

Teton County



Attn: Dan Reyes,
County Manager
150 Courthouse Dr., Suite 109
Driggs, Idaho 83422

PROPOSAL RESPONSE

County Building Department Supplemental Services
through Public Private Partnerships

West Coast Code Consultants, Inc.
Washington Regional Office
19109 36th Ave W, Suite 207
Lynnwood, WA 98036

TEAMING WITH YOUR COMMUNITY TO MAKE A DIFFERENCE

PROPOSAL CONTACT

Martha (Marty) Gillis, CBO

NW Regional Manager | Plans Examiner

O: (425) 582-1719 | **C:** (425) 773-0448

E: MartyG@WC-3com



West Coast Code Consultants, Inc.

1. Cover Letter



June 30, 2025

Attn: Dan Reyes, County Manager
Teton County
150 Courthouse Dr., Suite 109
Driggs, Idaho 83422

RE: County Building Department Supplemental Services - Expedited Plan Review

West Coast Code Consultants, Inc. (WC³) is pleased to submit our proposal in response to Teton County's request for County Building Department Supplemental Services specifically expedited building and fire plan review. We are eager to partner with Teton County to provide expert plan review services and ensure full compliance with all applicable building codes and ordinances.

For over 18 years, WC³ has cultivated a strong reputation for providing reliable building safety services and excellent customer service to Community Development Departments across the western United States. Our team is comprised of licensed professional engineers, structural engineers, fire protection engineers, ICC-certified building officials, fire marshals, plans examiners, building inspectors, permit technicians and other professionals.

Our long-standing experience of working on various architectural, structural, mechanical, electrical, plumbing, fire and energy projects has provided WC³ with unparalleled knowledge of the provisions outlined in the adopted codes, local ordinances, State Codes, Federal Codes and Standards. Additionally, we have taught numerous courses surrounding the 2018 & 2021 International Codes and have authored multiple handbooks regarding the code updates on behalf of the ICC. Our combined experience, knowledge and customer service is key to our performance and we are confident WC³ is fully capable of meeting the needs of Teton County.

We thank you for your consideration of WC³ and look forward to an opportunity of continuing to work together in this capacity. We are confident in our ability to serve your community and eager to deliver professional, thorough service with our diverse, experienced team.

Sincerely,

Martha (Marty) Gillis, CBO

NW Regional Manager, Plans Examiner

O: (425) 582-1719 | **C:** (425) 773-0448

E: MartyG@WC-3.com

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2. Overview

COMPANY OVERVIEW

<i>Founded</i>	<i>Entity</i>	<i>Federal ID/Tax ID</i>
2006	S-Corporation	20-4707579

West Coast Code Consultants, Inc. (WC³) is a code compliance consulting firm, specializing in comprehensive plan review, inspection and staff augmentation services for municipalities, jurisdictions and government entities in the building safety, fire prevention, civil and public works, as well as energy and power disciplines. Founded in 2006, and wholly owned by Giyan Senaratne, WC³ has experienced steady growth over the past 18 and evolved from a small central team in California to an industry leader throughout the United States. WC³ has never defaulted or experienced any failures or refusals to complete a contract. The firm services clients with 10 office locations in five states and over 120 employees. WC³'s primary contact to provide services to the County is:

Martha (Marty) Gillis, NW Regional Manager / Plans Examiner

West Coast Code Consultants, Inc.

19109 36th Ave W, Suite 207

Lynnwood, WA 98036

O: (425) 582-1719 | **C:** (425) 773-0448

E: MartyG@WC-3.com

Corporate Office

5000 Executive Parkway, Suite 510

San Ramon, CA 94583

P: (925) 275-1700 | F: (925) 275-0600

Satellite | Regional Offices

Lynnwood, WA; Oceanside, CA ; Fresno, CA; South

San Francisco, CA; Oakland, CA; Layton, UT; Sandy, UT;

Sparks, NV; Meridian, ID

Recognition & Accomplishments

- ICC Preferred Education Provider (#1129)
- AIA Education Provider (#38839994)
- 2022, 2014 & 2010 ICC Industry Awards for Excellence
- 2021, 2019 & 2015 ICC Chapter Education Awards
- 2019 ICC Chapter Permit Tech of the Year
- 2021 Plumbing Essentials Handbook Author
- 2021 & 2018 IBC Handbook Co-Author
- 2018 IEBC Handbook Author
- 2018 IRC Plan Review Course Developer
- 2018 IBC Structural/Non-Structural Plan Review Course Developer
- 2011 WABO Outstanding Education Achievement



Communication

Good communication is a top priority in providing good service.

WC³ staff members assigned to projects will be responsive and easy to contact by email and/or phone.



On-time Plan Review

Our qualified team performs a variety of timely plan reviews, including:

Residential Developments
Commercial Occupancies
Tenant Improvements
Industrial Facilities
Institutional Facilities
Medical Labs & Facilities
Public Works & More



Qualified

WC³ has been providing building safety, fire life safety, and fire prevention, plan reviews and inspections for close to two decades. Each team member will have all requisite certifications and licensing.

Highlights



2. Overview

STATEMENT OF PROJECT UNDERSTANDING

WC³ serves as an extension and support to organizations, building, and fire departments, providing comprehensive services to meet a wide range of needs. Our understanding of the project's requirements and our commitment to excellence ensure that we are well-positioned to support Teton County with the highest quality of services, adhering to local, state, and federal regulations. We are dedicated to working closely with your team to provide the expertise, resources, and support necessary for the successful completion of all projects.

When Teton County's in-house teams are understaffed, require specific expertise on complex projects, or feel overwhelmed with a long list of projects, WC³ will be available to handle all technical aspects or project overflow for your community. We serve in matters to help fulfill obligations and can join in on phone calls or meetings with County officials, employees or project contacts.

WC³ staff are recognized as industry leaders. Our team maintains a high level of skill and expertise and are engaged in providing education, giving back to our regulatory construction-based community. We regularly host training for field and technical staff, all over the nation. We participate in code development and stay abreast of an ever-changing regulatory landscape. This combination of engagement and customer service helps WC³ provide the highest quality services possible.

WC³ is committed to providing the following services to the Teton County:

PLAN REVIEW SERVICES

- Review both residential and commercial plans and applications for conformance to all applicable State and Teton County building codes; including structural, mechanical, plumbing, fire/life safety, energy, and accessibility laws.
- Coordinate with County staff to route plans to appropriate departments and track progress, provide applicants with plan check correction comments to achieve conformance, and issue approved permits
- Respond to inquiries on the phone, in-person, and via e-mail as needed.



WC³ Building and Safety Services

WC³ is dedicated to providing a high level of customer service. When clients become short staffed or have surges in their workload, we provide support in new and creative ways to help keep projects moving forward.

3. Key Personnel

PROPOSED TEAM

WC³ has experienced team of individuals that would be available to assist Teton County with plan review services. The following includes a brief summary of our management staff members, along with our licensed team and contacts responsible for performing building safety, fire prevention, alarm system, and fire suppression system plan review services. Full resumes of our key personnel are included in the Appendix A - Resumes, while copies of our additional support personnel and actual licensing or certifications may be provided upon request.

Client Management - Primary Contact

MARTY GILLIS - NW REGIONAL MANAGER/PROJECT MANAGER/PLANS EXAMINER



We propose the services of Martha 'Marty' Gillis, CBO, Project Manager, as the main contact for this project. Ms. Gillis has over 40 years of building department management, plan review, and building inspection experience. As a Certified Building Official holding multiple ICC Certifications, she has been involved in building code enforcement, development, and education serving Washington State jurisdictions since 1982. Marty has a unique perspective having worked directly for both city and county jurisdictions as well as serving as a code consultant for over 10 years. In addition, Marty is an award winning educator, providing seminar instruction since 1982 and college level instruction since 2000. Marty has personally reviewed and inspected complex buildings and takes a hands on approach to building administration.

Corporate Management

GIYAN SENARATNE, PE, SE LEED AP - PRINCIPAL / CEO



Mr. Giyan Senaratne, SE, PE, the founder and owner of WC³, has more than 37 years of experience providing professional building and life safety services to numerous municipalities and government agencies. He is a registered structural engineer, a registered civil engineer, an ICC certified plans examiner, a LEED AP professional, and a former Certified Access Specialist (CASP). He has exceptional experience in performing detailed plan reviews of a wide variety of types of construction and occupancy groups. This includes simple residential homes, multi-family podium projects, high-rise structures, complex industrial plants, and large-scale power plants. He is actively involved with code development at the State level and is a sought-after educator for code trainings for building officials, design professionals, and contractor organizations.



