



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

BUILDING, ZONING & ORDINANCE (BZO) COMMITTEE MEETING

FRIDAY, MAY 22, 2026 AT 9:00 AM

Village Hall Council Room

250 Williams Street

Williams Bay, WI 53191

There may be a quorum of Village Trustees present, no board business will be conducted.

The meeting will be live-streamed on the Village of Williams Bay's YouTube, which can be found here: <https://youtube.com/live/mC1c3UIJynw?feature=share>

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Call to Order
- II. Roll Call
- III. Village of Williams Bay Request For Proposals (RFP) - Building Inspectional Services
- IV. **Closed Session.** Closed session pursuant to Wis. Stat. §19.85 (1) (e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, concerning: (1) Proposals to Provide Building Inspectional Services for the Village
- V. **Open Session** - Return to Open Session.
- VI. **Open Session** - Discussion and Possible Action on Items Discussed in Closed Session
- VII. Adjourn

Susan Franzen
Building, Zoning and Ordinances Chair

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 05/19/2026 5:00 PM

**Village of Williams Bay
Request for Proposals
Building Inspection Services**

Title	Request for Proposal Building Inspection Services
Summary	The Village of Williams Bay is seeking responsive and responsible individuals and firms to submit proposals for providing contracted building inspection and related services.
Contact	Village of Williams Bay 250 Williams Street, PO Box 580 Williams Bay, WI 53191 (262)245-2700 (phone) https://www.williamsbay.org/ David Lothspeich, Village Administrator admin@vi.williamsbay.wi.gov
Submittal Due Date	May 1, 2026 at 3 pm
Required Submittal	Submit one (1) digital copy of the proposal in PDF format to David Lothspeich, Village Administrator, at admin@vi.williamsbay.wi.gov. On subject line of email, please indicate "Proposal for Building Inspection Services."
Submittal Content	<p><u>Proposal Requirements:</u> Please provide the following information in a clear and concise manner.</p> <ol style="list-style-type: none"> 1) Provide general information about the contractor, staff experience, credentials/certifications, and training. Include number of years in business and proof of financial stability. Include examples of experience performing similar work for other municipalities for each staff member being proposed to complete work for the Village. 2) The Village will provide the selected contractor an office, computer, and phone at Village Hall. Provide requirements for any additional office space, materials, equipment, or access that would be requested from the Village. 3) The Village requires a minimum of three (3.0) in-office hours per week. Provide a detailed and all-inclusive inspector fee schedule for building inspection services, office hours, meeting attendance, and any reimbursable expenses such as mileage. 4) Describe contractor permit system and provide sample reports that would be provided to the Village. Indicate reporting schedule. 5) Provide proof that the contractor is licensed, bonded, and insured. For Commercial General Liability, inspector shall carry an aggregate coverage limit of at least \$2,000,000, with a per occurrence coverage limit of at least \$1,000,000 and a deductible of no more than \$2,500. For automobile liability, inspector shall carry a combined single limit of \$1,000,000. 6) Provide three or more professional references concerning building permit and inspections services provided to Wisconsin communities.

Permit and Inspection History

Community. The Village of Williams Bay is located in Walworth County in Southeast Wisconsin on the northerly shores of Geneva Lake. The Village’s population is approximately 2,900 with summer seasonal population increasing 2-3 times. The Village is primarily residential and has a strong tourism economy,

Permit History. Permits issued between 2020 and 2025:

Category/Permit Type	2025	2024	2023	2022	2021	2020
Accessory Structure (Commercial Misc./I	5	0	0	0	0	0
Accessory Structure (Residential Misc./O	6	5	11	10	10	6
Commercial Alteration	6	3	3	1	6	6
Deck	14	18	15	2	0	0
Demolition	8	3	7	4	0	0
Electrical Permit	30	26	25	19	16	8
Erosion Control	1	1	0	0	0	0
Fire Sprinklers	3	1	0	0	0	0
HVAC Permit	24	31	15	16	18	10
New Commercial	0	6	1	0	2	6
New Multi-Family	0	1	1	0	0	0
NEW SINGLE FAMILY DWELLING	28	18	21	19	28	17
Occupancy	0	1	0	0	0	0
Outside Sewer	3	2	1	1	0	0
Plumbing Permit	19	24	16	21	10	18
Pool/Hot Tub (Residential Misc./One Sto	0	2	0	2	0	0
Porch/Stairs	1	1	0	0	0	0
Re-Roof	16	39	26	34	0	0
Residential Addition	0	10	35	0	59	52
Residential Alteration	30	57	13	41	76	78
Siding	10	4	7	5	0	0
Window/Door Replacement	5	6	5	4	0	0
	209	259	202	179	225	201
Total Valuation	\$27,466,578	\$78,532,736	\$14,840,692	\$13,672,054	\$21,606,517	\$12,664,590
Total Fees Paid	\$329,758	\$350,401	\$312,743	\$160,012	\$330,006	\$199,575

Scope of Services

Building inspection duties include but are not limited to the following:

- 1) Review building permit applications and building plans. Conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential construction within the Village of Williams Bay. These include footings, foundations, basement floors, erosion control and final occupancies.
- 2) Coordinate building permit applications with Zoning Administrator for Zoning Code compliance prior to issuance of building permit.
- 3) The Inspector will use their permit system to maintain adequate records to support decisions.
- 4) Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
- 5) Conduct all necessary inspections on permitted activities such as, but not limited to, decks, swimming pools, accessory buildings, and residential alterations and additions.
- 6) Provide Inspection Reports to the Zoning Administrator for all inspections within one (1) week of inspection completion (unless otherwise agreed upon).
- 7) Assist Code Compliance Officers with inquiries and code enforcement. The building inspector must proactively examine properties with approved plans for compliance and identify violations. Coordinate with Village personnel and Village Attorney, as needed for enforcement activities.

	<p>8) Assist with the investigation of complaints related to the State building code and Village Ordinances, including but not limited to inspections for occupancy permits, structural property maintenance violations, etc.</p> <p>9) Provide a minimum of three (3.0) established public office hours per week at Village Hall and coordinate schedule with Police, Fire and Zoning Departments.</p> <p>10)Furnish a telephone number to the Village for public dissemination where contractor may be contacted by Village officials and citizens.</p> <p>11) Attend occasional meetings as requested.</p>
Rights Reserved	<p>The Village is not liable for any cost incurred by contractors in replying to this solicitation. The Village reserves the right to reject any and all proposals and may negotiate the terms of the contract with the selected contractor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring contractor, the Village may negotiate a contract with the next highest scoring contractor.</p>
Selection	<p>The Village has a number of significant developments that were recently approved including a single-family development and a limited resort and having the contractor in place prior to the start of construction is desired.</p> <p>Capabilities</p> <ol style="list-style-type: none"> 1) Provide current capacity to take on our activity, need to recruit additional staff? 2) Confirm certifications of current staff. 3) Inspections performed in person or via photographs. 4) Ability to transition from current provider. 5) Confirm standards for responding to applications, requests for consultation, request for inspections and other relevant service interaction. <p><u>Method of Selection</u></p> <ol style="list-style-type: none"> 1) An initial screening of the proposals will be conducted to establish a short list of qualified firms/individuals. The short list will be provided in alphabetical order without any ranking whatsoever. 2) The Selection Committee will consist of the Chair for the Buildings & Zoning Committee, the Chair of the Finance and Personnel Committee and the Village Administrator. 3) The following selection criteria will be the basis for Firm selection: <ol style="list-style-type: none"> a) Vendor Qualifications (70%) <ol style="list-style-type: none"> a. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal. b. The firm submits a copy of its licenses, bonds and insurance. c. Overall qualifications, experience, and competence of staff. d. Demonstrated experience doing similar work in comparable communities. e. Demonstrated experience working with the public. f. Reference checks. b) Proposed compensation for services (30%)
Intent to Award Notification	<p>All contractors who respond to this solicitation will be notified in writing of the Village's intent to award a contract as a result of this RFP.</p>

BUILDING INSPECTIONAL SERVICES CONTRACTORS - SE WISCONSIN

Company	Contact	Address	Phone Number
3C Inspect, LLC.	Ryan Lindsey	2038 Ridgeway RD Monroe, WI 53566	608-558-6055
General Engineering Company (GEC)	Michel Parrott	916 Silver Lake Dr, Portage, WI 53901	(608) 742-2169
Safebuilt	David Hendrix		262.202.2173
Municipal Code Enforcement	Allison Schwark		262-249-6701
MSA Professional Services, Inc	Deb Benesh	Milwaukee, WI	1 (563) 424-3691



Request for Proposals (RFP)

Building Inspection Services

ELECTRONIC SUBMITTAL



Village of Williams Bay, WI
May 1, 2026 | 3:00 pm

Alan Greene

Senior Account Manager
224.250.4010
agreene@safebuilt.com

Dave Hendrix

Regional Operations Manager
262.202.2173
dhendrix@safebuilt.com

Thursday, April 30, 2026

HEADQUARTERS

444 N. Cleveland Avenue
Loveland, CO 80537
866.977.4111
www.safebuilt.com

BUILDING CODE SERVICES

Building Official
Plan Review
Inspection
Code Enforcement
Fire Prevention
Permit Technician
Permitting Software

PROFESSIONAL SERVICES

Planning & Zoning
Grant Writing & Management
Engineering
Parks/O&M/On-Site Services
Construction Services
Landscape Architecture & Urbanism
Construction Engineering Inspection
IT, Data, & Technology Services
Real Estate/Right-of-Way
Transportation & Mobility
Surveying & Mapping
Disaster & Recovery

ACCOUNT/SALES CONTACT

Alan Greene
Senior Account Manager
224.250.4010
agreene@safebuilt.com

OPERATIONS CONTACT

Dave Hendrix
Regional Operations Manager
262.202.2173
dhendrix@safebuilt.com

Village of Williams Bay
Attn: David Lothspeich, Village Administrator
Emailed to: admin@vi.williamsbay.wi.gov
250 Williams Street, PO Box 580
Williams Bay, WI 53191

Dear David Lothspeich,

SAFEbuilt Wisconsin, LLC (SAFEbuilt) is pleased to present this proposal in response to the Request for Proposals for Building Inspection Services for the Village of Williams Bay (Village). We are eager to continue our successful partnership with the Village, building upon the foundation of trust and efficient service established since 2021. Our comprehensive proposal outlines our commitment to providing responsive, reliable, and expert building inspection services that meet the unique needs of your community.

As the incumbent provider, SAFEbuilt brings invaluable institutional knowledge and a deep understanding of the Village’s specific requirements, processes, and the dynamics of serving both year-round and seasonal populations. Our Wisconsin-based team of 33 dedicated professionals currently supports 54 municipalities across the state, including neighboring communities such as the Village of Fontana-on-Geneva Lake, the City of Lake Geneva, the Town of Linn, and the Town of Burlington. This local presence ensures rapid response times and a strong familiarity with community concerns and values. In 2025 alone, our assigned staff conducted over 1,000 inspections for the Village, and over 400 in 2026 so far.

