 5995 S Hwy A1A Melbourne Beach FL 32951	INSURER A: Certain Underwriters at Lloyd's of London	NAIC # 32727
	INSURER B: GEICO Marine Insurance Company	37923
	INSURER C: Insurance Company of the West (ICW)	27847
	INSURER D: Lexington Insurance Company	19437
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 89325613

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

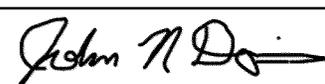
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	019810430-00	6/12/2025	6/12/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Allowed Autos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9300251569	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$500,000 BODILY INJURY (Per accident) \$1,000,000 PROPERTY DAMAGE (Per accident) \$ EXCESS COVERAGE \$100,000
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	071732686-00	6/12/2025	6/12/2026	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	WFL 5054011 05	3/6/2026	3/6/2027	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PLC-01064-03	6/19/2025	6/19/2026	Per Claim/Agg: \$2,000,000 / \$2,000,000 Deductible: \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Auto Liability Coverage Form - Hired Auto, Non-Owned Endorsement
E919 - Blanket Waiver of Transfer Rights of Recovery Against Others
E921 - Additional Insured - Primary and Non-Contributory

CERTIFICATE HOLDER

CANCELLATION

[Empty space for Certificate Holder]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  John Nicholas Davis

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ACORD 25 (2016/03)

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Company ID Number: 1718797

Approved by:

Employer JPI	
Name (Please Type or Print) Joseph Payne	Title
Signature Electronically Signed	Date 07/22/2021
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 07/22/2021

Company ID Number: 1718797

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	JPI
Company Facility Address	9629 GRETNA GREEN DRIVE jpi TAMPA, FL 33626
Company Alternate Address	
County or Parish	HILLSBOROUGH
Employer Identification Number	800640420
North American Industry Classification Systems Code	541
Parent Company	JPI
Number of Employees	20 to 99
Number of Sites Verified for	1 site(s)

Company ID Number: 1718797

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FL

1

Company ID Number: 1718797

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Joseph Pavne
Phone Number 8137311501
Fax
Email ioepavneinc@gmail.com

Name Joseph Pavne
Phone Number 81373115010
Fax
Email ioepavneinc@gmail.com

Company ID Number: 1718797

This list represents the first 20 Program Administrators listed for this company.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
JOE PAYNE, INC.

Filing Information

Document Number P10000059808
FEI/EIN Number 80-0640420
Date Filed 07/21/2010
State FL
Status ACTIVE

Principal Address

5995 S HIGHWAY A1A
MELBOURNE BEACH, FL 32951

Changed: 06/28/2021

Mailing Address

5995 S HIGHWAY A1A
MELBOURNE BEACH, FL 32951

Changed: 02/09/2022

Registered Agent Name & Address

PAYNE, JOSEPH
5995 S Highway A1a
MELBOURNE BEACH, FL 32951

Address Changed: 01/23/2022

Officer/Director Detail

Name & Address

Title DPST

PAYNE, JOSEPH
5995 S Highway A1a
MELBOURNE BEACH, FL 32951

Annual Reports

Report Year	Filed Date
2024	02/26/2024

2025 02/11/2025
2026 01/06/2026

Document Images

01/06/2026 -- ANNUAL REPORT	View image in PDF format
02/11/2025 -- ANNUAL REPORT	View image in PDF format
02/26/2024 -- ANNUAL REPORT	View image in PDF format
01/19/2023 -- ANNUAL REPORT	View image in PDF format
01/23/2022 -- ANNUAL REPORT	View image in PDF format
01/11/2021 -- ANNUAL REPORT	View image in PDF format
01/28/2020 -- ANNUAL REPORT	View image in PDF format
02/14/2019 -- ANNUAL REPORT	View image in PDF format
01/21/2018 -- ANNUAL REPORT	View image in PDF format
01/10/2017 -- ANNUAL REPORT	View image in PDF format
07/07/2016 -- ANNUAL REPORT	View image in PDF format
01/20/2015 -- ANNUAL REPORT	View image in PDF format
04/19/2014 -- ANNUAL REPORT	View image in PDF format
04/27/2013 -- ANNUAL REPORT	View image in PDF format
04/12/2012 -- ANNUAL REPORT	View image in PDF format
04/11/2011 -- ANNUAL REPORT	View image in PDF format
07/21/2010 -- Domestic Profit	View image in PDF format