3. Key Personnel

PROPOSED TEAM

Synopsis of Licensing and Qualifications

MANAGEMENT TEAM

Marty Gillis, CBO NW Regional Manager, Project Manager	<ul style="list-style-type: none"> • ICC Building Official • ICC Com+Res Building Plans Examiner • ICC Building Code Specialist 	<ul style="list-style-type: none"> • 40+ Years Industry Experience • +6 Additional Licenses & Certifications
Giyen Senaratne, PE, SE, LEED AP Principal / CEO	<ul style="list-style-type: none"> • MS of Engineering Structural Emphasis • BA of Science Civil Engineering • Registered PE: CA C 46194 • Registered PE: AZ 41242 	<ul style="list-style-type: none"> • Registered SE: S 4457 • LEED AP Credential • Former Certified Access Specialist • 34+ Years Industry Experience

BUILDING & SAFETY TEAM

Building Team

Marty Gillis, CBO Lead Senior Plans Examiner	<ul style="list-style-type: none"> • ICC Building Official • ICC Com+Res Building Plans Examiner • ICC Building Code Specialist 	<ul style="list-style-type: none"> • 40+ Years Industry Experience • +6 Additional Licenses & Certifications
Alexa Nielsen Senior Plans Examiner	<ul style="list-style-type: none"> • ICC Building Plans Examiner • ICC Accessibility Inspector / Plans Examiner • ICC Permit Technician 	<ul style="list-style-type: none"> • 6+ Years Industry Experience • B.S. Geography • A.S. General Studies
Brittany Allen Senior Plans Examiner	<ul style="list-style-type: none"> • ICC Accessibility Inspector / Plans Examiner • ICC Building Plans Examiner • ICC Com. Energy Plans Examiner • ICC Permit Technician 	<ul style="list-style-type: none"> • 20+ Years Industry Experience • M.A. Public Administration • B.S. Psychology & Business • State of UT Limited Inspector • +3 Additional Certifications
Layne Western, CBO Senior Plans Examiner	<ul style="list-style-type: none"> • ICC Building Plans Examiner • ICC Certified Building Official 	<ul style="list-style-type: none"> • 30+ Years Industry Experience • +6 Additional Certifications
Joshua Molnar, MCP, CBO Plans Examiner	<ul style="list-style-type: none"> • ICC Master Code Professional • ICC Certified Building Official • ICC Residential Plans Examiner • ICC Combination Plans Examiner 	<ul style="list-style-type: none"> • 5+ Years Industry Experience • B.S. Construction Management • + 43 Additional Certifications
Matt Newbold Plans Examiner	<ul style="list-style-type: none"> • Master of Architecture • ICC Plans Examiner 	<ul style="list-style-type: none"> • 16+ Years Industry Experience

Structural Team

Todd Snider, PE, SE, CBO Lead Senior Structural Plan Review Engineer	<ul style="list-style-type: none"> • Registered PE: Washington (53396) • ICC Building Plans Examiner 	<ul style="list-style-type: none"> • 20+ Years Industry Experience • +8 Additional Licenses & Certifications
Scott Porter, PE, SE Senior Structural Plan Review Engineer	<ul style="list-style-type: none"> • Registered PE/SE: UT 8903549 • Registered PE/SE: WA 22025656 • Registered SE: NV 031400 	<ul style="list-style-type: none"> • 13+ Years Industry Experience • MS Engineering: Structural Emphasis • BS Engineering: Structural Emphasis
John Coffey, PE, SE Senior Structural Plan Review Engineer	<ul style="list-style-type: none"> • Registered PE/SE: UT 4770040 • Registered PE/CE: CA C66412 	<ul style="list-style-type: none"> • 25+ Years Industry Experience • B.S. Civil Engineering

Continue...

3. Key Personnel

PROPOSED TEAM

Christina Garrett, PE Plan Review Engineer	<ul style="list-style-type: none">• M.S. Structural Engineering• Registered PE: UT 11320259• Registered PE: CA, OR	<ul style="list-style-type: none">• 7+ Years Industry Experience• B.S. / B.A. Civil Engineering• Int. Degree Civil Engineering
FIRE PREVENTION TEAM		
Jerry Job Senior Fire Protection Specialist	<ul style="list-style-type: none">• ICC Fire Plans Examiner• ICC Fire Inspector I	<ul style="list-style-type: none">• 25+ Years Industry Experience• ICC Fire Inspector II
Craig Hanson, CFPS Senior Fire Protection Specialist	<ul style="list-style-type: none">• NFPA Fire Protection Specialist• NFA Fire Plan Review• NFA Health & Safety Officer	<ul style="list-style-type: none">• 30+ Years Industry Experience• IFSAC Fire Inspector I
Stephen DiGiovanni, FPE Fire Protection Engineer	<ul style="list-style-type: none">• Fire Protection CA #1546• ICC Commercial Fire Alarm Plans Examiner I & II	<ul style="list-style-type: none">• 25+ Years Industry Experience
Bob King, EFO, CFPE Fire Protection Specialist	<ul style="list-style-type: none">• ICC Fire Plans Examiner• ICC Fire Inspector II• NFPA Fire Officer IV	<ul style="list-style-type: none">• 40+ Years Industry Experience• Firesetter Intervention Specialist I
<i>Additional Qualified Staff Available As Needed</i>		



Comprehensive Plan Review

WC³ offers clients a model to extend their teams with continuity and highly trained code expertise.

4. Proposed Approach

APPROACH TO SERVICES

Plan Review

Our staff has experience performing reviews covering all occupancy classifications, and all types of construction. When needed to obtain code compliance we produce written corrections specifying applicable code sections or standards requesting revisions or additional information.

The county chooses the projects routed to WC³ and the scope of review requested. The county makes documents accessible in a PDF format and notifies WC³ that work has been assigned.

WC³ confirms receipt of the assigned review, logs the review into WC³ permit tracking system and assigns the work internally to appropriate plan review staff. Review is completed generating either a correction report or resulting in a commendation to approve and issue the permit. WC³ staff notifies the jurisdiction that the review is completed and forwards correction report of completed plans bearing WC³ approval. 2nd review follows a similar process. In some cases WC³ has been trusted to log work directly into the jurisdiction's permit tracking system. We also have the ability to post correction items directly into a blue beam studio session. We will follow as nearly as possible the jurisdiction's permit processing process.

Our work includes the review of projects having various scopes:

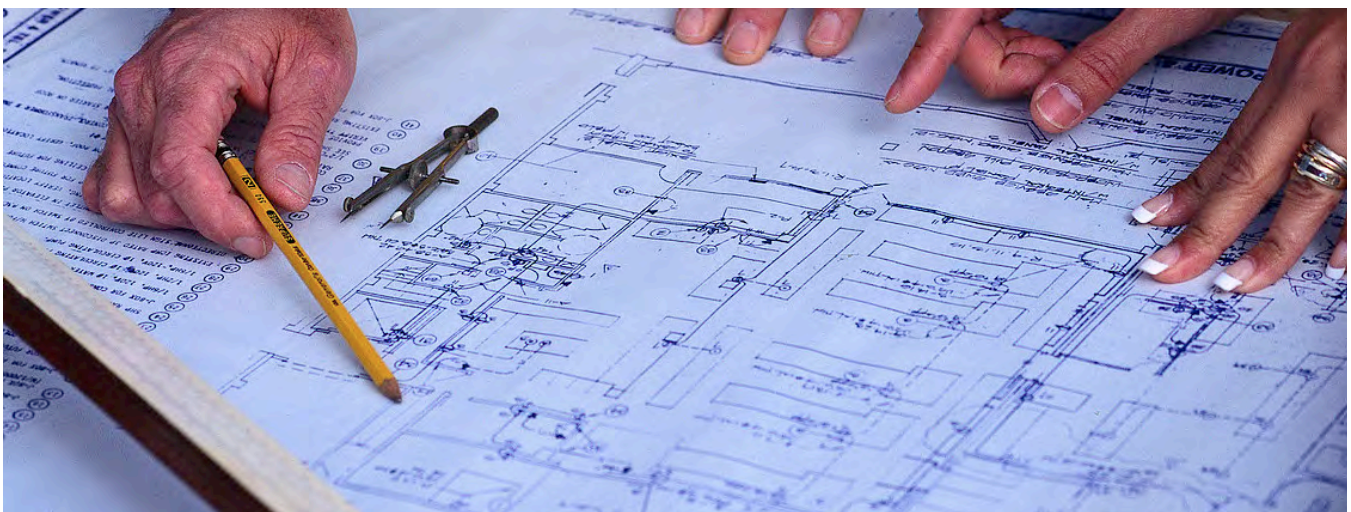
- ▶ **Structural Building Plan Review** - WC³ can provide plan review applying design loading adopted by the jurisdiction including plan review of geotechnical reports, calculations and structural plans specifying gravity, seismic, and other applicable loading or structure designs such as but not limited to high rises, podium designs, temporary or permanent shoring, revision or addition to existing buildings, review of risk categories II,III, IV & V, AASHTO fire apparatus loading, surcharge loading, cranes, helipads, subterranean & above grade tanks etc. WC³ structural review can apply to new or existing buildings.
- ▶ **Non-Structural Building Plan Review** - WC³ can provide plan review applying codes interpretations and policies adopted and in use by the jurisdiction including plan review of life safety regulations such as but not limited to code requirements for use and occupancy, special uses such as mall, parking, and high-rise requirements, area and height requirements, type of construction, fire rated and smoke rated assemblies, finish materials regulations, means of egress requirements sanitation and other non-structural code regulations. Fire area and hazardous material quantities, WC³ non-structural review can apply to new or existing buildings.
- ▶ **Plumbing, Mechanical and Energy Code Review** - WC³ is available to provide plan review applying codes interpretations and policies adopted and in use by the jurisdiction including plan review of any or all of the following: Plumbing supply, waste and venting; grease interceptor, oil water interceptors etc. using the UPC. Mechanical review including gas piping, ventilations and indoor air quality requirements, heating cooling and mechanical system designs, industrial applications, food service requirements etc. In addition WC³ proposes to provide review of Washington State energy code requirements for prescriptive or performance design regulating envelope, mechanical and lighting. WC³ plumbing, mechanical and energy code reviews can apply to new or existing buildings.
- ▶ **Fire Plan Review** - WC³ is an industry leader in providing plan review services for Fire Prevention and Fire and Life Safety Plan Review. Our diverse team of Fire Protection Engineers, Executive Fire Officers, Certified Fire Protection Specialists, Fire Marshals and Plans Examiners offer clients and extensive range of experience—both formally and on the job. WC³ can provide plan review applying codes interpretations and policies adopted and in use by the jurisdiction including plan review of IBC, IFC, and NFPA requirements including plan review any or all of the following: Review of fire alarm and fire sprinkler systems, class one fire suppression, stand pipes (NFPA 72 and 13, 13R, 13D) High piled stock and racks per IFC 32, storage and or fueling of LPG or gases, hazmat review, fire department vehicle access, fire flow, review of high-rise requirements, backup power and communication systems etc. Reviews can apply to new or existing buildings.