Our team is composed of highly qualified, full-time SAFEbuilt employees, ensuring consistent quality and accountability. Each member holds all required certifications in residential and commercial construction, plumbing, electrical, energy conservation, and HVAC, including Master Plumbers and Master Electricians capable of handling complex commercial projects. We are committed to ongoing professional development through the SAFEbuilt Academy, an ICC Preferred Provider, which ensures our staff remains at the forefront of code knowledge and best practices. This expertise enables us to seamlessly provide all primary and secondary services outlined in your RFP, including reviewing permit applications and plans, conducting thorough inspections, coordinating with the Zoning Administrator, maintaining detailed records, providing inspection reports, assisting with code compliance and complaint investigation, and offering consistent public office hours at Village Hall.

We are well-positioned to continue supporting the Village of Williams Bay in managing growth, safeguarding public safety, and preserving community character. We are confident that our experienced team, robust technology, and collaborative approach will continue to deliver the high-quality, dependable building services the Village expects. We appreciate this opportunity to reaffirm our commitment to the Village and look forward to continuing to serve your community.

Sincerely,



Chris Giordano, CEO of SAFEbuilt, LLC





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Tab 1
Qualifications &
Experience



QUALIFICATIONS & EXPERIENCE

Since 1992, SAFEbuilt has grown from a small Northern Colorado inspection firm into a national community development partner serving more than 2,000 local governments across 41 states and the District of Columbia. Today, over 1,700 professionals deliver scalable, third party solutions across the full spectrum of community development services.

SAFEbuilt has been providing building department services in Wisconsin since 2015, following the acquisition of a long standing local provider with municipal relationships dating back to 2006. Across the state, our 33 Wisconsin based professionals support 54 municipalities, one municipal agency, the State of Wisconsin, and one private provider with building department services, including inspections for 50 clients and plan reviews for 42.

The Village of Williams Bay has partnered with SAFEbuilt since 2021 to support a responsive, reliable building inspection program that makes it easier to manage growth while protecting public safety. We understand the Village’s need for in person inspection services, clear communication, and dependable permit reporting that serve both year round residents and a significantly larger seasonal population.

For the Village, our currently assigned staff has conducted over 1,000 inspections for building in 2025 alone, including roof and erosion; mechanical; electrical; and plumbing, as well as have completed plan reviews for a variety projects in the Village. From residential additions to several large commercial projects, our team has provided the expertise, guidance, and service delivery at the right staffing level to keep the community going without strains on budget and Village resources.

Backed by the deep bench of our national and state teams, we provide the Village with licensed and certified inspectors and related services personnel, flexible staffing aligned with permit volume, and a proven permit system that delivers timely, accurate, and easy to use reports for Village staff. Our role is to help Village officials, builders, and residents navigate the permitting and inspection process with confidence—from application through final occupancy—so the Village can maintain code compliance, safeguard public safety, preserve its community character, and effectively manage current and future development.

FIRM RÉSUMÉ

OFFERER

SAFEbuilt Wisconsin, LLC

Incorporated in Delaware on
October 10, 2015

PARENT

SAFEbuilt, LLC

Established in 1992 and
Incorporated in Colorado
on April 19, 1999

DUNS NUMBER

#018747836 for parent
SAFEbuilt, LLC

HEADQUARTERS

444 N. Cleveland Avenue
Loveland, CO 80537
P: 866.977.4111
F: 877.203.2704
www.safebuilt.com

CLIENTS

54 Municipalities,
1 Municipal Agency, the
State of Wisconsin,
and 1 Private Provider Client
in Wisconsin
2,000+ Nationwide

EMPLOYEES

33 in Wisconsin
1,700+ Nationwide

POINTS OF CONTACT

Alan Greene
Account Manager
224.250.4010
agreene@safebuilt.com

Dave Hendrix
Operations Manager
262.202.2173
dhendrix@safebuilt.com

Not only has SAFEbuilt provided building department services to the Village for the last five years, demonstrating the depth of our experience, we have broad reach across Wisconsin. As stated previously, we provide building department services for over 50 additional clients in the state, including the State itself. Outside of supporting the Village currently, our team supports several other communities surrounding the Village, including two other communities on Geneva Lake—the Village of Fontana-on-Geneva Lake and the City of Lake Geneva—as well as the Town of Linn and the Town of Burlington.

Many of our proposed staff members have supported our clients in this area, representing strong familiarity with community concerns and values, and the ability to rapidly respond to client and resident needs.

A listing of our current clients around the Village and the services we provide them, as well as their tenure with SAFEbuilt, is provided in the table below.

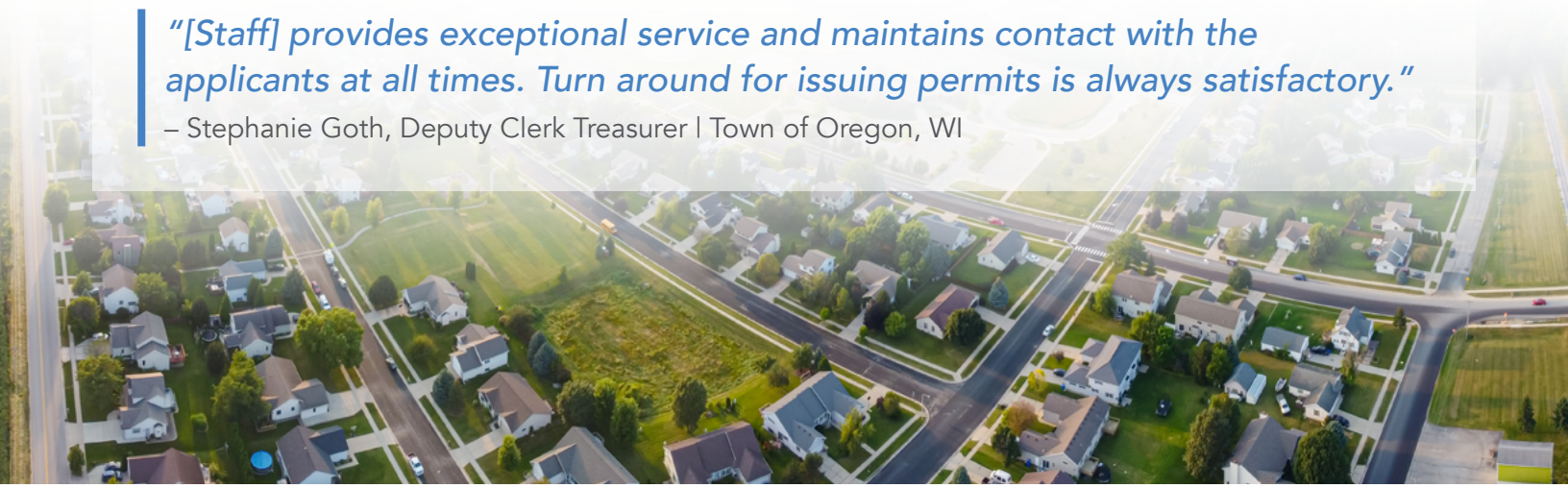
CLIENT	YEAR	CURRENT SERVICES
Town of Burlington	2022	Building Inspection Services; Plan Review
Village of Fontana-On-Geneva Lake	2022	Building Department Management; Code Enforcement; Construction Engineering Inspections; Plan Review; Software
City of Lake Geneva	2023	Building Inspection Services; Plan Review
Village of Waterford	2021	Building Department Management; Building Inspection Services; Code Enforcement; Plan Review
State of Wisconsin	2025	Building Inspection Services

SAFEbuilt has extensive experience delivering permitting, inspection, and code enforcement services to municipal clients in Wisconsin, including the Village and the communities around it. Our licensed professionals are highly knowledgeable in building codes and municipal processes, and regularly assist the public through direct interactions, phone, and email. We are committed to clear communication, responsive service, and upholding the Village’s standards for professionalism and public service.

The services outlined in the RFP’s “Scope of Services” are core competencies of SAFEbuilt and our team; therefore, we will not utilize any teaming partnerships nor require subcontractor support to fulfill the contract with the Village. SAFEbuilt, LLC has performed these services for 34 years (since our founding in 1992), and SAFEbuilt Wisconsin, LLC for 11 years (since 2015).

“[Staff] provides exceptional service and maintains contact with the applicants at all times. Turn around for issuing permits is always satisfactory.”

– Stephanie Goth, Deputy Clerk Treasurer | Town of Oregon, WI



FINANCIAL STABILITY

SAFEbuilt, LLC maintains a robust financial position, underpinned by sustained growth, disciplined fiscal oversight, and a well-diversified client portfolio. The company has no history of bankruptcy filings or defaults on any financial obligations. Our prudent financial management and enduring relationships with reputable financial institutions underscore our commitment to fiscal responsibility, operational reliability, and long-term collaboration with the communities we serve.

SAFEbuilt, LLC and its affiliated entities are privately held by The Riverside Group of Ohio. As privately owned companies, our audited annual financial statements and interim financial reports are considered proprietary and confidential. However, we welcome the opportunity to discuss our financial standing in greater detail during a meeting with our Chief Executive Officer and Chief Revenue Officer, should such a discussion be warranted.

SAFEbuilt offer two financial references that we encourage the Village to contact to get a complete understanding of our strong financial standing:

Brock Wilbor

Senior Vice President - Middle Market Banking

Truist Bank

5350 Town Center Road, Suite 200

Boca Raton, Florida 33486

M: 954.849.8098 (preferred) | O: 561.237.2222

Brock.Wilbor@Truist.com

Stephen Allison

Principal

Blackstone

HQ: 345 Park Avenue New York, NY 10154

O: 212.503.2196 | M: 713.882.4691

Stephen.Allison@Blackstone.com

To further substantiate our financial stability, we have included a bank reference letter on the following page.

SAFEbuilt has been in business for **34 years**, and has been providing services in Wisconsin for over a decade.

SAFEbuilt's **longstanding reputation** in the municipal services industry reflects our consistent ability to **manage workload volume, meet deadlines, and control costs through proactive planning, disciplined execution, and clear communication.**

SAFEbuilt has completed **thousands of community development projects**, and we have the staff to accommodate all the requirements needed for your community's growth. We deliver experienced teams of skilled industry professionals to meet the goals and objectives of each client and community.



2400 SE Federal Highway, Suite 100
Stuart, FL 34994

March 24, 2026

CONFIDENTIAL

Village of Williams Bay, WI
Attn: David Lothspeich, Village Administrator
250 Williams Street, PO Box 580
Williams Bay, WI 53191

RE: Proposal for Building Inspection Services – Village of Williams Bay, WI

Ladies and Gentlemen:

This letter is to confirm that SAFE BUILT LLC (the “Customer”) has had a deposit or financing relationship with Truist Bank (or its predecessors) for at least five years. The Customer currently maintains a deposit relationship with Truist having an average balance over the prior twelve months in the low eight figures (deposits).