[Previous on List](#) . [Next on List](#) . [Return to List](#)

Fictitious Name Search

[Filing History](#)

Submit

Fictitious Name Detail

Fictitious Name

JPI

Filing Information

Registration Number G15000008007
Status ACTIVE
Filed Date 01/23/2015
Expiration Date 12/31/2030
Current Owners 1
County BREVARD
Total Pages 5
Events Filed 4
FEI/EIN Number 80-0640420

Mailing Address

5995 S HIGHWAY ALA
 MELBOURNE BEACH, FL 32951

Owner Information

JOE PAYNE, INC.
 5995 S HIGHWAY ALA
 MELBOURNE BEACH, FL 32951
FEI/EIN Number: 80-0640420
Document Number: P10000059808

Document Images

[01/23/2015 -- REGISTRATION](#)

View image in PDF format

[06/13/2025 -- Fictitious Name Renewal Filing](#)

View image in PDF format

[02/07/2022 -- CHANGE NAME/ADDRESS](#)

View image in PDF format

[05/27/2021 -- CHANGE NAME/ADDRESS](#)

View image in PDF format

[01/12/2020 -- Fictitious Name Renewal Filing](#)

View image in PDF format

[Previous on List](#) . [Next on List](#) . [Return to List](#)

[Filing History](#)

Fictitious Name Search

Submit

Florida Department of State, Division of Corporations

**Request for Taxpayer
 Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
 requester. Do not
 send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <i>Joe Payne, Inc.</i>	
	2	Business name/disregarded entity name, if different from above. <i>dba JPI</i>	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	5	Address (number, street, and apt. or suite no.). See instructions. <i>16057 Tampa Palms Blvd, Unit 242</i>	Requester's name and address (optional)
	6	City, state, and ZIP code <i>Tampa FL 33647</i>	
	7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number										
<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> </tr> </table> - <table border="1" style="width:20%; height: 20px;"> <tr> <td style="width:100%;"></td> </tr> </table> - <table border="1" style="width:20%; height: 20px;"> <tr> <td style="width:100%;"></td> </tr> </table>										
or										
Employer identification number										
<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:10%;"></td> </tr> </table> 80-0640420										

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>[Signature]</i>	Date <i>12/8/25</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

2025 - 2026

BREVARD COUNTY BUSINESS TAX RECEIPT
SUBJECT TO COUNTY ZONING RESTRICTIONS
TAX RECEIPT SHOULD BE DISPLAYED ON PREMISES

ACCOUNT NO.
184679

THE PERSON(S), OR ENTITY BELOW:

JOE PAYNE INC
5995 S HWY A1A
MELBOURNE BEACH, FL 32951

BUSINESS PERIOD: October 01, 2025 - September 30, 2026
EXPIRES: SEPTEMBER 30, 2026

ISSUED PURSUANT AND SUBJECT TO FLORIDA STATUTES AND BREVARD COUNTY CODE ISSUANCE DOES NOT CERTIFY COMPLIANCE WITH ZONING OR OTHER LAWS. BUSINESS TAX RECEIPT IS SUBJECT TO REVOCATION FOR ZONING VIOLATIONS, AND / OR FAILURE TO MAINTAIN REGULATORY PRE-REQUISITES AS REQUIRED FOR BUSINESS CLASSIFICATION(S), OR SUBSEQUENT ACTIVITIES. NOTIFY TAX COLLECTOR UPON CLOSING OF BUSINESS. A PERMIT IS REQUIRED TO ADVERTISE (Including with signage) "GOING OUT OF BUSINESS".

DBA

LISA CULLEN, CFC, Brevard County Tax Collector
P O Box 2500, Titusville, Florida 32781-2500
(321)264-6969 or (321)633-2199

LOCATION:

5995 S HWY A1A
MELBOURNE BEACH, FL 32951

UPON A CHANGE OF OWNERSHIP OR LOCATION,
BUSINESS TAX RECEIPT SHOULD BE TRANSFERRED WITHIN 30 DAYS.