4. Proposed Approach

ADDITIONAL SERVICES

WC³ will provide the County technical expertise they seek through a complete array of plan services. Below are additional services that may be provided as needed and as mutually agreed upon.

- ▶ **Solar/Electrical Plan Review** - WC³ performs thousands of NEC electrical plan review including high and low voltage service requirements, wiring and cable requirements, equipment sizing, power supply/sizing, backup power, overcurrent requirements, bonding and grounding requirements, and solar PV, and battery energy storage system plan reviews. Utilizing design under the Washington state adoption of NFPA 70 NEC 2023 incl. Annex A,B,C: with amendments and requirements of WAC 296-46, together with applicable requirements of the IBC Chapter 7, 10 and other applicable code sections such as but not limited to IBC 429 etc.
- ▶ **Third Party Plan Review** - WC³'s Third Party Plan Review service provides a way for local municipalities to ensure compliance with the adopted codes while also allowing developers to expedite the permitting process. If allowed by the jurisdiction, developers can coordinate plan reviews directly with WC³ to meet aggressive construction schedules, review preliminary design documents, achieve viable code solutions, enjoy expert code expertise with local knowledge.
- ▶ **Meeting Availability & Technical Advice** - When jurisdictions are understaffed, require specific expertise on complex projects, or feel overwhelmed with particular projects, WC³ is available to handle all technical aspects or project overflow for Teton County. We serve in matters to help fulfill obligations and with reasonable notice are able to join in on phone calls or attend special meetings at the County to help facilitate the approval process. Team members are available to discuss projects with designers, construction teams, County employees and/or applicants. We strive for client satisfaction and whether it's through telephone, email, web conference or in person, WC³ team members are always ready to assist.
- ▶ **Continuing Education & Training** - WC³ is deeply embedded within the industry, with many key staff serving as general members, executive board officers, committee participants, and requested instructors within ICC Chapters and industry associations. We facilitate and encourage all of our personnel to achieve the highest level of experience and certification; and all team members are appropriately licensed, certified and trained with attendance at industry-related training classes, conferences, and seminars. Due to our emphasis on training, WC³ has also created the WC³ Academy which provides education, training and online, on-demand resources to our staff and the industry. Please find additional information at www.WC-3.com.



5. Project Management Approach

PLAN REVIEW PROCESS

WC³ tailors our plan review services to meet the specific needs of our clients. WC³ will work in a seamless and timely manner for the review of plans and supporting documentation, as well as adhere to our standard plan review processes and methods as displayed below:



Incoming Project

- WC³ will handle electronic plan submittals for Teton County, using the County's preferred software systems for smooth exchange of plans.
- For hard copy submittals, documents will be scanned, and the same procedures as electronic submittals will be applied.



WC³ Processing

- An account information file specific to Teton County is created to track items of interest, ensuring all potential concerns are addressed.
- Upon receipt of a project notification and plan submittal, projects are logged into WC³'s internal software platform. Client/Office Managers are automatically notified to initiate the plan check process.
- For potential hard copy submittals, documents will be scanned and the same procedures for electronic plan submittals will be followed.



Plan Check

- WC³ will verify that submitted documents are complete and notify Teton County of any missing information.
- Plans are reviewed to understand scope and tasks, and significant code items are identified and discussed with relevant staff.
- The Client/Office Manager assigns WC³ plan examiners and monitors progress. All comments are quality-checked before release to Teton County.



Communication

- WC³ acknowledges that all plan review comments are subject to review by Teton County.
- Review comments will include plan sheet numbers, detail numbers, and code sections for clarity.
- WC³ adapts to Teton County's preferred communication methods and remains available via email, phone, or meetings.
- Consistent points of contact will be maintained for Teton County throughout the project.
- Plan review comment lists are structured to easily align with Teton County's preferred format.
- Copies of all plan check comments and correspondence will be sent directly to Teton County via email.



Recheck

- Documents are resubmitted to begin the recheck process. WC³ requires a written response addressing each and every plan check item or comment.
- Rechecks will be assigned to the same plans examiner who performed original review.
- Any new comments to be included during the recheck cycle will be brought to the attention of the Client/Office Manager.
- Plans examiners are encouraged to call and to resolve concerns, rather than adding additional corrections and comment lists.
- Rechecks are conducted promptly, following the turnaround schedule outlined in the next section.



Approval

- Plan review approval will not be recommended to the jurisdiction until all code compliance issues are resolved and all permit issuance requirements of the department are met.
- WC³ is flexible and will meet all of Teton County's project approval requirements, including but not limited to, approval stamps, electronic submittals, and specified quantities of electronic copies.

5. Project Management Approach

Plan Review Turnaround Schedule

WC³ will work diligently with the County to ensure that all projects and plan reviews are delivered in a timely manner. Email and phone calls from jurisdictions are given priority status, and prompt response. WC³ prides itself on providing review as nearly matching the County's normal methods and processes as possible. Therefore during our initial indoctrination we will interface with County staff to discuss methods, processes and typical /standard corrections used by County staff. We review local amendments and verify what level of correction is typically dealt with in the field. Regular check ins are used to maintain current information, trends and updates needed. Since many of the WC³ staff have experience working directly for jurisdictions, we understand the relationship between jurisdiction departments and outside agency. We understand inter-departmental cross over issues that can affect permit processing.

Typical turnaround times are listed below. For extraordinarily complex projects, WC³ will immediately inform the County and agree on an appropriate turnaround time prior to starting the review.

WC³ has over 120 experienced plan review and inspection staff working throughout our network of offices. We are electronically connected and therefore provide an ability to share work and offer plan review of large projects or multiple applications efficiently, while maintaining high quality. When forwarding more than 5 reviews per day, or when forwarding large phased projects, we request that our high volume municipal clients coordinate with us regarding plan review timelines. WC³ offers volume plan review where the AHJ can direct which project reviews should receive priority.

	Initial (Business Days)	Recheck (Business Days)
Single Family & Accessory Residential Projects (New Construction, Additions & Remodels)	10	5-7
Multi-Family Projects	12-15	10
Commercial Projects (<100,000 sf)	10-15	10
Commercial Projects (>100,000 sf)	15-20	12-15

** All turnaround times have been specified from the full day they are received in our offices.*

Comprehensive Fire Prevention Plan Review

WC³ offers clients a method to supplement services and draw on the skills, education and experience of our staff by teaming with WC³, permit applicants will benefit by receiving continuity, reliability, and the services of both city and consultant expertise.



6. Fee Schedule

WC³ proposes the following rates based on a percentage of the plan review fees collected by Teton County. A listing of hourly rates additionally depicts rates proposed for all personnel assigned to this project.

WC³ Proposed Fee and Rate Schedule - Fiscal Year 2025/26 <i>(Additional terms and conditions follow)</i>	
Fixed Fee billing Rates	
Complete Building Plan Review	65% of Plan Review Fees
Structural Plan Review	50% of Plan Review Fees
3rd & Subsequent Plan Reviews	Per Hourly Rates Below
Revisions, Deferred Submittals, RFI's etc.	Per Hourly Rates Below
Minimum Fixed Fee Plan Review Rate*	\$300
Hourly Billing Rates *	
Building Official	\$145/Hr
Engineer, Professional or Structural	\$135 - \$145/Hr DOE
Fire Protection Engineer	\$140 - \$150/Hr DOE
Fire Plans Examiner	\$130 - \$135/Hr DOE
Building Plans Examiner	\$130 - \$135/Hr DOE
Education / Instructor	\$160/Hr, \$1,500 per day
Permit Technician	\$98/Hr
Miscellaneous	
Reimbursable Expenses	At Cost

WC³ TERMS & CONDITIONS

Fixed Fee & Hourly Rates – WC³'s proposed hourly rates are applicable through June 30, 2026. All fees and rates are subject to an annual review and increase, and acceptance by the County

Fixed Fee Plan Review Services – Plan review services include an initial review and second review. Any additional time required beyond the second plan review will be billed on an hourly basis, with prior approval by the County.

Minimum Fixed Fee Plan Review Services – In no event shall WC³'s complete building plan review fixed fee be less than \$300. A minimum flat fee charge of \$300 will then be applied.

Preliminary, Revisions and Deferred Submittals – Preliminary plan reviews, review of revisions after a project has been approved, review of shop drawings, and review of deferred submittals, etc., will be completed on an hourly basis with a minimum charge of 1-hour.