This letter is being provided as a matter of courtesy at the request of the Customer, is not a commitment to lend, and confers no rights on you or any other person or entity. Please note that the information provided in this letter is given as of the date of this letter and is subject to change without notice, and is provided in strict confidence to you for your own use only, without any responsibility, guarantee, representation, warranty (expressed or implied), commitment or liability on the part of Truist Bank, its parents, subsidiaries or affiliates or any of its or their directors, officers or employees to you or any third party, and none of them assumes any duties or obligations to you in connection herewith or any transaction between you or your affiliates and the Customer. This letter is not to be quoted or referred to without Truist Bank's prior written consent. Truist Bank cannot provide any opinions of the creditworthiness of the Customer or any of its affiliates, and the above information does not constitute an opinion of Truist Bank of the ability of the Customer to successfully perform its obligations under any agreement it may enter into with you, Truist Bank or any other person or entity.

Truist Bank has no duty and undertakes no responsibility to update or supplement the information set forth in this letter.

Very truly yours,

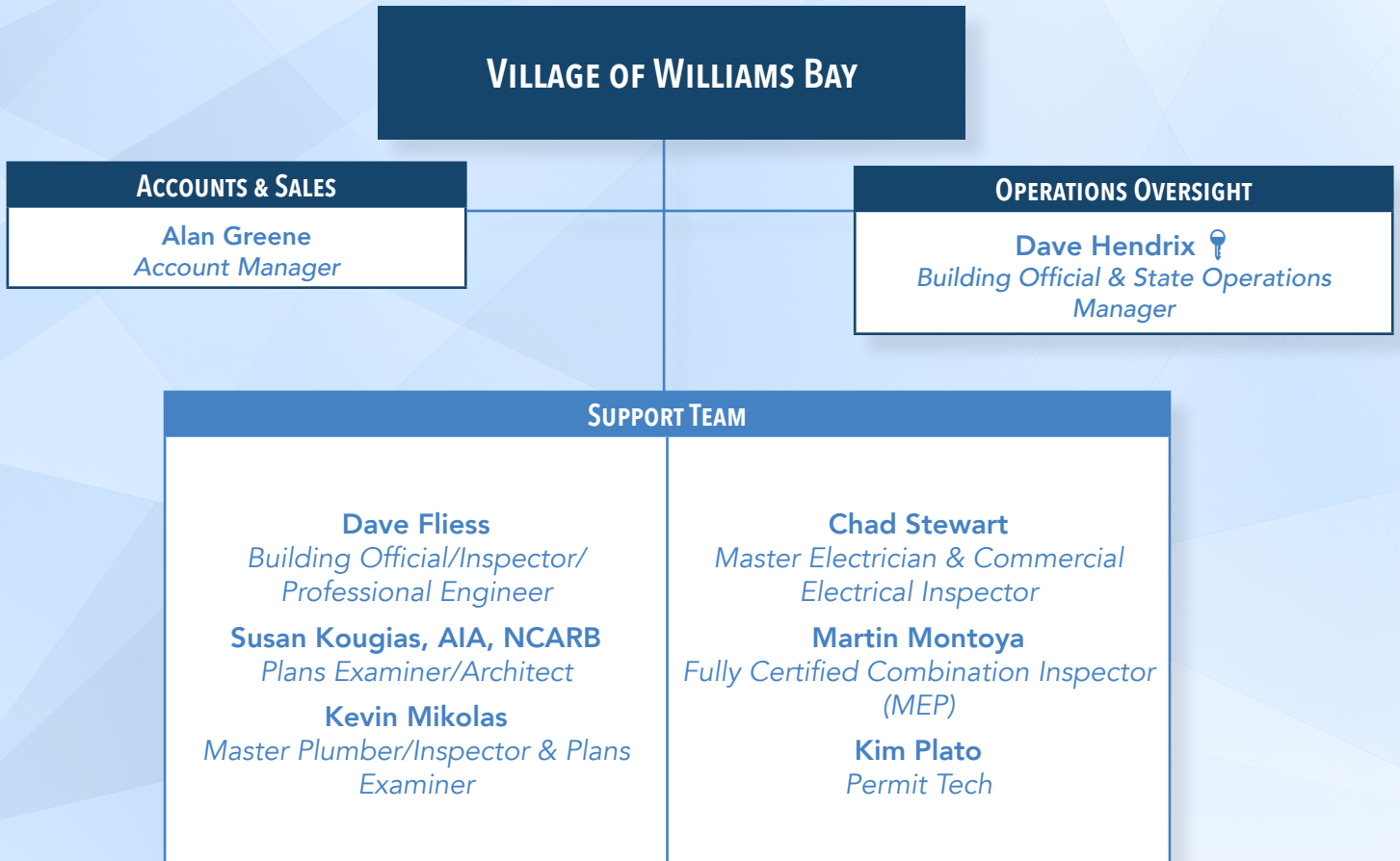
TRUIST BANK

Brock Wilbor
SVP, Middle Market Banking

Cc: SAFE BUILT LLC
444 N Cleveland Ave
Loveland, CO 80537-6033

STAFF EXPERIENCE

All members of our proposed team are full-time SAFEbuilt employees (not independent contractors), ensuring reliable quality and accountability. Since 2015, SAFEbuilt has delivered comprehensive building code services throughout Wisconsin and currently fields a team of 33 qualified professionals. Our strong local presence offers municipal clients deep expertise and flexibility. Provided below is an organizational chart of our team.



Each team member brings extensive experience supporting municipalities across Wisconsin, including the Village itself. Information on each team member’s experience, education, licenses, and credentials is provided on the pages that follow. To maintain the highest standards, our staff receive ongoing training in current laws, codes, and regulatory updates. Through SAFEbuilt Academy (see page 14), employees pursue targeted coursework and structured career development, maintaining ICC and state certifications while continuously providing exceptional service to our clients.

TEAM MEMBER	QUALS SUMMARY	SIMILAR PROJECTS IN WI
<p>Dave Hendrix Operations Manager</p>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> ▪ 35 Years of Experience ▪ 6 Years with SAFEbuilt ▪ Previous employment as a Building Inspector with the Town of Norway, WI and the Town of Dover, WI <p>EDUCATION:</p> <ul style="list-style-type: none"> ▪ High School Diploma <p>LICENSES & CERTIFICATIONS:</p> <ul style="list-style-type: none"> ▪ WI Home Inspector #1106-106 ▪ WI Fire Detection, Prevention, and Suppression Inspector #12066-FDPSI ▪ WI Commercial Building Inspector #70245-CBI ▪ WI Commercial Plumbing Inspector #70245-CPI ▪ WI UDC Electrical Inspector #069602354-UDC ▪ WI UDC Construction Inspector #069602353-UDC ▪ WI UDC Plumbing Inspector #069602356-UDC ▪ WI UDC HVAC Inspector #069602355-UDC 	<ul style="list-style-type: none"> ▪ Village of Williams Bay ▪ Town of Brooklyn ▪ Village of Cambridge ▪ City of Columbus ▪ Village of Deerfield ▪ Village of Elm Grove ▪ Village of Fontana-On-Geneva Lake ▪ City of Kenosha ▪ City of Kewaunee ▪ City of Lake Geneva ▪ City of Lodi ▪ Village of Marshall ▪ Village of Oregon ▪ Village of Waterford ▪ City of Waterloo
<p>Dave Fliess Building Official/ Inspector/ Professional Engineer</p>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> ▪ 26 Years of Experience ▪ 3 Years with SAFEbuilt ▪ Previous employment highlights include Safety Engineer the City of Chicago Department of Health and Human Services, and Architect/Engineer Supervisor for the Wisconsin Department of Health Services <p>EDUCATION:</p> <ul style="list-style-type: none"> ▪ BS, Mechanical Engineering <p>LICENSES & CERTIFICATIONS:</p> <ul style="list-style-type: none"> ▪ WI Professional Engineer #38290-6 ▪ WI Commercial Building Inspector #863900-CBI ▪ WI UDC Construction Inspector #071800005 	<ul style="list-style-type: none"> ▪ Village of Williams Bay ▪ City of Glendale ▪ Village of Brown Deer ▪ City of Kewaunee ▪ Town of Burlington ▪ Village of Elm Grove ▪ Village of Fontana-on-Geneva Lake ▪ Town of Linn ▪ Village of Waterford ▪ Village of Germantown ▪ Village of Sturtevant ▪ Village of West Milwaukee
<p>Susan Kougias Plans Examiner/ Architect</p>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> ▪ 32 Years of Experience ▪ 5 Years with SAFEbuilt ▪ Previous employment as highlight as Senior Project Manager & Associate for Greenberg Farrow <p>EDUCATION:</p> <ul style="list-style-type: none"> ▪ BS, Architecture <p>LICENSES & CERTIFICATIONS:</p> <ul style="list-style-type: none"> ▪ WI Registered Architect #8790-5 ▪ Commercial Building Inspector #1554576-CBI ▪ National Council of Architectural Registration Boards (NCARB) Certified Architect ▪ Licensed Architect in AL, AZ, AK, CO, FL, HI, IL, IN, LA, NE, NY, OR, and SC 	<ul style="list-style-type: none"> ▪ Village of Williams Bay ▪ City of Glendale ▪ Village of Brown Deer ▪ City of Kewaunee ▪ Town of Burlington ▪ Village of Elm Grove ▪ Village of Fontana-on-Geneva Lake ▪ Village of Lake Geneva ▪ Town of Linn ▪ Village of Waterford ▪ Village of Germantown ▪ Village of Sturtevant ▪ Town of Delafield ▪ Village of West Milwaukee

<p>Kevin Mikolas Master Plumber/ Inspector & Plans Examiner</p>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> 26 Years of Experience 5 Years with SAFEbuilt Previous employment highlight as Plumbing Inspector for the City of Kenosha <p>LICENSES & CERTIFICATIONS:</p> <ul style="list-style-type: none"> WI Commercial Plumbing Inspector # 224236-CPI WI Master Plumber #224236-PM WI UDC Plumbing Inspector #040000005-UDC WI UDC Construction Inspector #071300001-UDC 	<ul style="list-style-type: none"> Village of Williams Bay Town of Burlington Village of Fontana-On-Geneva Lake City of Kenosha City of Lake Geneva Town of Linn Village of Salem Lakes Village of Sturtevant Village of Waterford
<p>Chad Stewart Master Electrician/ Commercial Electrical Inspector</p>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> 14 Years of Experience 1 Year with SAFEbuilt Previous employment highlights as an Electrical Inspector with the City of Brookfield, WI, as well as several positions as a Master Electrician with commercial electrical companies <p>EDUCATION:</p> <ul style="list-style-type: none"> Wisconsin Electrical Construction Apprenticeship; Waukesha Area Technical School <p>LICENSES & CERTIFICATIONS:</p> <ul style="list-style-type: none"> WI Commercial Electrical Inspector #906743-CEI WI Master Electrician #906743-ME 	<ul style="list-style-type: none"> Village of Williams Bay Village of Cambridge City of Columbus Village of Deerfield Village of Elm Grove Village of Fontana-On-Geneva Lake City of Kenosha City of Kewaunee City of Lake Geneva City of Lodi City of Waterloo
<p>Martin Montoya Fully Certified Combination Inspector (MEP)</p>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> 43 Years of Experience 11 Years with SAFEbuilt Previous employment as <p>LICENSES & CERTIFICATIONS:</p> <ul style="list-style-type: none"> WI Commercial Plumbing Inspector #70242-CPI WI UDC Electrical Inspector #069602342-UDC WI UDC HVAC Inspector #069602343-UDC WI UDC Construction Inspector #069602341-UDC 	<ul style="list-style-type: none"> Village of Williams Bay Village of Bayside Town of Burlington Town of Delafield Village of Elm Grove Village of Fontana-On-Geneva Lake City of Lake Geneva Town of Linn City of Waukesha
<p>Kim Plato Permit Tech</p>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> 41 Years of Experience 5 Years with SAFEbuilt Previous employment highlights as a Designer with ProSource Wholesale and a Design Specialist with Lowe's 	<ul style="list-style-type: none"> Village of Williams Bay City of Burlington Town of Linn Village of Fontana-On-Geneva Lake Village of Salem Lakes

As the Village's **current service provider**, SAFEbuilt has **100% capacity and staff availability** to continue meeting you needs brings invaluable expertise to the community.