OWNED BY:

JOE PAYNE INC

BUSINESS CLASSIFICATIONS, DISCLAIMERS, AND RELATED FEES:

EXEMPTIONS: 0.00

820005 RECEIPT AMT
460199 PROFESSIONAL OFFICE
255 ZONING RESTRICTIONS APPLY-ZUP



Receipt Fee 37.00
Hazardous Waste Fee 0.00
Zoning Application Fee 0.00
Building Occupancy Review Fee 0.00
Fire Prevention Fee 0.00
Late Penalty 0.00
NSF Fee 0.00
Transfer Fee 0.00

Paid 000-25-00331894 07/07/2025 37.00

MAIN OFFICE: 400 South St., 6th Floor, Titusville, FL 32780

BRANCH OFFICES: Merritt Island Office, 1605 N. Courtenay Pkwy
Melbourne Office, 1515 Sarno Road
Palm Bay Office, 450 Cogan Dr. SE
Titusville Office, 800 Park Ave.
Indian Harbour Beach Office, 240 E. Eau Gallie Blvd.
Viera Office, 2725 Judge Fran Jamieson Way, #A108, Viera, FL 32940

ANTI-KICKBACK AFFIDAVIT

STATE OF Florida)

: SS

COUNTY OF Hillsborough)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward, or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: Joseph Payne JPT 

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2026, by Joseph Payne
with 3rd day of March

Kerrana

(Signature of Notary Public- State of Florida)

(NOTARY SEAL)

Katherine Terrana

(Name of Notary Typed, Printed, or Stamped)



Personally Known _____ OR Produced Identification X

Type of Identification Produced FLDL

NON-COLLUSION AFFIDAVIT

STATE OF Florida

: SS

COUNTY OF Hillsborough

I, the undersigned hereby declares that the only persons or parties interested in this Qualifications Packages are those named herein, that this Qualifications Packages is, in all respects, fair and without fraud, that it is made without collusion with any official of the City, and that the Qualifications Packages is made without any connection or collusion with any person submitting another Qualifications Packages on this contract.

BY: Joseph Payne JPI 

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2026, by Joseph Payne.
6eth day of march 26

Kerrana
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)

Katherine Terrana
(Name of Notary Typed, Printed, or Stamped)



Personally Known _____ OR Produced Identification X

Type of Identification Produced FLDL

**SWORN STATEMENT UNDER SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid or Qualifications Packages for
JPI

2. This sworn statement is submitted by: JPI
(Name of entity submitting sworn statement)

whose business address is:

5995 SR-A1A, Melbourne Beach, FL 32951

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

80-0640420

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

3. My name is Joseph Payne
(Please print name of individual signing)

and my relationship to the entity named above is: President a

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

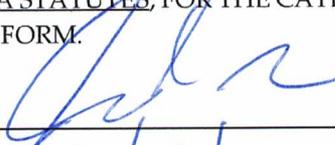
 JP Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent

proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

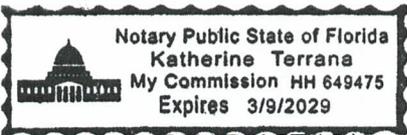
(Signature) 

(Date) 3/6/26

STATE OF Florida

COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2026, by Joseph Payne.
16th day of march 26



(NOTARY SEAL)


(Signature of Notary Public- State of Florida)

Katherine Terrana
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification X

Type of Identification Produced FLDL

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida

: SS

COUNTY OF Hillsborough

I, the undersigned hereby duly sworn, depose and say that the firm of JPI provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: Joseph Payne JPI 

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 20 26, by Joseph Payne
6th day of March 14

Kerrana
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)



Katherine Terrana
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification X

Type of Identification Produced FLDL

CONE OF SILENCE AFFIDAVIT

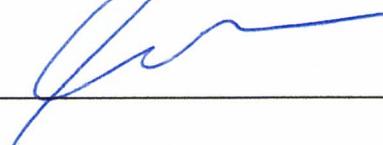
Pursuant to City of Key West Code of Ordinances Section 2-773 (attached below)

STATE OF Florida

: SS

COUNTY OF Hillsborough

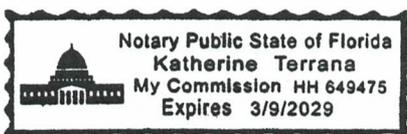
I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees, and agents representing the firm of JPI have read and understand the limitations and procedures regarding communications concerning City of Key West Code of Ordinances Sec. 2-773 Cone of Silence (attached).