Hourly Plan Review Services - All hourly charges require a minimum charge of 1 hour.

Reimbursable Expenses – Reimbursable expenses (i.e. courier/delivery charges, specialized equipment rentals or printing costs) will be authorized prior to charge and billed at actual cost.

Invoicing Procedures – Invoices shall be generated upon completion of 1st review, subsequent review, and at final approval with all supporting documents required by the Jurisdiction and the Consultant. The Consultant services shall be invoiced for services provided and are not dependent on achieving sufficient resolution needed to approve permit issuance.

Invoices shall be submitted electronically to the Jurisdiction by the 10th day of each month.

The Jurisdiction shall notify the Consultant of any discrepancy, and the Consultant shall correct accordingly.

Invoices shall be paid within a maximum of 30 days of receipt, unless mutually agreed by the Jurisdiction and Consultant.

7. Experience

RELEVANT PROJECTS

WC³'s professional team has extensive experience reviewing a variety of construction types and occupancies, including educational institutions, community developments, retail establishments and tenant improvements, as well as larger-scaled industrial, warehouse, and commercial projects. The following projects represent a sample of notable jurisdictions with whom WC³ has had the pleasure of building relationships with and serving in various capacities. Over the years and throughout each individual project or assignment our team applied a comprehensive understanding of building codes and worked cohesively with management teams, in-house staffing, contractors, design teams and fellow peers to help resolve code issues.



Amazon Fulfillment Center

Client: Nampa, Idaho

Valuation: \$130 Million

WC³ Project Scope: Full plan review, deferred submittals, fire sprinkler & alarm

The four-story warehouse consisted of 695,000 square feet of slab on grade for the warehouse space, 1.5 million square feet of elevated slab on metal decks for all 3 RSP levels and mezzanine. There were also 245,000 square feet of 74' tall load bearing tilt panels.



Maintenance & Housing Facility

Client: Jackson Hole, Wyoming

Valuation: \$7.7 Million

WC³ Project Scope: Full plan review

The 28,657 square foot, four-story (including basement) multi-use facility is an extremely complicated structure due to the mix of industrial, commercial and residential uses. This community project helps address many issues and concerns of the Parks and Rec Department, but also addresses much needed Town and County employee housing



Grand Targhee Resort Cabin Development

Client: Teton County, Wyoming

Valuation: \$N/A

WC³ Project Scope: Full plan reviews

WC³ has had the pleasure of performing plan review services associated with Grand Targhee Resort's infrastructure and cabin rental development project. Two cabin types were designed for repeated construction across 21 cabin sites on a 14-acre hillside. The new R-3, Type VB cabin structures are 4-bedroom, 4-bathroom residences including living, kitchen, and dining areas with one-car garages and owner lock-off for storage. The designs accommodate both the owner's needs and short-term rental requirements.

8. References



REFERENCES

WC³ is dedicated to providing our clients with excellent customer service and has been providing building safety and fire prevention plan review services to municipalities for more than a decade. Our portfolio is comprised of a variety of intricate projects, serving jurisdictions of all sorts and size. The following partial list highlights clients similar to Teton County, all of whom may be contacted as a reference.

► City of Airway Heights, WA

Cindy Reddekopp,
Building Official

13414 W Sunset Hwy
Airway Heights, WA 99001
509.244.5514
creddekopp@cawh.org

Years Served: 2016 to Present

Services: Building/Fire Plan
Review

► City of Nampa, ID

Patrick Sullivan,
Director of Building Safety

500 12th Ave. S
Nampa, ID 83651
650.928.6675
sullivanw@cityofnampa.us

Years Served: 2022 to Present

Services: Building Plan Review,
Solar PV Plan Review, Fire Plan
Review

► Teton County, WY

Billy Nunn,
Building Official

200 S. Willow Street
Jackson, WY 83001
307.733.7030
bnunn@tetoncountywy.gov

Years Served: 2022 to Present

Services: Building Plan Review



Appendix A - Resumes

MARTHA (MARTY) GILLIS, CBO.	A-2	SCOTT PORTER, PE, SE.	A-9
ALEXA NIELSEN	A-3	JOHN W. COFFEY, PE.	A-10
BRITTNEY ALLEN	A-4	CHRISTINA R. GARRETT, PE.	A-11
LAYNE WESTERN, CBO	A-5	JERRY JOB	A-12
JOSH MOLNAR, MCP, CBO	A-6	CRAIG HANSON, CFPS.	A-13
MATT NEWBOLD	A-7	STEPHEN DIGIOVANNI, FPE.	A-14
TODD SNIDER, PE, SE, CBO	A-8	BOB KING, EFO, CFPE	A-15



West Coast Code Consultants, Inc.

EDUCATION

AST CONSTRUCTION MANAGEMENT

Edmonds Community College

AST ENERGY MANAGEMENT

Edmonds Community College

AS BUILDING INSPECTION TECH

Chemeketa Community College

AS GENERAL BUSINESS

Shoreline Community College

CERTIFICATIONS

ICC CERTIFIED:

Certified Building Official

IBC/IRC Plans Examiner

IBC/IRC Building Inspector

IMC Inspector

UPC Inspector

UBC Legacy Certifications

ECO-3 CESCL

INSTRUCTOR

AST CONSTRUCTION MANAGEMENT

Edmonds Community

College, 2000-2021

AFFILIATIONS

WASHINGTON ASSOCIATE OF BUILDING OFFICIALS (WABO)

Member

AWARDS

WABO

2018 Associate of the Year

WABO

Outstanding Educational
Achievement 2011

Marty Gillis, CBO

NW REGIONAL MANAGER / SENIOR PLANS EXAMINER / BUILDING INSPECTOR

Ms. Gillis is an ICC Certified Building Official with over 30 years of experience in building department management, inspection, and plan review. She holds multiple ICC certifications, including Building Inspector, Plans Examiner, Mechanical Inspector, and IAPMO Plumbing Inspector. In 2012, she earned an associate degree in energy management. An award-winning educator since 2000, she has taught seminars and college-level courses. As a trusted Building Official, she has provided building administration services for many Washington State jurisdictions. Ms. Gillis has also been actively involved in WABO and the Washington State Building Code Council, contributing to building, energy, and green code development, and is a past president of several ICBO/ICC chapters.

EXPERIENCE

NW Regional Manager, Plans Examiner, Building Inspector

West Coast Code Consultants, Inc. / 2015 – Present

Provides management of programs and staff. Responsible for working with city staff, the design team, contractors, and owners in order to expedite review and inspections. Performed IRC, UBC and IBC review and inspection for 20 northwest jurisdictions.

Building Official, Manager

City of Federal Way / 2013 – 2015

Provided management of the Building Division. Responsible for managing staff, budget, training, and the quality review of plans and building inspections. Provided response to emergencies, coordinating code enforcement with Public Works, Police and Fire Marshal's Office.

Student

Edmonds Community College / 2010-2013

Returned to school during the recession in order to complete an AA degree in Energy Management.

Regional Manager, Plans Examiner

Bureau Veritas, Inc. / 1999-2010

Provided management of programs and staff. Responsible for working with city staff, the design team, contractors, and owners in order to expedite review and inspections. Performed UBC and IBC review and inspection for 20 northwest jurisdictions including Microsoft West Campus. Performed LEED plan review for USGBC.

Assistant Building Official, Plans Examiner

Kitsap County / 1980-2001

Managed the permit center, plan review and inspection divisions of the fastest growing county per capita. Provide management and coordination of services and staff.



West Coast Code Consultants, Inc.

EDUCATION

BACHELOR OF SCIENCE GEOGRAPHY

Weber State University

ASSOCIATE OF SCIENCE GENERAL STUDIES

Weber State University

CERTIFICATIONS

ICC CERTIFIED (# 8415185):

Building Plans Examiner

Permit Technician

Accessibility Inspector / Plans Examiner

AFFILIATIONS

BONNEVILLE CHAPTER OF ICC

Vice President

Alexa Nielsen

SENIOR PLANS EXAMINER

Ms. Nielsen has been a plans examiner for the past six years. She is an ICC certified building and accessibility plans examiner and has also received her permit technician certification. She provides plan review services to numerous jurisdictions throughout the western United States. She has an extensive amount of experience reviewing large, complicated projects and focuses on multi-family and commercial reviews for WC³. Ms. Nielsen has also contributed to the development, instruction, and maintenance of the WC³ Code Academy. Currently, she serves as the Lead to the nonstructural plan review team while also focusing her review efforts on commercial projects for clients throughout Utah, Nevada, Washington, and California.

EXPERIENCE

Lead Plans Examiner

West Coast Code Consultants, Inc. / 2015 – Present

Responsible for overseeing all nonstructural plan reviews for the Utah region. This includes assigning work, performing nonstructural reviews, performing quality control reviews, training nonstructural reviewers, and more. In this role she coordinates with multiple disciplines including architectural, mechanical, electrical, plumbing, and energy. Her focus is to ensure that code compliance and life safety is met for projects submitted for review.

Headguard / WSI / Lifeguard

Clearfield City Corporation / 2012 - 2017

Performed a variety of routine shift supervisory and poolside duties as needed to maintain the shift operations and services of the city's aquatic facility. Provided close supervision and training to Lifeguard(s), Water Safety Instructors; assured compliance with established policies and procedures for patron surveillance, rotations and interaction with patrons.