STAFF CREDENTIALS & CERTIFICATIONS

SAFEbuilt is pleased to present the matrix below which summarizes the many credentials and certifications of our talented team. Résumés for all staff are provided in an Appendix.

	DAVE HENDRIX	DAVID FLIESS	SUSAN KOUGIAS	KEVIN MIKOLAS	CHAD STEWART	MARTIN MONTOYA
STATE OF WISCONSIN						
Commercial Building Inspector	☑	☑	☑	☑		
Commercial Electrical Inspector					☑	
Commercial Plumbing Inspector	☑					☑
Fire Detection, Prevention, and Suppression Inspector	☑					
Home Inspector	☑					
Master Electrician					☑	
Master Plumber				☑		
Professional Engineer		☑				
State of Wisconsin Registered Architect			☑			
UDC Construction Inspector	☑	☑		☑		
UDC Electrical Inspector	☑					☑
UDC HVAC Inspector	☑					☑
UDC Plumbing Inspector	☑			☑		
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)						
NCARB Certified Architect			☑			

"[SAFEbuilt staff are] prompt and knowledgeable."

– Peter Becker, Building Permit Issuer | Town of Empire, WI

WHY KEEP SAFEbuilt AS YOUR TRUSTED PARTNER

With our veteran team—experienced and familiar with the Village’s staff, processes, procedures, software, regulations, and expectations—handling the services you need, Village employees can focus on their core responsibilities. Managing these services internally burdens various Village departments and leads to project delays and budgetary issues. By partnering with SAFEbuilt, the Village ensures smoother operations and happier contractors and citizens. Here’s why:

Committed Employees All employees work for SAFEbuilt and do not contract with other towns.

Locally Completed Work We provide State-level commercial building plan, HVAC, fire sprinkler, and plumbing plan review. The large projects the Village has coming up will be reviewed locally by local staff.

Master-level Staff We have Master Plumbers and Master Electricians who are able to provide inspections for commercial projects, going beyond just residential inspections.

No Down Time With SAFEbuilt, the Village does not need to worry about a transition period between consultants, and thus there is no lost time due to onboarding new staff, familiarization with Village processes, and delays due to errors and oversight.

Cost Control SAFEbuilt offers predictable spending that the Village is accustomed to, with flexible payment options based on project activity.

Customer Satisfaction Faster turnaround times and clear communication keep customers and constituents satisfied, even during high-volume periods.

Flexibility SAFEbuilt provides on-demand resources for weekend or holiday work and fast-tracking high-priority projects.

Scalability Partnering with us reduces fixed costs while offering scalability to meet fluctuating demands.

WORKING WITH THE PUBLIC

SAFEbuilt understands that respectful, knowledgeable, and consistent communication is key to helping communities thrive. Having worked with building departments in over 50 communities in Wisconsin, we know that effective public interactions are essential to the success of local building departments. Inspectors, Building Officials, and permit technicians are not just administering codes—they are guiding residents, contractors, and business owners through processes that directly affect safety, investment, and quality of life.

Positive interactions at the counter, during inspections, and throughout permitting processes help simplify building codes and align expectations early. When questions are answered clearly and regulations are applied fairly, projects move forward more efficiently, compliance improves, and costly delays are reduced. Just as importantly, professional engagement builds trust and reinforces the Village’s role as a partner in safe, responsible development.

By prioritizing customer service while upholding adopted codes and local standards, SAFEbuilt helps Wisconsin communities deliver dependable building services that protect public health and safety, support economic development, and reflect the values of transparency, fairness, and accountability that residents expect from their local government.



STAFF TRAINING

SAFEbuilt's leadership has implemented a program that allows employees to access comprehensive training, continuing education, and coaching. The focus on continuing education ensures that staff stays up to date with local, state, and federal codes, regulations, amendments, and the latest best practices, reducing the need for constant reference to code books in the field.



All building services staff receive a minimum of 32 hours of training per calendar year—48 hours per calendar year for every new code adoption year. Our commitment to our employees' well-being, continuing education, and competitive compensation enable us to keep our staff retention at optimum levels.

SAFEBUILT ACADEMY



SAFEbuilt is committed to ensuring our people remain at the forefront of occupational skills. We offer a program called SAFEbuilt Academy, which provides online technical training to work with our building services staff's schedules. Our company strongly supports maintaining training certifications and encourages employees to work with their managers to identify and attend the best training opportunities for them.

All courses offered by SAFEbuilt Academy are approved by ICC, and most can provide dual credit through AIA. The 38 courses that SAFEbuilt Academy currently offers include Commercial and Residential Building, Mechanical, Electrical, Plumbing, Fire, Solar Inspector and Plan Review and Permit Technician certification courses, and more.

ICC PREFERRED PROVIDER

SAFEbuilt is recognized as an ICC Preferred Provider (#1104), offering approved continuing education and training related to International Codes. As a part of the International Code Council's (ICC) Preferred Provider Program, SAFEbuilt provides access to high-quality educational opportunities focused on building codes, standards, construction methods, and code enforcement practices. Through this program, SAFEbuilt ensures professionals stay updated with the latest industry requirements and advancements.





Tab 2 Office & Equipment Requirements

OFFICE & EQUIPMENT REQUIREMENTS

SAFEbuilt aims to provide efficient, customer-friendly services that allow our staff to deliver code-compliant projects to residents, businesses, and the Village. We understand that the Village will provide an office, computer, and phone at Village Hall for assigned staff, who will be in office at least three hours a week. Outside of these offerings, SAFEbuilt provides our employees with the materials, tools, and equipment necessary to perform all work required by the Village. We provide our Inspectors with late-model vehicles with removable signage, automobile insurance and maintenance, and field-related equipment necessary to perform their duties. We supply our team with safety devices and clothing required to meet OSHA requirements.



A full list of what we provide our staff includes:

- Vehicles for inspectors
- Laptops with mobile hot spots
- Standard business software and specialized software
- Personal protective equipment
- Tablets and mobile phones (loaded with electronic versions of essential codebooks)
- SAFEbuilt-branded professional clothing and lanyards for carrying the Village-issued ID
- Insurance: Liability, Workers Compensation and Health, Dental, Vision, and Life

For any on-site work within the provided office space, our staff will require a desk, chair, and Internet access. We will also require appropriate network access and permissions to read and write in the Village's Casselle permitting system.

As the incumbent provider for this work for the past five years, the SAFEbuilt team requires no transition period. All proposed team members are current SAFEbuilt employees and are fully prepared to continue their work immediately upon contract award. They understand the Village's operating procedures, have worked with staff and residents from within Village Hall, and are familiar with the intricacies and skills needed within the Village for successful project outcomes.

All staff will accept directions and instructions from the Village Administration, the Village Commissions, the Director of Public Works, and the Zoning Administrator while performing their responsibilities independently and professionally with minimal supervision required.



Tab 3 Fee Schedule

FEE SCHEDULE

FEE TYPE	FEE
RESIDENTIAL BUILDING (1 and 2 FAMILY)	
<i>Minimum \$70</i>	
1. New Construction	\$0.34 per square ft.
2. Additions	\$0.34 per square foot
3. Remodels, repairs, alterations	\$8 per \$1000 valuation
4. Accessory Structures	\$0.27 per square foot
5. Decks	\$120
6. Pools, above ground	\$100
7. Pools, in ground	\$150
8. Siding	\$72
9. Re-roof	\$72
10. Re-inspection	\$75 per inspection
11. Early start permit	\$180.00
12. Occupancy Permit	\$85.00
13. Temporary Occupancy Permit	\$96.00
14. WI UDC Decal	\$43.00
15. Raze/Demolition	\$120 plus \$0.07 per square foot (may be waived if condemned)
16. Moving of buildings	\$190 plus \$0.07 per square foot
17. Permit to begin construction of footings and foundations	\$192
18. All other buildings where square footage cannot be determined	\$11 per \$1,000 valuation
COMMERCIAL BUILDINGS – ALL NON-RESIDENTIAL AND MULTI-FAMILY RESIDENTIAL	
1. New Construction	
New Residential:	\$0.34 per square foot
New Business:	\$0.31 per square foot
New Manufacturing/industrial:	\$0.21 per square foot
2. New Construction, Agricultural	\$0.28 per square foot
3. Additions	\$0.31 per square foot
4. Remodel (Levels 1 and 2) Up to \$10,000 cost)	\$8 per \$1,000 valuation
5. Remodel (Level 3)	\$0.34
6. Re-roof	\$120
7. Re-inspection	\$75 per inspection
8. Early start permit	\$252

9. Occupancy Permit	
Commercial:	\$190 per unit
Industrial, Institutional:	\$180 per unit
10. Temporary Occupancy Permit	\$192.00
11. Raze/Demolition	\$100 plus \$0.07 per square foot
12. Moving	\$175 plus \$0.07 per square foot
13. All other buildings where square footage cannot be determined	\$11 per \$1,000 valuation
14. Commercial and Industrial exhaust hoods and systems	\$132
15. Fuel Tanks	
Installation:	\$8 per 1,000 gallons
Removal, repairs, alteration:	\$100 per tank
PLAN REVIEW FEES	
1. 1 and 2 Family Residence	\$240
2. 1 and 2 Family Addition	\$102
3. 1 and 2 Family Alteration	\$78
4. Multi-Family Residence	\$270 plus \$43 per unit
5. Commercial/Industrial New, Alteration or Addition	Any state review is per SBD 118
6. Accessory Building over 120 square feet	\$90
7. Decks	\$67
8. Swimming pools	\$120
9. Mechanical Plans	\$84 per page
10. Revisions	\$84 per page
ELECTRICAL	
1. New Building	\$90 base fee plus \$0.10 per square foot
2. Service Upgrades, Rewire, Temp	\$90
3. Generator, Transfer Switch	\$120
4. Remodel, Replacement	\$90 base fee plus \$0.10 per square foot
5. Commercial, Level 2 alteration	\$90 base fee plus \$0.10 per square foot
6. Commercial, Level 3 Alteration	\$90 base fee plus \$0.10 per square foot
7. Replacement	\$90
HVAC	
1, New Building	\$90 base fee plus \$0.10 per square foot
2. Commercial Level 2 Alteration	\$90 base fee plus \$0.10 per square foot
3. Commercial Level 3 Alteration	\$90 base fee plus \$0.10 per square foot
4. Replacement	\$90