By: Joseph Payne JPI 

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2024, by Joseph Payne
atnday of
march

Kerrana
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)



Katherine Terrana
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification X

Type of Identification Produced FLDL

**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

Proposer Vendor Name: JPI

Vendor FEIN: 80-0640420

Vendor's Authorized Representative Name and Title: Joseph Payne, President

Address: 5995 SR-A1A City: Melbourne Beach State: FL

Zip: 32951 Phone Number: 800.488.1956

Email Address: joe@jpiflorida.com

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a Qualifications Packages for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4726, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a Qualifications Packages for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Proposer, I hereby certify that the company identified above in the section entitled "Proposer Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: Joseph Payne President
Print Name *Print Title*

who is authorized to sign on behalf of the above referenced company.

Authorized Signature: Joseph Payne

CITY OF KEY WEST INDEMNIFICATION FORM

Proposer agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Consultant, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the Proposer, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The Proposer agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes. Proposer understands and agrees that any and all liabilities regarding the use of any subcontractor or subconsultant for services related to this agreement shall be borne solely by the Proposer. Ten dollars of the consideration paid by the City is acknowledged by Proposer as separate, good and sufficient consideration for this indemnification. This indemnification shall be interpreted to comply with Section 726.06 and 726.08, Florida Statutes.

These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, Proposer shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate Proposer to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by Proposer, or persons employed or utilized by Proposer.

The Proposer's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the Proposer's limit of or lack of sufficient insurance protection.

COMPANY SEAL

PROPOSER: JPI

5995 SR A1A Address

Melbourne Beach, FL 3295

[Signature] Signature

Joseph Payne JPT
Print Name

3/5/26 Date

President
Title

NOTARY FOR THE PROPOSER

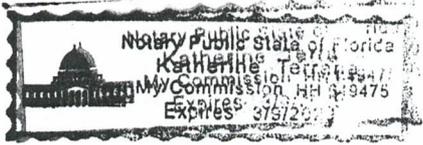
STATE OF Florida

COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means [] physical presence or [] online notarization, this day of, 20 26, by Joseph Payne

*6th day of
march 14*

*X
←*



(NOTARY SEAL)

Kerrana
(Signature of Notary Public- State of Florida)

Katherine Terrana
(Name of Notary Typed, Printed, or Stamped)



Personally Known _____ OR Produced Identification X

Type of Identification Produced FLDL

THE CITY OF KEY WEST E-VERIFY AFFIDAVIT

Beginning January 1, 2021, Florida law requires all contractors doing business with The City of Key West to register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. The City of Key West requires all vendors who are awarded contracts with the City to verify employee eligibility using the E-Verify System. As before, vendors are also required to maintain all I-9 Forms of their employees for the duration of the contract term. To enroll in the E-Verify System, vendors should visit the E-Verify Website located at www.e-verify.gov.

In accordance with Florida Statute § 448.095, it is the responsibility of the Awarded Vendor to ensure compliance with all applicable E-Verify requirements.

By executing this affidavit, the undersigned contractor verifies its compliance with Florida Statute § 448.095, stating affirmatively that the individual, firm, or corporation which is engaged in the performance of services on behalf of the City of Key West, has registered with, is authorized to use, and uses the U.S. Department of Homeland Security's E-Verify system.

Furthermore, the undersigned contractor agrees that it will continue to use E-Verify throughout the contract period, and should it employ or contract with any subcontractor(s) in connection with the performance of services pursuant to this Agreement with The City of Key West, contractor will secure from such subcontractor(s) similar verification of compliance with Florida Statute § 448.095, by requiring the subcontractor(s) to provide an affidavit attesting that the subcontractor does not employ, or subcontract with, an unauthorized alien. Contractor further agrees to maintain records of such compliance during the duration of the Agreement and provide a copy of each such verification to The City of Key West within five (5) business days of receipt.

Failure to comply with this provision is a material breach of the Agreement and shall result in immediate termination of the Agreement without penalty to the City of Key West. Contractor shall be liable for all costs incurred by the City of Key West to secure replacement Agreement, including but not limited to, any increased costs for the same services, and costs due to delay, and rebidding costs, if applicable.

3/6/26
Date

[Signature]
(Signature of Authorized Representative)

State of Florida,
County of Hillsborough

Personally Appeared Before Me, the undersigned authority, Joseph Payne who, being personally known or having produced his/her signature in the space provided above on this 6th day of March, 2026.

Kerrana Katherine Terrana
Signature, Notary Public

03/09/2029
Commission Expires

Stamp/Seal