Recreational Staff

Layton City Corporation / 2015 - 2017

Performed a variety of recreational tasks for the city, including being a teacher in the Arts in the Park summer program, score kept for volleyball, softball and track. Helped organize and ensure the smooth running of monthly family events including movie nights, dances, game nights and other such family-friendly events.



West Coast Code Consultants, Inc.

EDUCATION

**MASTER OF
PUBLIC ADMINISTRATION**
Southern Utah University

**BACHELOR OF SCIENCE
PSYCHOLOGY & BUSINESS**
University Of Utah, 2007
Summa Cum Laude

LICENSES

LIMITED INSPECTOR
Utah 10992261-5602

CERTIFICATES

ICC CERTIFIED (#5244649):
Commercial Building Plans Examiner
Residential Plans Examiner
Accessibility Inspector/Plans Examiner
Commercial Energy Plans Examiner
Commercial Energy Inspector
Residential Energy Examiner
Residential Energy Inspector
Residential Plumbing Inspector
Permit Technician

Registered Stormwater Inspector

AFFILIATIONS

UTAH CHAPTER OF ICC
Member, Treasurer

UTAH CHAPTER OF ICC
Member, Treasurer
Past President, Vice President
And Secretary

**UTAH CHAPTER OF ICC PERMIT
TECH COMMITTEE**
Current Historian
Past Chairperson

Brittany Allen

LEAD PLANS EXAMINER / WC³ ACADEMY MANAGER

Ms. Brittany Allen has many years of managerial experience and more than twenty years of experience in permitting, plan review, inspections, business licensing, code enforcement, land use and development processes. She received her master's degree from Southern Utah University with an emphasis in Public Administration and graduated Summa Cum Laude with a bachelor's from the University of Utah. She is currently serving in the roles of Treasurer for both the Region XI and Utah Chapters of the ICC and Historian of the Utah Chapter ICC Permit Tech Committee. In the past, she has served the Chapters as President, Vice President, Secretary and Chairperson. On behalf of West Coast Code Consultants, Inc., Brittany provides plan review services to many jurisdictions throughout the western United States and holds many ICC certifications. She also oversees and heads the course production and development of our firm's WC³ Academy.

EXPERIENCE

Lead Plans Examiner / WC³ Academy Manager

West Coast Code Consultants, Inc. / 2019 – Present

Reviews blueprint plan documents to determine compliance with adopted building and energy codes. Works with clients and the public to answer code questions and obtain code compliance on construction documents. Prepares correspondence to building officials, architects, engineers, developers, and contractors about plan reviews for code compliance and design issues. Develops and maintain course content for online learning academy.

Associate Division Director

Salt Lake County Planning & Development Services / 2015 – 2019

Supervised the day-to-day operations and employees of Planning & Development Services. Oversaw the permitting, plan review, inspections, business licensing, planning, zoning, and code enforcement staff and processes. Provided guidance to metro townships, contract cities, and the unincorporated County to ensure government leaders are maintaining compliance with state laws and local ordinances. Tracked legislation and is actively involved in the legislative process. Works with the ULCT during the legislative session.

Permitting & Licensing Supervisor

Salt Lake County Planning & Development Services / 2010 - 2015

Supervised the building permit, plan review and business license processes, as well as staff and processes. Created and implemented standard operating procedures for all business licensing and building permit processes. Implemented an online permitting and plan review program.

Permit Technician

Salt Lake County Planning & Development Services / 2003 – 2010

Served as the primary contact for builders, inspectors, and agencies. Managed permit files for over 3,000 annual permits and updated 10,000 records from the past 20 years.



West Coast Code Consultants, Inc.

EDUCATION

ELECTRICAL PLAN REVIEW COURSES

Salt Lake Community College

LICENSES

COMBINATION INSPECTOR:

Utah 291964-5601

CERTIFICATIONS

ICC CERTIFIED (# 870413):

Combination Inspector
Electrical Inspector
Certified Building Official
Mechanical Inspector
Residential Energy Inspector /
Plans Examiner
Building Plans Examiner
Plumbing Inspector
Building Inspector
Mechanical Inspector UMC
Combination Inspector – Legacy
Plumbing Inspector UPC
Building Code Specialist
Commercial Combination Inspector

AFFILIATIONS

UTAH CHAPTER OF ICC
Member

**UTAH ASSOCIATION OF
BUILDING OFFICIALS**
Past President, Member

**UTAH ASSOCIATION OF PLUMBING
AND MECHANICAL OFFICIALS**
Member

**UTAH CHAPTER OF
INTERNATIONAL ASSOCIATION OF
ELECTRICAL INSPECTORS**
Treasurer, Member

**NORTHWESTERN SECTION
INTERNATIONAL ASSOCIATION OF
ELECTRICAL INSPECTORS**
Treasurer

**NORTHWESTERN SECTION
INTERNATIONAL ASSOCIATION OF
ELECTRICAL INSPECTORS**
Past President, Member

**UTAH CHAPTER OF
INTERNATIONAL ASSOCIATION OF
ELECTRICAL INSPECTORS**
Past President, Member

Layne Western, CBO

SENIOR PLANS EXAMINER

Mr. Western is an accomplished Senior Plans Examiner with over 30 years of industry experience. Layne's vast understanding of the construction and building industry within jurisdictional agencies, fosters a teamwork environment and makes certain that strategy is clearly defined while ensuring client project schedules, timeframes, budgets, and concerns are efficiently addressed. He previously worked as a Building Official for the Cities of Centerville and West Jordan. Layne has thirteen (13) certifications through the International Code Council (ICC) and is also a State licensed Combination Inspector. Layne is heavily relied upon and trusted because of his remarkable proficiency and skill.

EXPERIENCE

Senior Plans Examiner

West Coast Code Consultants, Inc. / 2022 – Present

Layne is responsible for many duties, some of which include reviewing building plans, specifications, and checks calculations of complex budlings to ensure compliance with currently adopted codes; preparing and maintaining records of plans, plan reviews, inspections, letters and reports prepared or used in connection with all building permits; and coordinates plan review and approvals with all other city departments. He is heavily relied upon and ensures public safety and health.

Building Official

City of West Jordan / 2018 – 2022

Responsible for all aspects of the Building Department. Oversaw a team of 10 permit technicians, plan reviewers and inspectors. Prepared and maintained reports for revenue, daily permit, and inspection activity. Layne interpreted, explained, and ensured compliance with City policies and procedures. He also performed plan reviews and inspections.

Senior Plans Examiner

City of West Jordan / 2000 - 2018

Supervise, organize, and review the work of technical and administrative personnel. Assist the Building Official in preparing the Building Department revenue and expense budgets. Manage the department in the absence of the Building Official. Provide and organize training for the division.

Building Official

Centerville City / 1999 - 2000

Oversaw all Building Department functions, supervised administrative staff, prepared budgets, adopted codes, and handled emergencies.

Building Inspector

City of West Jordan and Salt Lake County / 1994 - 1999

Perform daily electrical, mechanical, plumbing and building inspections on commercial and residential buildings.



West Coast Code Consultants, Inc.

EDUCATION

**BACHELOR OF SCIENCE
CONSTRUCTION MANAGEMENT**
Brigham Young University

LICENSES

COMBINATION INSPECTOR:
Utah: 11388549-5601

CERTIFICATIONS

ICC CERTIFIED (# 9275737):
Master Code Professional
Certified Building Official
Certified Fire Marshal
Certified Sustainability Professional
Fire Plans Examiner
Fire Inspector I & II
Accessibility Plans Examiner/Insp.
Combination Residential Inspector
Commercial Combination Inspector
Residential Plans Examiner
Permit Technician
+33 Additional Certifications

OSHA CERTIFIED:
30-Hour Hazard Recognition
Training/Certificate

AFFILIATIONS

BEEHIVE CHAPTER OF ICC
Member

Joshua Molnar, MCP, CBO, CFM

PLANS EXAMINER / INSPECTOR

Mr. Molnar holds a bachelor's degree in construction management, and has rapidly advanced at WC³. In less than one year, Mr. Molnar earned the designations of Master Code Professional, Certified Building Official, Certified Fire Marshal, Certified Sustainability Professional, and an additional 41 certifications from the International Code Council (ICC). Joshua has advanced into a role where his knowledge is be advantageous to the company and regularly performs plan review services on behalf of jurisdictional clients. When called upon, Mr. Molnar also serves as a back-up inspector to ensure building safety and determine code compliance associated with a variety of residential and commercial construction projects.

EXPERIENCE

Plans Examiner / Inspector

West Coast Code Consultants, Inc. / 2020 – Present

Ensures general public safety requirements are met by determining code compliance of commercial buildings and residential construction projects. Reviews building plans to assess adherence to municipal specifications, standards, regulations and applicable building, fire, accessibility, mechanical, electrical, and plumbing codes. Performs thorough building inspections to be sure construction activities and methods conform to current safety standards, ordinances, and regulations.

Project Assistant / Document Control

West Coast Code Consultants, Inc. / 2019 – 2020

Tracked projects, assigned work to review staff, coordinated inspections, and managed project close-outs.

Office Assistant

Centra Homes / 2018 – 2019

Handled purchasing transactions, maintained subcontractor records, created auditing reports, and assisted project managers with site preparations and inspections.

Teacher's Assistant

Brigham Young University - Idaho / 2018

Researched JavaScript methods to improve construction processes and helped develop prototypes for construction-related solutions.