PLUMBING	
1. New Building	\$90 base fee, plus \$0.14 per square foot
2. Sanitary Building Sewer	\$90 1st 100 feet and \$0.05 per foot thereafter
3. Storm Building Sewer	\$90 1st 100 feet and \$0.05 per foot thereafter
4. Manholes/Catch Basins	\$90 each
5. Water Service	\$75 1st 100 feet and \$0.35 per foot thereafter
6. Fire Sprinkler System	\$95 base fee, plus \$0.05 per square foot thereafter
7. Replacement	\$90
Plumbing Permit - Connection to sanitary sewer	\$500 plus Walcomet charges
LAND DISTURBANCE AND EROSION CONTROL	
1. 1 and 2 Family Residences	\$156
2. Multi-family Residences	\$192 for 1st 15,000 sq ft, \$15/1000 square feet up to 1 acre
3. Commercial, Industrial	\$192 for 1st 15,000 sq ft, \$15/1000 square feet up to 1 acre
4. Accessory Buildings	\$120
5. Decks, patios, retaining walls, pools	\$120
6. Additions	\$120
OTHER NOTES	
Special Inspections, complaints, pre-existing permits, others	Hourly Rate, one hour minimum
Failure to obtain permit before starting work	Double fee
Determining Square Footage	Include all floor levels, crawl spaces, basements, decks and porches, based on outside dimensions. Building Inspector responsible for final calculation
Failure to call for final inspection	\$60
Tree Permit	\$50/ for 1-5 trees, and \$10/tree above that OR \$250 donation to Friends of Kishwauketoe for each tree not being replaced

SCOPE OF SERVICES

SAFEbuilt understands that the following items are part of the Scope of Services with the Village:

- Review building permit applications and building plans. Conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential construction within the Village of Williams Bay. These include footings, foundations, basement floors, erosion control and final occupancies.
- Coordinate building permit applications with Zoning Administrator for Zoning Code compliance prior to issuance of building permit.
- Use of our permit system to maintain adequate records to support decisions.
- Maintain all required certifications in the disciplines of residential and commercial construction, plumbing, electrical, energy conservation and heating, ventilating, and air conditioning.
- Conduct all necessary inspections on permitted activities such as, but not limited to, decks, swimming pools, accessory buildings, and residential alterations and additions.
- Provide Inspection Reports to the Zoning Administrator for all inspections within one (1) week of inspection completion, unless an alternative interval is agreed upon.
- Assist Code Compliance Officers with inquiries and code enforcement. The building inspector must proactively examine properties with approved plans for compliance and identify violations. Coordinate with Village personnel and Village Attorney, as needed for enforcement activities.
- Assist with the investigation of complaints related to the State building code and Village Ordinances, including but not limited to inspections for occupancy permits, structural property maintenance violations, and more.
- Provide a minimum of three (3) established public office hours per week at Village Hall and coordinate schedule with Police, Fire and Zoning Departments.
- Provide a telephone number to the Village for public dissemination where our staff may be contacted by Village officials and citizens.
- Attend occasional meetings as requested.

The Fee Schedule reflects our understanding and commitment to fulfill the responsibilities outlined in the Scope of Services.

All SAFEbuilt employees are **full-time, direct employees of SAFEbuilt** and are provided full benefits. They have access to **national resources, technological innovations, and continuing education opportunities**. This support lends itself to **happier staff, fuller commitment, and better quality work delivery**.





Tab 4 Contractor Permit System

CONTRACTOR PERMIT SYSTEM

CommunityCore Solutions is SAFEbuilt's proprietary, online community development software tool for managing permitting, plan reviews and approvals, and code enforcement and inspection activities. CommunityCore integrates with other government software systems. It is designed to streamline and automate many Building Department processes, helping to ensure compliance, manage workflows, generate activity reporting, and provide transparency to all stakeholders.

CommunityCore is divided into three interface modules, depending on the user: the Building Department, the Building Inspectors, and the community and users.

COMMUNITYCORE FOR BUILDING DEPARTMENTS

The main module of **CommunityCore** is used by the Building Department and the municipality to easily perform and track permit and inspection tasks.



From the dashboard, users can search for a permit, create a new application or quickly navigate to a new application, estimate fees, and schedule or reschedule and inspection. With CommunityCore for Code Enforcement enabled, users can quickly log a complaint from the dashboard view.

Using CommunityCore, Building Department users can:

- ✓ Work with permits.
 - Create an application.
 - Change the permit type on an active permit.
 - Update permit details.
 - Edit a permit number.
 - Copy a permit.
 - Add or remove an alert or acceptance conditions in a permit.
 - Void a permit.
 - Add a permit field to one permit.
 - Put a permit on hold.
 - View permit history.
 - Link primary and subordinate permits together.
- ✓ Customize workflows.
 - Update workflow status and advance the workflow.
 - Add, delete, or reorder workflow steps.
 - Assign a workflow step.
 - Issue a permit.
- ✓ Work with fees.
 - Assess permit fees.
 - Generate an invoice for permit fees.
 - Enter a permit payment.
- Download or email a receipt for permit fees.
- Assess a permit submittal fee.
- Recalculate fees after a decrease of estimated valuation.
- ✓ Work with projects.
 - Create a project with and without a submittal.
 - Assess fees in a project.
 - View project or submittal history.
 - Create or remove project alerts.
 - Associate a project document with a job submittal.
 - Download project documents to One Drive.
 - Copy a project.
 - Link a permit to an existing project.
- ✓ Manage inspections from a job.
 - Schedule an inspection from a job.
 - Reschedule an inspection from a job.
 - Cancel an inspection from a job.
 - Add additional inspections to an inspection from a job.
- ✓ Work in projects (for plans examiners).
 - Complete a project plan review.
 - Update project submittal to “delivered” status.

- ✓ Manage clients.
 - Create a client.
 - Give a project client online access.
 - Add a client to an existing project.
- ✓ Manage contractors.
 - Add a contracting company.
 - Add a new contracting company for a permit.
 - Add contractors to a permit.
 - Search for a contractor.
 - Give a contractor access to apply for permits online.
 - Add authorized users to contracting company.
 - View permits for a contracting company.
- View permit fees due for a contracting company.
- Inactivate a contractor from a permit.
- Customize the contractor screen.
- ✓ Review and manage the submittal inbox.
- ✓ Manage contractor licensing.
 - Issue a license.
 - Download or email license documents.
 - Add a signature to a contractor license.
- ✓ Run and download reports.

We invite you to watch a webinar, “Understanding Electronic Permitting Systems,” for a quick overview: https://content.safebuilt.com/communitycore_demo or follow the link in the QR code.



COMMUNITYCORE FOR CONTRACTORS & THE COMMUNITY

CommunityConnect is the “public-facing” portal designed to engage contractors and the community members online to save time while reducing call volume, as well as walk-in traffic. It allows contractors and community members to manage their own permitting, including applying for permits, tracking permits, submitting inspection requests, accessing permit and inspection documents, and paying fees.



CommunityConnect
POWERED BY SAFEbuilt®

Users can add documents required for permit applications, contractors can renew licenses on-line, and community members can even log complaints for code violations.

Citizens and contractors can see links and information about permits, scheduling, and fee payment options using the dashboard view.

Using CommunityConnect, citizens, businesses, and contractor users can:

- ✓ Apply for a permit
 - View the status of an application
 - View the status of a permit
- ✓ Pay permit or contractor license fees (Figure 3)
 - Download an invoice or receipt
- ✓ Resubmit plan documents
 - Access approved plans
 - Submit a revision
- ✓ Request/schedule an inspection online
 - Cancel the requested inspection
 - View inspection results and inspection history
 - Email inspection results from CommunityConnect
- ✓ Download, email, or print a permit
- ✓ Upload a document to a permit
- ✓ Access approved plans

COMMUNITYCORE FOR INSPECTORS

InspectorConnect allows inspectors to manage their inspections from their mobile devices with or without an internet connection. Inspectors and Code Compliance Officers can use InspectorConnect to:



- Easily view their assigned work.
- Organize stops for improved efficiency.
- Automatically send inspection results to the contractor or permit applicant.
- Access key documents, such as plans and certificates.
- Schedule, reschedule, or assign inspections in the field.
- Look up permit information from the field.

InspectorConnect allows users to add notes and photos to an inspection or generate code compliance case documents.

Using CommunityCore, Building Department users can:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ✓ Schedule or reschedule an inspection. ✓ Add or remove an inspection from the inspection list. ✓ Result an inspection from a permit. ✓ Void an inspection result. ✓ Resend inspection results email from CommunityCore. | <ul style="list-style-type: none"> ✓ Add a contractor's email address so they can receive inspection results. ✓ View inspection history in CommunityCore. ✓ View or add inspection notes and documents. ✓ Download or email inspection card. ✓ View inspections in multiple offices. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Using InspectorConnect on a tablet, Inspectors and Code Enforcement Officers can:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ✓ Manage inspections. <ul style="list-style-type: none"> – Schedule or reschedule and inspection. – Delete an inspection. – Add an inspection to a stop. – Cancel all inspections on a permit. – Reassign an inspection. – View information about a permit. – Send an "On-the-Way" text. ✓ Result inspections. <ul style="list-style-type: none"> – Reorder inspection stops on the scheduled screen. – Result an inspection. – Resend inspection results. – Resend inspection result emails. – Add quick notes to inspection results. | <ul style="list-style-type: none"> – Assess a re-inspection fee. – Paste inspection notes when resulting a re-inspection. ✓ Map inspections. <ul style="list-style-type: none"> – Reorder inspection/task list. – Update permit location. – Optimize route. – Choose a navigation app to use. ✓ Lookup information. <ul style="list-style-type: none"> – Search for a permit. – View future inspections. – View master primary and subordinate permits and schedule inspections. ✓ Track inspection time. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BENEFITS OF COMMUNITYCORE

User-friendliness

Our team of developers strives to make CommunityCore Solutions as user-friendly as possible. With each update, we do our best to incorporate features and functionality that will enhance efficiency and productivity, helping users to accomplish tasks quickly and with less frustration. Some of the factors that we believe make CommunityCore Solutions user-friendly include:

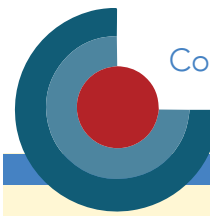
- ✓ A clean user interface with visually appealing and responsive design.
- ✓ Its intuitive operation provides inherent familiarity to users, including its straightforward navigation.
- ✓ Efficient operation with fewer clicks.
- ✓ Wise use of available space.
- ✓ Fast-loading and reliable code.
- ✓ Platform-independence that does not require additional software resources.
- ✓ Security that meets or exceeds industry standards.
- ✓ Extensive support options, including in-app support, comprehensive help files, phone, and email.