Framer

Steve Rice Construction / 2017

Framed single-family homes, ensuring measurements and quality met project specifications while working with a team.

Home Renovator

Harvest Home Development / 2013

Renovated single and multi-family homes, coordinating effectively with management.



West Coast Code Consultants, Inc.

EDUCATION

MASTER OF ARCHITECTURE

Miami University of Ohio

BACHELOR OF ARCHITECTURE

University of Utah

LICENSES

ARCHITECT:

Utah 9765614-0301

OTHER

Fluent in Spanish and French

Matt Newbold

PLANS EXAMINER

Mr. Newbold is a knowledgeable professional with several years in the architecture, engineering, and construction industry. He holds a Master of Architecture from Miami University of Ohio, a Bachelor of Architecture from the University of Utah, and is a licensed Architect in the state of Utah. Matt has expanded upon his experience in the architecture field to apply what he's learned to construction document plan reviews. He utilizes his design knowledge of various building types to help hone his skills in determining code. He can prioritize and efficiently manage multiple assignments and enjoys working in an industry where building safety and passion for a commitment to excellence is highly valued.

EXPERIENCE

Building Plans Examiner

West Coast Code Consultants, Inc. / 2024 – Present

Responsible for the performance of architectural building plan reviews for multiple client jurisdictions. Reviews residential and commercial project plans, reports, and other development and design-related documents. Ensures that all assigned client applicant construction projects follow design standards, building, life safety, and accessibility requirements, as well as all applicable local, state, and federal codes or guidelines. Prepares written plan review correspondence for jurisdictional clientele.

Architect / Project Manager

JZW Architects / 2014 – 2024

Worked on and managed projects of various building types including multi-family, medical offices, retail, and retirement communities. Led a team of four staff members, including interns and drafters, through the design, documentation, and construction administration processes. Participated in various code reviews for numerous projects and gained a broad understanding of diverse project types regarding building code and existing building code. Selected to work on a team to craft and develop a manual designated for new employees to explain the firm's drafting standards.

Architectural Intern

Church of Jesus Christ of Latter Day Saints / 2012– 2013

Participated as part of a small team documenting and managing existing Church buildings in and around Salt Lake City, UT. Compared construction plans to actual construction and adjusted Revit software models accordingly for various buildings. Utilized the collected data and gathered information to prepare for future projects and adjustments to constructed buildings.

Architectural Intern

HFS Architects / 2008 – 2012

Leveraged experience from university courses to help HFS Architects transition from AutoCAD to Revit software. Assisted the firm in producing some of the very first projects that utilized Revit. Worked on a LEED (Leadership in Energy and Environmental Design) project and several institutional, higher education buildings.



West Coast Code Consultants, Inc.

EDUCATION

**MASTER OF CIVIL ENGINEERING
STRUCTURAL EMPHASIS**
University of Utah

**BACHELOR OF SCIENCE
CIVIL ENGINEERING**
Utah State University

LICENSES

PROFESSIONAL ENGINEER:
California C 80941
Texas 107991
Washington 53396

STRUCTURAL ENGINEER:
Utah 7697949-2203
California S6311
Washington 53396
Nevada 24835
Arizona 65835

CERTIFICATIONS

ICC CERTIFIED (# 8158994):
Certified Building Official
Building Plans Examiner
Building Code Specialist
Building Inspector
Commercial Building Inspector
Residential Building Inspector
Accessibility Plans Examiner / Insp.
Mechanical Plans Examiner
Commercial Mechanical Inspector
Commercial Energy Plans Examiner
Residential Energy Plans Examiner Res.
Energy Plans Examiner / Insp.
Permit Technician
Permit Specialist

AFFILIATIONS

**STRUCTURAL ENGINEERS
ASSOCIATION OF UTAH**
Past Secretary, Past Treasurer,
Past Residential Building Committee Chair,
Member

**UTAH CHAPTER OF ICC
BONNEVILLE CHAPTER OF ICC**
Member

Todd Snider, PE, SE, CBO

LEAD STRUCTURAL PLAN REVIEW ENGINEER

Mr. Snider is a licensed structural engineer and an International Code Council (ICC) certified Building Official, in addition to being a certified Building, Mechanical, Energy and Accessibility Plans Examiner. He received his master's degree from the University of Utah with an emphasis in structural engineering and has served as the Chairman of the Residential Building Committee and on the Board of Directors for the Structural Engineer's Association of Utah (SEAU). He provides plan review services to many jurisdictions throughout the western United States and has had multiple years of experience in the structural design of various building types. His expertise and knowledge are frequently sought out as an approved ICC instructor and Todd is regularly invited to teach code classes to building official, design professional, and contractor organizations throughout the United States.

EXPERIENCE

Regional Manager / Senior Plan Review Engineer

West Coast Code Consultants, Inc. / 2019 – Present

Leads a diverse team of plan reviewers, inspectors and other professionals located in WC³'s regional offices, in Utah. Manages inter-office plan review coordination between a variety of WC³ offices, located in multiple states. Regularly trains jurisdictions and other professional organizations throughout the United States in code compliance. Provides code consultation for architects to address code concerns on large projects.

Plan Review Supervisor / Senior Plan Review Engineer

West Coast Code Consultants, Inc. / 2011 – 2019

Managed plan review services for the Utah offices. Supervised the plan review and provided quality control of various projects. Performed complete plan reviews including, architectural, structural, energy, and green code. Trained and mentored staff as well as new plan reviewers in the standards of the company. Established and maintained WC³ standards for plan review services. Provided customer service and oversaw overall customer satisfaction.

Project Engineer

Ward Engineering Group / 2006 – 2011

Performed structural design including preparing structural drawings and calculations for various projects. Designed multiple buildings and structures including houses, tilt-up buildings, foundations for metal buildings and LNG tanks, masonry structures, parking garages, hotels, business, and other structures.

Engineering Intern

United Engineering Group / 2005 - 2005

Designed preliminary plats and final plat layouts for future subdivisions. Prepared drainage reports and studies for various developments. Performed feasibility studies for the development of various properties.



West Coast Code Consultants, Inc.

EDUCATION

**MASTER OF SCIENCE
CIVIL AND
ENVIRONMENTAL ENGINEERING
STRUCTURAL EMPHASIS**
Utah State University

**BACHELOR OF SCIENCE
CIVIL AND
ENVIRONMENTAL ENGINEERING
STRUCTURAL EMPHASIS**
Utah State University

LICENSES

PROFESSIONAL ENGINEER:
Utah 8903549-220
Washington 22025656

STRUCTURAL ENGINEER
Utah 8903549-2203
Nevada 031400

CERTIFICATIONS

ICC CERTIFIED (# 1008573):
Building Plans Examiner

AFFILIATIONS

**STRUCTURAL ENGINEERS
ASSOCIATION OF UTAH**
Member

SEAU MEMBERSHIP COMMITTEE
Past Chair

**AMERICAN SOCIETY OF CIVIL
ENGINEERS – STUDENT CHAPTER**
Past President, Former Member

AWARDS

UTAH STATE UNIVERSITY
Outstanding Junior & Senior of the Year
for Civil & Environmental Engineering

Scott Porter, PE, SE

SENIOR PLAN REVIEW ENGINEER

Scott Porter is a licensed professional structural engineer in the states of Utah and Washington. He received his master's degree from Utah State University with an emphasis in structural engineering and graduated at the top of his class. Prior to joining West Coast Code Consultants, Inc. (WC³) in 2020, Scott spent ten years designing numerous projects with a local structural consulting firm. He attained an extensive background and breadth of knowledge in a variety of construction types, and has design expertise in steel, concrete, masonry, wood, and cold formed metal stud structures. Mr. Porter also has experience performing seismic evaluations and retrofits of existing buildings, and regularly applies his vast understanding of engineering principles to WC³ projects for plan review.

EXPERIENCE

Structural Plan Review Engineer

West Coast Code Consultants, Inc. / 2020 – Present

Responsible for reviewing construction plans and/or related documentation to ensure compliance of proposed construction with applicable codes, standards and ordinances relating to residential, multi-family and commercial properties. Prepares written reports on code discrepancies and code violations. Provides information and technical assistance, as well as re-amends solutions to WC³ clients and associated project teams.

Professional Structural Engineer

ARW Engineers / 2010 – 2020

Designed commercial buildings including warehouses, retail stores and religious facilities. Worked on seismic retrofits of existing buildings using ASCE 41. Designed various projects using steel, concrete, reinforced masonry, wood, and metal studs. Prepared construction documents consisting of the drawings, specifications, contracting requirements, procurement requirements, modifications, and addenda.

Graduate Research Assistant

Utah State University / 2008 - 2010

Tested precast connections used in accelerated bridge construction. Wrote technical papers to assist the professor. Carried out research and administrative tasks as needed.

Civil Engineering Internship

Utah Department of Transportation (UDOT) / 2007

Tested concrete, asphalt, and road base for Legacy Parkway. Legacy Parkway is an 11.5-mile-long, four-lane, access-controlled parkway, located almost completely within Davis County, Utah.



West Coast Code Consultants, Inc.