Customizations

CommunityCore is flexible enough to support the specific needs of any jurisdiction.

Searching

CommunityCore offers several options for performing searches, including by permit, project, and invoice. CommunityCore also allows users to export search results to an Excel file, like the sample shown on page 28.



CommunityCore Solutions FAST FACTS

It's Web-Based...

And cloud-based and SaaS with data securely backed up through AWS (Amazon).

It's Customizable...

Scalable and customizable, it can be configured to meet the needs of your unique workflow.

It's Migratable...

We can import data from most current systems for an additional fee.

It's Integratable...

CommunityCore can connect to an ArcGIS Server GIS using a REST endpoint.

It's Independent...

Our mobile app, InspectorConnect makes critical tools available in the field without an internet connection.

Technology Proficiencies

Our team is proficient with many of the major permitting systems available. Examples of the systems we have used for current and previous clients include, but are not limited to:

- | | | |
|---------------------------------------------|------------------------|----------------|
| ▶ SAFEbuilt's
CommunityCore
Solutions | ▶ iWorq | ▶ Citizenserve |
| ▶ Caselle | ▶ BS&A | ▶ MyGov |
| | ▶ EnerGov | ▶ Accela |
| | ▶ SAFEbuilt's Gov-Easy | ▶ eTRAKiT |

Additionally, all members of our team are proficient in standard office applications, including the Microsoft Office Suite and Adobe Acrobat.

INSPECTION REPORTING SAMPLES AND SCHEDULE

Provided in the pages that follow are samples are:

- **Report of Inspections**

This is a snapshot of reports that SAFEbuilt will provide to the Village that list the inspections completed. This snapshot is from inspections we have completed for the Village itself in the month of February, pulled from Excel, with the property address redacted for confidentiality reasons.

- **Inspection Results**

This is a snapshot of the results of all inspections performed for a particular permit number, and includes attendant details for that inspection, again with the property address and name redacted.

REPORTING SCHEDULE

SAFEbuilt customizes the reporting schedule frequency and format to align with the Village needs. At a minimum, SAFEbuilt can deliver:

- Weekly Activity Reports
- Monthly Performance Reports
- Financial Reports
- Annual Comprehensive Reports



Permit Number	Permit Type	Inspection Step	Inspection Name	Inspection Trade	Property Address	Subdivision	Scheduled Date	Inspection Date	Result	Resulted by Inspector Name	Result Notes
23WB-23-015BEPH	Residential Alteration	Inspections	Final Building	Building			2/17/2026	2/17/2026	Failed - Code Violation	Martin Montoya	Add kit counter outlet right of range. Bedroom closets need 6" light clearance to shelves. Add gfci protection. Add combustion air intake for the water. Secure loose wall romex by panel. Protect basement loose romex. Basement outlets within 6" of bathroom sink. 2nd floor water heater needs Combustion air intake. Water hammer arrestor shall be accessible. A temporary occupancy is allowed for 90 days
23WB-23-015BEPH	Residential Alteration	Inspections	Rough Frame	Building			2/17/2026	2/17/2026	Passed	Martin Montoya	
23WB-23-015BEPH	Residential Alteration	Inspections	Rough Electric	Electrical			2/17/2026	2/17/2026	Passed	Martin Montoya	
23WB-23-015BEPH	Residential Alteration	Inspections	Final Electric	Electrical			2/17/2026	2/17/2026	Failed - Code Violation	Martin Montoya	
23WB-23-015BEPH	Residential Alteration	Inspections	Final Plumbing	Plumbing			2/17/2026	2/17/2026	Failed - Code Violation	Martin Montoya	
23WB-23-015BEPH	Residential Alteration	Inspections	Final Mechanical	Mechanical			2/17/2026	2/17/2026	Passed	Martin Montoya	
25WB-25-068BEPH	NEW SINGLE FAMILY DWELLING	Inspections	Erosion	Building			2/17/2026	2/17/2026	Passed	Martin Montoya	
25WB-25-068BEPH	NEW SINGLE FAMILY DWELLING	Inspections	Final Electric	Electrical			2/17/2026	2/17/2026	Passed	Martin Montoya	
25WB-25-068BEPH	NEW SINGLE FAMILY DWELLING	Inspections	Final Building	Building			2/17/2026	2/17/2026	Passed	Martin Montoya	
25WB-25-068BEPH	NEW SINGLE FAMILY DWELLING	Inspections	Final Mechanical	Mechanical			2/17/2026	2/17/2026	Passed	Martin Montoya	
25WB-25-068BEPH	NEW SINGLE FAMILY DWELLING	Inspections	Final Plumbing	Plumbing			2/17/2026	2/17/2026	Passed	Martin Montoya	

Inspection Results by Permit Number

Permit Number: [REDACTED]

NEW SINGLE FAMILY DWELLING

[REDACTED]

Inspection Step	Inspection Type	Inspection Description	Inspector	Date	Result	Notes
Inspections	Final Electric		Martin Montoya	01/03/2025	Passed	
Inspections	Occupancy		Martin Montoya	01/03/2025	Passed	
Inspections	Occupancy		Martin Montoya	12/23/2024	Failed - Code Violation	
Inspections	Final Mechanical		Martin Montoya	12/23/2024	Passed	
Inspections	Final Building		Martin Montoya	12/23/2024	Passed	
Inspections	Final Electric		Martin Montoya	12/23/2024	Failed - Code Violation	12/23/2024 (Martin Montoya) Gfci needed at dishwasher
Inspections	Final Electric		Martin Montoya	11/14/2024	Failed - Code Violation	
Inspections	Final Building		Martin Montoya	11/14/2024	Failed - Code Violation	11/14/2024 (Martin Montoya) Dishwasher gfci needed. Repair silt fence or install grass. Finish exit ext steps. Ok to grant temp occupancy after fire door is installed.
Inspections	Final Plumbing		Martin Montoya	11/14/2024	Passed	
Inspections	Occupancy		Martin Montoya	11/14/2024	Failed - Code Violation	
Inspections	Final Mechanical		Martin Montoya	11/14/2024	Failed - Code Violation	11/14/2024 (Martin Montoya) Make air location?
Inspections	Erosion		David Fliess	06/14/2024	Passed	
Inspections	Insulation		David Fliess	06/14/2024	Passed	
Inspections	Rough Frame		Martin Montoya	06/12/2024	Passed	
Inspections	Rough Frame		Martin Montoya	06/10/2024	Failed - Code Violation	06/10/2024 (Martin Montoya) Block off floor cold air return from other floor space. Connect basement bath fan hose. Add windwash to walls facing attics. Provide balcony joist cantilever.
Inspections	Rough Electric		Martin Montoya	06/10/2024	Passed	
Inspections	Rough Mechanical		Martin Montoya	06/10/2024	Passed	
Inspections	Rough Plumbing		Martin Montoya	06/10/2024	Passed	
Inspections	Slab		David Fliess	05/14/2024	Passed	
Inspections	Electric Service		Michael Moore	05/06/2024	Passed	05/06/2024 (Michael Moore) released
Inspections	Basement Floor		Kevin Mikolas	04/18/2024	Passed	
Inspections	Rough Plumbing		Kevin Mikolas	03/21/2024	Passed	
Inspections	Water Service		Michael Moore	01/25/2024	Passed	01/25/2024 (Michael Moore) water and sewer in separate trench
Inspections	Sewer Service		Michael Moore	01/25/2024	Passed	01/25/2024 (Michael Moore) water and sewer in separate trench
Inspections	Foundation		David Fliess	01/19/2024	Passed	
Inspections	Foundation		David Fliess	01/19/2024	Passed	
Inspections	Foundation		David Fliess	01/10/2024	Passed	
Inspections	Footings		David Fliess	01/02/2024	Passed	
	Inspections	28				
	Total Inspections:	28				



Tab 5 Contractor Qualification Proofs

CONTRACTOR QUALIFICATION PROOFS

FIRM'S QUALIFYING CERTIFICATIONS


Proofs for SAFEbuilt's licenses and certifications are provided below and on the pages that follow. Our current license in Wisconsin as an inspection firm is pending renewal, proof of which is included. Licenses for staff members can be provided upon request.


INSURANCE

A copy of a Certificate of Insurance for the Village is included on page 34, which shows our firm is able to meet the insurance specifics required by the Village.

BONDING

Bonding is not typically required under Wisconsin law for professional services such as building inspection and plan review service. Such services are not classified as public construction activities. Accordingly, no bond has been included with this proposal, as that these services are not subject to the bonding requirements of Wisconsin's Little Miller Act.




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Credential/License Summary for 04220003As of March 19, 2026 1:43:02 PM

Name : SAFEbuilt	Credential/License Number : 042200034 - UDC
Professions : UDC Inspection Agency	Location : Waterford, Wisconsin - 53185
Credential/License Type : Regular	Status : License is current (Active)
Eligible To Practice : Eligible	Credential Expiration Date : 2026-04-15
Granted Date : 2022-04-15	Multi-State : N
Orders : 0	Specialities :
Other Names :	

Orders for 042200034 - UDC



Home Request Support Third Party Document Upload Application Status Lookup LEAP Login Provider Login Performance Data File a Complaint Orders and Discipline

Credential/License Summary for 042200034 - UDC

Name : SAFEbuilt	Credential/License Number : 042200034 - UDC
Professions : UDC Inspection Agency	Location : Waterford, Wisconsin - 53185
Credential/License Type : Regular	Status : License is not current (Expired)
Eligible To Practice : Not Eligible	Credential Expiration Date : 2026-04-15
Granted Date : 2022-04-15	Multi-State : N
Orders : 0	Specialties :
Other Names :	

APPLICATION NO.	APPLICATION METHOD	LICENSE TYPE
PAR-0000997351	Renewal Application	UDC Inspection Agency - Renewal

Individual Application

License Type	UDC Inspection Agency	Application Status	Renewals Team Review
Application ID	IA-0000930263	Owner Name	
Business Account	SAFEbuilt	License Expiration date	
Application Case	01620306	License or Permit Name	042200034 - UDC
Applied Date	4/22/2026, 2:23 PM	Category	License
Saved Application Reference	PAR-0000997351	Reason for Withdrawal	
ACH Confirmation Pending		Pending Applicant Input Reason	
Credentialing Initial Code		Reason for Denial	



State of Wisconsin
Department of Financial Institutions

Search for:

Safebuilt

Search Records

[Search](#)
[Advanced Search](#)
[Name Availability](#)

Corporate Records

Result of lookup for **S108196** (at 3/19/2026 2:27 PM)

SAFEBUILT WISCONSIN, LLC

You can: [File an Annual Report](#) - [Request a Certificate of Status](#) - [File a Registered Agent/Office Update Form](#)

Vital Statistics

Entity ID	S108196
Registered Effective Date	01/04/2016
Period of Existence	PER
Status	Registered Request a Certificate of Status
Status Date	01/04/2016
Entity Type	Foreign LLC
Annual Report Requirements	Foreign Limited Liability Companies are required to file an Annual Report under s. 183.0212, WI Statutes.
Foreign Organization Date	10/20/2015
Paid Capital Represented	
Foreign State	DE

Addresses

Registered Agent Office	C T CORPORATION SYSTEM 301 S. BEDFORD ST. SUITE 1 MADISON , WI 53703 File a Registered Agent/Office Update Form
Principal Office	444 N. CLEVELAND AVE LOVELAND , COLORADO 80537 UNITED STATES OF AMERICA



Tab 6 Client References

CLIENT REFERENCES

SAFEbuilt is pleased to provide references for the Wisconsin municipal clients listed below, all of whom can speak to the quality of our services.



CITY OF LAKE GENEVA

Dave DeAngelis, City Administrator
626 Geneva Street, Lake Geneva, WI 53147
262.248.3673 | cityadmin@cityoflakegeneva.com

CONTRACTED SERVICES: Building & Trades Inspections | Plan Review



TOWN OF LINN

David Zimmerman, Town Administrator
3728 Franklin Walsh Street, Zenda, WI 53195
262.275.6300 | dzimmerman@townoflinn.wi.gov

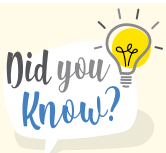
CONTRACTED SERVICES: Building Official | Building & Trades Inspections | Plan Review | Permit Technician | Permitting Software



VILLAGE OF FONTANA-ON-GENEVA-LAKE

Theresa Loomer, Village Administrator
175 Valley View Drive, Fontana, WI 53125
262.275.6136 | theresa@villageoffontana.com

CONTRACTED SERVICES: Building Official | Building & Trades Inspections | Plan Review | Permit Technician
Zoning Permit Review & Administration | Code Enforcement | Permitting Software



SAFEbuilt delivers highly qualified, credentialed, and experienced staff and can readily scale staffing up or down as needed, without relying on subcontractors.



Appendix Staff Résumés



DAVID "DAVE" HENDRIX

Operations Manager

36 YEARS OF EXPERIENCE

7 YEARS WITH THE FIRM



LICENSES & CERTIFICATIONS

State of Wisconsin

- Home Inspector #1106 - 106
- Fire Detection, Prevention, and Suppression Inspector #12066 - FDPSI
- Commercial Building Inspector #70245 - CBI
- Commercial Plumbing Inspector #70245 - CPI
- UDC Electrical Inspector #069602354 - UDC
- UDC Construction Inspector #069602353 - UDC
- UDC Plumbing Inspector #069602356 - UDC
- UDC HVAC Inspector #069602355 - UDC

WORK HISTORY

- Operations Manager & Building Inspector**
 SAFEbuilt, LLC
 2019 – Present
- Building Inspector**
 Town of Norway, WI & Town of Dover, WI
 1997 – 2019
- Assistant Building Inspector**
 City of New Berlin, WI
 1996 – 1997
- Building Inspector**
 Independent Inspection
 1995
- Carpenter**
 Stonefield Homes
 1990 – 1995

PROJECT EXPERIENCE

- Inspector**
 SAFEbuilt Contract with the Town of Blooming Grove, WI
- Inspector**
 SAFEbuilt Contract with the Town of Brooklyn, WI
- Inspector**
 SAFEbuilt Contract with the Village of Cambridge, WI
- Inspector**
 SAFEbuilt Contract with the City of Columbus, WI
- Inspector**
 SAFEbuilt Contract with the Village of Deerfield, WI
- Inspector**
 SAFEbuilt Contract with the Village of Elm Grove, WI
- Inspector**
 SAFEbuilt Contract with the Village of Fontana-On-Geneva Lake, WI

- Inspector**
 SAFEbuilt Contract with the City of Kenosha, WI
- Building Official**
 SAFEbuilt Contract with the City of Kewaunee, WI
- Inspector**
 SAFEbuilt Contract with the City of Lake Geneva, WI
- Inspector**
 SAFEbuilt Contract with the City of Lodi, WI
- Inspector**
 SAFEbuilt Contract with the Village of Marshall, WI
- Inspector**
 SAFEbuilt Contract with the Village of Oregon, WI
- Inspector**
 SAFEbuilt Contract with the Town of Springfield, WI
- Inspector**
 SAFEbuilt Contract with the Town of Sun Prairie, WI
- Inspector**
 SAFEbuilt Contract with the Village of Waterford, WI
- Inspector**
 SAFEbuilt Contract with the City of Waterloo, WI
- Inspector**
 SAFEbuilt Contract with the Village of Williams Bay, WI



DAVID FLIESS, PE

Professional Engineer/Building Official & Inspector

26 YEARS OF EXPERIENCE

3 YEARS WITH THE FIRM



EDUCATION

BS, Mechanical Engineering

University of Wisconsin, Milwaukee

LICENSES & CERTIFICATIONS

State of Wisconsin

Professional Engineer #38290 - 6

Commercial Building Inspector #863900 - CBI

UDC Construction Inspector #071800005 - UDC

WORK HISTORY

- **Building Official & Plans Examiner/Inspector**
SAFEbuilt, LLC
2023 - Present
- **Senior Civil Engineer**
Community Development & Inspections
Kenosha, WI
2018 - 2023
- **Architect/Engineer Supervisor**
Wisconsin Department of Health Services, Office of Plan Review and Inspection
Milwaukee, WI
2016 - 2018
- **Safety Engineer, Department of Health and Human Services, Division of Survey and Certification**
City of Chicago, IL
2013 - 2016
- **Civil Engineer-Advanced**
Wisconsin Department of Health Services
Milwaukee, WI
2011 - 2013
- **Development Engineer**
Outboard Marine Corporation
Waukegan, IL
2000

- Village of Fontana-on-Geneva Lake, WI
- Village of Williams Bay, WI
- Town of Linn, WI

- **Building Official & Plans Examiner/Inspector (Continued)**

- Village of Waterford, WI
- Village of Germantown, WI
- Village of Sturtevant, WI
- Village of West Milwaukee, WI
- Village of Williams Bay, WI
- Town of Sheboygan, WI
- City of Columbus, WI

PROJECT EXPERIENCE

- **Building Official & Plans Examiner/Inspector**
SAFEbuilt Wisconsin, LLC Contract with the:
 - City of Glendale, WI
 - Village of Brown Deer, WI
 - City of Kewaunee, WI
 - Town of Burlington, WI
 - Village of Elm Grove, WI



SUSAN KOUGIAS, AIA, NCARB

Registered Architect & Plans Examiner

32 YEARS OF EXPERIENCE

5 YEARS WITH THE FIRM



EDUCATION

BS, Architecture

University of Houston

AS, Architecture Technology

Southern Illinois University

LICENSES & CERTIFICATIONS

State of Wisconsin

Registered Architect #8790 - 5

Commercial Building Inspector #1554576 - CBI

National Council of Architectural Registration Boards (NCARB)

NCARB-Certified Architect

Architecture Licenses/Registrations by State

Alabama #7693

Arizona #59159

Arkansas #8849

Colorado #ARC.00403737

Florida #AR98065

Hawaii #AR-18004

Illinois #001014565

Indiana #AR11400159

Louisiana #8443

Nebraska #A-4732

New York #038638

Oregon #ARI-12077

South Carolina #AR .9561

Wisconsin #8790-5

WORK HISTORY

Plans Examiner

SAFEbuilt, LLC

2021 - Present

Senior Project Manager & Senior Associate

Greenberg Farrow

2015 - 2020

Quality Control Manager & Project Manager

Greenberg Farrow

2005 - 2015

Architectural Production Manager

Greenberg Farrow

1997 - 2004

Project Manager

Greenberg Farrow

1994 - 1997

PROJECT EXPERIENCE

Plans Examiner

SAFEbuilt contract with the Village of Bayside, WI

SAFEbuilt contract with the Town of Blooming Grove, WI

SAFEbuilt contract with the Village of Brown Deer, WI

SAFEbuilt contract with the Village of Brownsville, WI

SAFEbuilt contract with the Town of Burlington, WI

SAFEbuilt contract with the Village of Butler, WI

SAFEbuilt contract with the Village of Caledonia, WI

SAFEbuilt contract with the Village of Cambridge, WI

SAFEbuilt contract with the Town of Cedarburg, WI

SAFEbuilt contract with the City of Columbus, WI

SAFEbuilt contract with the Village of Deerfield, WI

SAFEbuilt contract with the Town of Delafield, WI

SAFEbuilt contract with the Town of Eagle, WI

SAFEbuilt contract with the Village of Eden, WI

SAFEbuilt contract with the Village of Elm Grove, WI

SAFEbuilt contract with the Town of Fond Du Lac, WI

SAFEbuilt contract with the Village of Fontana-On-Geneva Lake

SAFEbuilt contract with the Village of Germantown, WI

SAFEbuilt contract with the City of Glendale, WI

SAFEbuilt contract with the City of Greenfield, WI

SAFEbuilt contract with the Town of Herman, WI

SAFEbuilt contract with the City of Kewaunee, WI

SAFEbuilt contract with the City of Lake Geneva, WI

SAFEbuilt contract with the Village of Marshall, WI

SAFEbuilt contract with the Village of Menomonee Falls, WI

SAFEbuilt contract with the City of Milwaukee, WI

SAFEbuilt contract with the Village of Oregon, WI

SAFEbuilt contract with the Village of Salem Lakes, WI

SAFEbuilt contract with the Town of Sheboygan, WI

SAFEbuilt contract with the Village of Slinger, WI

SAFEbuilt contract with the Village of Sturtevant, WI

SAFEbuilt contract with the Village of Thiensville, WI

SAFEbuilt contract with the Village of Waterford, WI

SAFEbuilt contract with the Town of Waterloo, WI

SAFEbuilt contract with the Village of West Milwaukee, WI

SAFEbuilt contract with the Village of Williams Bay, WI

KM

KEVIN MIKOLAS

Master Plumber & Plumbing Inspector/Plans Examiner

SAFEbuilt[✓]

26 YEARS OF EXPERIENCE

5 YEARS WITH THE FIRM

LICENSES & CERTIFICATIONS

State of Wisconsin

Commercial Plumbing Inspector # 224236 - CPI

Master Plumber #224236 - PM

UDC Plumbing Inspector #040000005 - UDC

UDC Construction Inspector #071300001 - UDC

WORK HISTORY

- **Building Inspector**
SAFEbuilt Wisconsin, LLC
2021 – Present
- **Plumbing Inspector**
City of Kenosha, WI
2000 – 2021

PROJECT EXPERIENCE

- **Building/Plumbing Inspector**
SAFEbuilt Wisconsin, LLC Contract with the:
 - Town of Burlington, WI
 - Village of Fontana-On-Geneva Lake, WI
 - City of Kenosha, WI
 - City of Lake Geneva, WI
 - Town of Linn, WI
 - Village of Salem Lakes, WI
 - Village of Sturtevant, WI
 - Village of Waterford, WI
 - Village of Williams Bay, WI