EDUCATION

**BACHELOR OF SCIENCE
CIVIL ENGINEERING**
Brigham Young University

LICENSES

PROFESSIONAL ENGINEER
Utah 4770040

PROFESSIONAL CIVIL ENGINEER
Alabama 35458
Arkansas 16801
California C66412
Georgia PE041674
Oklahoma 28254
Rhode Island 11452
South Carolina 32759
Virginia 54617

CERTIFICATES

ICC CERTIFIED (# 9363060):
Building Plans Examiner

AFFILIATIONS

SEAU
Past Board Member

**AMERICAN INSTITUTE OF
STEEL CONSTRUCTION**
Member

John W. Coffey, PE

SENIOR PLAN REVIEW ENGINEER

Mr. Coffey holds a Bachelor of Science from Brigham Young University in Civil Engineering and is a credentialed engineer with licensure in several states. He has years of valuable experience in the building industry, with many performing design services in the structural engineering field. John has an expansive portfolio of new and rehabilitation projects throughout the western United States displaying his vast structural design knowledge of various building types, including public works buildings, condominiums, parking structures, aircraft hangars, temporary support structures, warehouses, and a variety of residential projects. He is well-versed in the review of structural drawings, plans, and calculations, in addition to current building codes. John is heavily relied upon as a knowledgeable professional at WC³.

EXPERIENCE

Structural Plan Review Engineer

West Coast Code Consultants, Inc. / 2023 – Present

Reviews construction plans for code compliance in residential, multi-family, and commercial properties. Prepares reports on code discrepancies and violations. Provides information and technical assistance, as well as re-amends solutions to clients and associated project teams.

Senior Structural Engineer

Michael Baker International / 2009 – 2023

Led a structural engineering group in designing new structures and renovations. Performed seismic investigations, anti-terrorism, and progressive collapse designs for federal facilities and commercial buildings. Attended coordination meetings and site visits.

Project Engineer

Farley Engineering / 2008 - 2009

Responsible for all technical and engineering aspects of assigned projects. Plan, schedule, predict and manage tasks to assure accuracy, proper resources, and quality from start to finish. Provided the design of a 4-story assisted living commercial building.

Project Engineer

Dunn Associates / 2006 - 2008

Responsible for the supervision of junior engineers in project design. Attended project coordination meetings and construction site visits. Designed commercial buildings such as condos, resorts, warehouses, residential twin homes and retail strip malls.

Project Engineer

Reeve & Associates / 2002 - 2006

Led the Structural Engineering Department, designing residential and commercial buildings. Supervised drafting and engineering staff, attended pre-design meetings, and managed construction issues.

Staff Engineer

Tanner Smith & Associates / 1998 - 2001



West Coast Code Consultants, Inc.

EDUCATION

MASTER OF SCIENCE STRUCTURAL ENGINEERING

University of California, 2013

BACHELOR OF SCIENCE CIVIL ENGINEERING

Oregon State University, 2007 – 2012

INTERNATIONAL DEGREE CIVIL ENGINEERING

Oregon State University, 2007 – 2012

BACHELOR OF ARTS CIVIL ENGINEERING

Oregon State University, 2007 - 2012

LICENSES

PROFESSIONAL ENGINEER

Utah 11320259-2202

California C 86936

Oregon 86159PE

Nevada 032712

AFFILIATIONS

STRUCTURAL ENGINEERS ASSOCIATION OF UTAH

Member, Board Member

ORDER OF THE ENGINEER

Member

INTERNATIONAL CODE COUNCIL

Member

Christina R. Garrett, PE

SENIOR PLAN REVIEW ENGINEER

Ms. Garrett is a licensed Professional Engineer in Utah, California, and Oregon, with a Master of Science in Structural Engineering from the University of California. Before joining West Coast Code Consultants, Inc. (WC³), she gained extensive experience in the analysis, design, and construction of gravity and lateral structural systems. Christina has worked on a wide range of federal, industrial, and commercial projects, specializing in reinforced concrete, masonry, steel, light gauge, and wood. She is highly regarded for her attention to detail, thoroughness, and technical expertise.

EXPERIENCE

Structural Plan Review Engineer

West Coast Code Consultants, Inc. / 2023 – Present

Responsible for reviewing construction plans and related documentation to ensure compliance with structural calculations, applicable codes, standards, and ordinances for residential, multi-family, and commercial properties. Prepares reports on code discrepancies and collaborates effectively with jurisdictional clients, applicants, and contractors to develop solutions.

Professional Engineer

Michael Baker International, Structural Engineering Group / 2016 – 2023

Performed the internal technical review and quality control for many projects. Performed the analysis, design, and construction administration for steel, reinforced concrete, masonry, light gauge, and wood structural elements for federal, industrial, and commercial projects.

Assistant

University of California, San Diego, Dept. of Structural Engineering / 2012 – 2013

Served as a teaching assistant for the following classes: Prestress Concrete Design, Timber Design, Geotechnical Engineering, and Steel Design. Served as a grader for the Earthquake Engineering class.

Structural Engineering Intern

CH2M Hill, Water Business Group, Structural Engineering Group / 2011 – 2012

Worked part-time on the analysis, design, and construction administration for reinforced concrete and steel structural components of municipal water and wastewater treatment plants.

Structural Engineering Intern

CH2M Hill, Gov Facilities & Infrastructure, Structural Engineering Group / 2011 – 2011

Worked full-time on the analysis, design, and construction administration for structural components of federal projects under guidance from senior engineers with materials such as cold-formed steel, wood, masonry, and reinforced concrete.

Engineering Intern

City of Portland Water Bureau, Engineering Project Planning / 2010 – 2010

Developed a comprehensive document that lays out the reasoning behind the method chosen to improve the fire flow, redundancy, and pressure discrepancies in a sector of Portland's water system.



West Coast Code Consultants, Inc.

EDUCATION

FIRE SCIENCE/FIRE INVESTIGATION

Edmonds Community College, WA

PERSONAL TRAINING

Inspection, Investigation & Code Classes

CERTIFICATIONS

NICET Fire Alarm Systems

NICET Water-Based System Layout

NICET Inspecting and Testing of
Water-Based Systems

WA State Fire Marshal's Office Fire
Sprinkler Insp. and Testing Technician

WA State Fire Marshal's Office Fire
Sprinkler Designer – Level II

AFFILIATIONS

SNO-PAC 911

Served On Board Of Directors

SNOHOMISH COUNTY ENHANCED 911

Served On Board Of Directors

WASHINGTON STATE ASSOCIATION OF FIRE TECHNICAL ADVISORY COMMITTEE

Former Member

LAKE STEVENS TRAFFIC SAFETY COALITION

SNOHOMISH COUNTY FIRE PREVENTION OFFICERS

KING COUNTY FIRE PREVENTION OFFICERS

ZONE 1 FIRE MARSHAL'S ADVISORY BOARD

Jerry Job

FIRE PLANS EXAMINER / INSPECTOR

Mr. Job has 25+ years' experience as a Firefighter, Fire Officer and EMT. Jerry is appreciated for his knowledge of fire sprinkler operations, design, hydraulic calculations, and installation requirements. He also has exceptional credentials regarding fire alarm operation, design, installation, and testing requirements. Starting in 2017 Mr. Job served as acting Fire Marshal of the City of Lynnwood, using his knowledge of commercial hood suppression system inspection, testing requirements and understanding of general fire prevention best practices too. He has attended numerous classes in the areas of fire codes, fire investigation and plan reviews in order to stay up to date on current codes.

EXPERIENCE

Fire Plans Examiner & Inspector

West Coast Code Consultants, Inc. / 2019 – Present

Oversee the plan review services provided by West Coast Code Consultants for various jurisdictions. Applies extensive fire prevention knowledge and experience to ensure all plan reviews exceed expectations and ensure fire safety to the community.

Fire Inspector/Plans Examiner

City of Lynnwood Fire Department / 2005 – 2019

Conducted annual fire inspections for commercial, industrial, and residential properties. Performed acceptance tests for fire sprinkler, alarm, and hood suppression systems, and conducted fire investigations to determine origin and cause, often collaborating with Lynnwood PD on arson cases. Reviewed land use, civil, mechanical, and building plans for fire code compliance, as well as fire alarm, sprinkler, and hood suppression plans. Worked with developers, designers, and other city departments on code compliance. Attended fire prevention meetings and staff meetings, developed Fire Prevention Standards, and completed a full re-write of the Lynnwood Municipal Fire Code.

Fire Sprinkler/Fire Alarm Systems Plan Reviewer

Waldron Resources / 2005 – 2005

Temporary assignment with Pierce County Fire Marshal's to assist with plan review back log and performed fire sprinkler and fire alarm plan reviews of commercial and residential occupancies

Deputy Chief/Fire Marshal

Snohomish County Fire District #8 / 1986 - 2005

Supervised Fire Prevention, Training, and Maintenance Divisions, including the Recruit Training Academy and part-paid duty crew program. Managed budgets, conducted fire inspections, investigations, and plan reviews for the City of Lake Stevens. Worked with developers and owners on code compliance, served as liaison between agencies and the Fire District, and coordinated district communication equipment. Collaborated with schools and businesses to create emergency preparedness plans. As a Fire Investigator with a law enforcement commission (expired), implemented a fire inspection program and developed a fire sprinkler ordinance for the City of Lake Stevens.



West Coast Code Consultants, Inc.

EDUCATION

BACHELOR OF ARTS

Chapman University Loyola, CA

ASSOCIATE OF APPLIED SCIENCE

Vincennes University, IN

JOURNEYMAN APPRENTICESHIP FIRE SPRINKLER FITTER

South Seattle Community College
West Seattle, WA

LICENSES

Journeyman Fire Sprinkler Fitter

CERTIFICATES

NATIONAL FIRE ACADEMY:

NFA Fire & Life Safety Plan Reviews
NFA Health & Safety Officer
NFA Hydraulic Calculations

NATIONAL FIRE PROTECTION ASSOCIATION:

IA AI Fire & Arson Investigator
IFSAC Fire Inspector I
IFSAC Fire Instructor I
Fire Protection Specialist

STATE OF WASHINGTON

Fire Inspector
Hazardous Materials Safety Officer
Hazmat Operations Trainer
Fire Instructor

OTHER:

FEMA Level III Safety Officer
FEMA ICS Trainer
DoD Fire Inspector
NICET ITM 25

Craig Hanson, CFPS

FIRE PROTECTION SPECIALIST

Mr. Hanson is a Certified Fire Protection Specialist and experienced fire plans examiner, fire inspector, fire marshal, union fire sprinkler fitter, and military veteran with over 30 years of fire prevention experience in the United States, Afghanistan, Kuwait, and Iraq. He holds certifications through ICC, the National Fire Academy, IFSAC, AFAA, DOD, and more with extensive real-life experience in relation to fire protection, construction, and life safety. Past experience also includes instructing for the International Code Council (ICC) at EduCode; various Idaho and Utah building official conferences; the Washington State Fire Academy; and several military installations. Craig serves WC³ as the Fire Division Manager and an integral member of the Fire Prevention team.

EXPERIENCE

Fire Division Manager

West Coast Code Consultants, Inc. / 2023 – Present

Manages fire prevention team responsible for performing company-wide fire and life safety and fire protection system plan reviews, as well as fire inspection services. Accountable for the complete plan review of projects seeking permits to ensure that designs are safe and in compliance with the adopted codes and national standards.

Senior Fire Plans Examiner

West Coast Code Consultants, Inc. / 2019 – 2023

Provide comprehensive fire and life safety services to the fire prevention community. Verify projects and facilities are compliant with the provisions outlined with international, state, and local codes and standards regarding fire protection plans, specifications, and calculations. Interact on a regular basis with fire marshals, building officials and serves as a liaison to all WC³ clients located in Idaho.

Fire Sprinkler Technician

Vectrus International, Kuwait / 2018 - 2019

Fire Inspector

DynaCorp International, Kandahar, AF / 2017 - 2018

Fire Plans Examiner / Fire Inspector

City of Meridian, ID (Contractor) / 2016 - 2017

Deputy Fire Marshal

Kitsap County, WA / 2007 - 2014

Fire Sprinkler Journeyman Fitter

UA Local 699, Seattle, WA / 1994 – 2007

Senior Operations Team Leader

Homeland Response Force Hazmat Team, US Army, Iraq / 1987 - 2013



West Coast Code Consultants, Inc.

EDUCATION

**BACHELOR OF SCIENCE
FIRE PROTECTION ENGINEERING**
University of Maryland, 1998

LICENSES

FIRE PROTECTION ENGINEERING
California - 1546
Utah - 14215846-2202
Nevada - 015606
Washington - 25012992

CERTIFICATES

ICC CERTIFIED:
Commercial Fire Alarm Plans Examiner I
Commercial Fire Alarm Plans Examiner II

Stephen DiGiovanni, FPE

FIRE PROTECTION ENGINEER

Mr. DiGiovanni is an experienced Fire Protection Engineer with over 20 years of service in the public sector, specializing in fire protection systems, code development, and policy creation. He has a proven track record in the review and approval of major construction projects, with notable involvement in high-profile developments such as the MGM City Center, Allegiant Stadium, and the Venetian Casino and Resort. Stephen has a comprehensive understanding of industrial, commercial, and residential fire protection needs and is adept at applying national fire and building codes. He has strong leadership experience in both the NFPA and ICC, and participated in leading code development initiatives on the national level. Stephen holds professional engineer licensure in California, Utah, Nevada, and Washington with a degree in Fire Protection Engineering from the University of Maryland.

EXPERIENCE

Fire Protection Engineer

West Coast Code Consultants, Inc. / 2025 – Present

Responsible for reviewing and approving fire protection plans, ensuring compliance with national codes and standards such as the IBC, IFC, and NFPA. Collaborates with architects and contractors, and provides expert guidance on fire safety to the internal teams and external stakeholders of jurisdictional clientele. Ensures that fire protection systems meet the highest standards across various building types and industries.

Fire Protection Engineer

Clark County, Nevada / 2004 – 2025

Reviewed and approved fire protection reports and alternate materials for major projects, including MGM City Center, the Palazzo (Venetian), and Allegiant Stadium. Applied key codes and standards such as the IBC, IFC, and NFPA guidelines across various building types and operations. Contributed to the development of department policies, including code adoption, guidelines, and review checklists. Expertise extended to national code development, serving on committees such as the NFPA 72 Technical Correlating Committee, ICC Fire Action Code Committee, and the ICC Ad Hoc Committee for Tall Wood Buildings (committee chair).

Fire Protection Engineer

North Las Vegas, Nevada / 2000 – 2004

Reviewed and approved construction plans for various projects, with a focus on industrial applications such as large warehouses, hazardous material operations, and fuel storage. Represented the Fire Department at Planning Commission hearings, offering recommendations on land use, zoning, and special use approvals. Developed and implemented an updated fee schedule.

Associate - Fire Protection Management

RJA Group / 1999 – 2000

3rd party commissioning and testing of smoke control systems for new construction. Performed building inspections on behalf of jurisdictional AHJ.



West Coast Code Consultants, Inc.

EDUCATION

BACHELOR OF SCIENCE FIRE PREVENTION TECHNOLOGY

Cogswell College, 2006

4-Year Management Course Executive Fire Officer

National Fire Academy, 2005

ASSOCIATE OF SCIENCE FIRE SCIENCE

Community College of Air Force, 1997

NEVADA CATEGORY II PEACE OFFICER (P.O.S.T.)

1992

CERTIFICATES

ICC CERTIFIED (#882479):

Fire Plans Examiner

Fire Inspector II

NATIONAL FIRE ACADEMY:

Executive Fire Officer

Executive Leadership

Managerial Issues in

Hazardous Materials

Executive Planning

Personnel Management Fire Service

Political & Legal Foundations

of Fire Threat

Strategic Management of Change

Executive Development

Mgmt. of Arson Prevention and Control

Plan Review for Inspectors

Principles of Fire Protection Systems

Manager of Fire Prevention Programs

Fire Chief

OTHER:

NFA Executive Fire Officer

NFPA Fire Officer IV

Juvenile Firesetter Intervention

Specialist I

Public Information Officer

AFFILIATIONS

National Fire Protection Association

International Code Council

International Fire Marshals Association

International Firefighters Association

Fire Prevention Association of Nevada

Nevada International Association of

Arson Investigators

Bob King, EFO, CFPE

FIRE PROTECTION SPECIALIST

Mr. King has a Bachelor's in Fire Prevention Technology and is certified as an NFPA Fire Officer IV, obtaining Executive Fire Officer status through the U.S. Fire Administration National Fire Academy. Bob is also certified as a Fire Inspector II and Fire Plans Examiner through the ICC. Throughout his career, he has worked as a Firefighter, Fire Inspector, and Station Captain in the active-duty U.S. Air Force; served as a MSgt/Battalion Chief in the Air National Guard Fire Department; and as a Deputy State Fire Marshal for the Nevada State Fire Marshal Division. For many years, he served the Sparks, Nevada Fire Department as both an Assistant Fire Marshal and Division Chief/Fire Marshal in addition to serving the State of Nevada as a Peace Officer for 27 years.

EXPERIENCE

Fire Protection Specialist

West Coast Code Consultants / November 2020 – Present

Accountable for the complete fire prevention plan review of projects for clients seeking to ensure that designs are safe and in compliance with adopted codes. Responsible for acting as a client liaison and project manager on behalf of WC³ clients in the northern Nevada territory or region.

Division Chief / Fire Marshal / Former Assistant Fire Marshal

Sparks Nevada Fire Department / 1994 – 2019

Directed the works of the Fire Prevention Division of the Fire Department, implementing objectives, policies, procedures, and work standards. Selected, supervised, trained, and developed division staff. Oversaw fire plan review services, consulting with developers, architects, contractors, and applicants regarding fire code regulations. Performed Peace Officer duties involving the protection of life and property, complex and skilled criminal investigation, law enforcement, crime prevention and case preparation and testimony.

Nevada Deputy State Fire Marshal

State of Nevada / 1991 – 1994

Conducted fire and life safety reviews and inspections across 14 Nevada counties. Led certification programs, assessed rural fire departments' training needs, and investigated fire causes, including fraud and malpractice claims.

Firefighter - MSGT/Station Captain

Nevada Air National Guard / 1991 - 2003

Responded to aircraft and structural emergencies as required, suppressed fires, and took precautions to prevent re-ignition. Protected and preserved evidence indicating fire cause.

Fire Protection Specialist

United States Air Force / 1982 – 1991

Served as a firefighter, suppressing fires and conducting inspections. Trained 2,300 personnel in fire prevention. Directed crews as Station Captain and transitioned to the Nevada Air National Guard after an honorable discharge.