CHAD STEWART

Master Electrician & Commercial Electrical Inspector

15 YEARS OF EXPERIENCE

2 YEARS WITH THE FIRM



EDUCATION

Wisconsin Electrical Construction Apprenticeship

Waukesha Area Technical School

LICENSES & CERTIFICATIONS

State of Wisconsin

Commercial Electrical Inspector #906743 - CEI
Master Electrician #906743 - ME

OSHA

10-hour Certification

Solar Energy International

CE523: Residential/Commercial Roof-Mounted PV Installation Safety

WORK HISTORY

- **Electrical Inspector**
SAFEbuilt, LLC
2024 - Present
- **Electrical Inspector**
City of Brookfield, WI
2020 - 2024
- **Journeyman Wireman**
Union Local 494
Milwaukee, WI
2006 - 2020
- **City Electrician**
City of Milwaukee, WI
Department of Public Works
2019
- **Construction Coordinator**
SunPeak, LLC
Madison, WI
2018 - 2019
- **Electrical Site Superintendent**
Strata Solar
Wauwatosa, WI
2017 - 2018
- **Master Electrician**
Staybright Electric of Colorado, Inc.
Muskego, WI
2016 - 2017

- **Master Electrician**
West Allis Heating & Air Conditioning
West Allis, WI
2015 - 2016
- **Commercial Electrician**
Sonag Electric
Milwaukee, WI
2014 - 2015
- **Master Electrician**
Staybright Electric of Colorado, Inc.
Muskego, WI
2013 - 2014
- **Master Electrician**
BS Electric, LLC
Muskego, WI
2011 - 2012

PROJECT EXPERIENCE

- **Electrical Inspector**
SAFEbuilt, LLC Contract with the
 - Village of Bayside, WI
 - Town of Blooming Grove, WI
 - City of Brodhead, WI
 - Town of Brooklyn, WI
 - Village of Brownsville, WI
 - Town of Burke, WI
 - Town of Burlington, WI
 - Village of Butler, WI
 - Town of Byron, WI
 - Village of Cambridge, WI
 - Town of Cedarburg, WI
 - City of Columbus, WI
 - Town of Dane, WI
 - Village of Deerfield, WI
 - Town of Delafield, WI
 - Village of Eden, WI
 - Village of Elm Grove, WI
 - Town of Fond Du Lac, WI
 - Village of Fontana-On-Geneva Lake, WI
 - Village of Germantown, WI
 - City of Glendale, WI
 - City of Greenfield, WI
 - Town of Herman, WI
 - City of Kewnauee, WI
 - City of Lake Geneva, WI
- **Electrical Inspector (Continued)**
 - Town of Lake Mills, WI
 - Town of Linn, WI
 - City of Lodi, WI
 - Village of Marshall, WI
 - Village of Menomonee Falls, WI
 - Town of Mitchell, WI
 - Town of Oregon, WI
 - Village of Oregon, WI
 - Town of Rhine, WI
 - Village of River Hills, WI
 - Town of Sheboygan, WI
 - Village of Slinger, WI
 - Town of Springfield, WI
 - Village of Sturtevant, WI
 - Town of Sun Prairie, WI
 - Village of Thiensville, WI
 - Village of Waterford, WI
 - City of Waterloo, WI
 - Town of Waterloo, WI
 - Village of West Milwaukee, WI
 - Village of Williams Bay, WI
 - State of Wisconsin





MARTIN MONTOYA

Fully-Certified Combination (MEP) Inspector

43 YEARS OF EXPERIENCE

11 YEARS WITH THE FIRM



LICENSES & CERTIFICATIONS

State of Wisconsin

- Commercial Plumbing Inspector #70242 - CPI
- UDC Electrical Inspector #069602342 - UDC
- UDC HVAC Inspector #069602343 - UDC
- UDC Construction Inspector #069602341 - UDC

WORK HISTORY

- Building/Trades Inspector**
 SAFEbuilt Wisconsin, LLC
 2015 - Present
- Commercial Building and Sprinkler Plan Reviewer/Regional Coordinator/Building Inspector**
 Independent Inspections Inc.
 Waukesha, WI
 1990 - 2015
- Energy Auditor, Weatherization**
 La Casa de Esperanza, Inc.
 Waukesha, WI
 1987 - 1990
- Crew Chief, Weatherization**
 La Casa de Esperanza, Inc.
 Waukesha, WI
 1984 - 1987
- Crew Worker, Weatherization**
 La Casa de Esperanza, Inc.
 Waukesha, WI
 1983 - 1984

PROJECT EXPERIENCE

- Building/Trades Inspector**
 SAFEbuilt Wisconsin, LLC Contract with the:
 - Village of Bayside, WI
 - Town of Burlington, WI
 - Town of Delafield, WI
 - Town of Eagle, WI
 - Village of Elm Grove, WI
 - Village of Fontana-On-Geneva Lake, WI
 - City of Glendale, WI
 - City of Lake Geneva, WI
 - Town of Linn, WI
 - Village of Menomonee Falls, WI
 - Village of Salem Lakes, WI
 - Village of Sturtevant, WI
 - Village of Waterford, WI
 - City of Waukesha, WI
 - Village of Williams Bay, WI



KIM PLATO

Permit Technician

41 YEARS OF EXPERIENCE

5 YEARS WITH THE FIRM



EDUCATION

Studies in International Business

Waukesha County Technical College

WORK HISTORY

- **Permit Technician/Planning & Zoning Technician**
SAFEbuilt Wisconsin, LLC
2021 – Present
- **Kitchen & Bathroom Designer**
ProSource Wholesale
Franklin, WI
2019 – 2021
- **Design Specialist**
Lowe's Companies, Inc.
Kenosha, WI
2017 – 2019
- **Assistant Manager**
Gerhard's Kitchen and Bath Store
Kenosha, WI
2016 – 2017
- **Kitchen & Bathroom Designer**
The Home Depot
West Allis, WI
2004 – 2016
- **International Distribution Manager**
InPro Corporation
Muskego, WI
1985 – 2003

PROJECT EXPERIENCE

- **Permit Technician/Planning & Zoning Technician**
SAFEbuilt Wisconsin, LLC Contract with the:
 - City of Burlington, WI
 - Town of Linn, WI
 - Village of Fontana-On-Geneva Lake, WI
 - Village of Salem Lakes, WI
 - Village of Williams Bay, WI

David Lothspeich

To: Dave Hendrix
Subject: RE: Inspection

From: Dave Hendrix <dhendrix@safebuilt.com>
Sent: Tuesday, May 5, 2026 2:54 PM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Subject: Inspection

David,

When you review the building inspection proposals, make sure they have the necessary employees to serve the village. Contractors have reached out to my employees to work for them on nights and weekends to serve your village.

Dave Hendrix
Regional Manager, Operations



Cell: 262.202.2173 |

CORE VALUES: Integrity – Improvement – Service – Teamwork – Respect

David Lothspeich

To: Dave Hendrix
Subject: RE: Village of Williams Bay - Building Inspectional Services RFP - Reply Requested

From: Dave Hendrix <dhendrix@safebuilt.com>
Sent: Tuesday, April 21, 2026 10:56 AM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Subject: Re: Village of Williams Bay - Building Inspectional Services RFP - Reply Requested

David,

I have put some bullet points together, whoever your contractor is, make sure they provide these services.

Services provided to Williams Bay by the qualified professional we have on staff

- All employees work for SAFEbuilt and do not contract with other towns or own their own businesses
- We provide State level commercial building plan reviews. The large projects you have coming up will be reviewed locally. Other contractors do not provide this service
- We provide State level HVAC, fire sprinkler, and plumbing plan review. The large projects you have coming up will be reviewed locally
- We have master plumbers inspecting commercial projects not residential inspectors
- We have master electricians who do inspection, not residential inspectors.

Any applicants should work directly with your provider and not collaborate with other providers or services. This will result in delays in permits, plan reviews and inspections. Are they even able to provide state level plan reviews?

Dave Hendrix
Regional Manager, Operations



Cell: 262.202.2173 |
CORE VALUES: Integrity – Improvement – Service – Teamwork – Respect

From: David Lothspeich <admin@vi.williamsbay.wi.gov>
Sent: Wednesday, March 18, 2026 8:35 AM
To: Dave Hendrix <dhendrix@safebuilt.com>
Subject: RE: Village of Williams Bay - Building Inspectional Services RFP - Reply Requested

Dave,

Thank you for your response and interest in providing a proposal.

Much appreciated.

Dave

David Lothspeich
Village Administrator
Village of Williams Bay | 250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | US
Office: 262-245-2700
Cell: 847-421-7715



<https://www.williamsbay.org/>

From: Dave Hendrix <dhendrix@safebuilt.com>
Sent: Tuesday, March 17, 2026 10:19 AM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Subject: Re: Village of Williams Bay - Building Inspectional Services RFP - Reply Requested

Dave,

Thank you we will definitely respond.

Dave Hendrix
Regional Manager, Operations



Cell: 262.202.2173 |
CORE VALUES: Integrity – Improvement – Service – Teamwork – Respect

From: David Lothspeich <admin@vi.williamsbay.wi.gov>
Sent: Monday, March 16, 2026 6:57 PM
To: Dave Hendrix <dhendrix@safebuilt.com>
Cc: David Lothspeich <admin@vi.williamsbay.wi.gov>
Subject: Village of Williams Bay - Building Inspectional Services RFP - Reply Requested

Hi Dave,

As you know, the Village of Williams Bay has contracted with Safebuilt to provide building inspectional services for a number of years and is seeking proposals for these services. Please review the attached Request For Proposal (RFP) and let me know if you have any questions. I look forward to your response.

Best regards,

Dave

David Lothspeich

Village Administrator

Village of Williams Bay | 250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | US

Office: 262-245-2700

Cell: 847-421-7715



<https://www.williamsbay.org/>

Proposal for Building Inspection Services

Village of Williams Bay

April 22, 2026

David Lothspeich

Village Administrator

Village of Williams Bay

250 Williams Street

PO Box 580

Williams Bay, WI 53191

Re: Proposal for Building Inspection Services

Mr. Lothspeich:

3C Inspect LLC respectfully submits this proposal to provide contracted building inspection services for the Village of Williams Bay. We appreciate the opportunity to be considered and are prepared to provide permit and plan review, inspections, inspection documentation, coordination with Village staff, and related services identified in the Request for Proposals.

Respectfully submitted,

Ryan Lindsey

Owner / Building Inspector

3C Inspect LLC

2038 Ridgeway Road

Monroe, WI 53566

608-558-6055

3Cinspect@gmail.com

Submitted by

3C Inspect LLC

Primary Contact

Ryan Lindsey, Owner / Building Inspector

Address

2038 Ridgeway Road

Monroe, WI 53566

Contact

608-558-6055

3Cinspect@gmail.com

Executive Summary

3C Inspect LLC proposes to serve as the Village of Williams Bay’s contracted building inspection provider, delivering permit and plan review, residential and commercial inspections within delegated scope, inspection documentation, and coordination with Village staff through a proven municipal service model. Our approach emphasizes (1) credentialed coverage and continuity of service, (2) clear and trackable records in Wlpermit.com, (3) timely response to applicants, contractors, and staff, and (4) smooth transition from the current provider, including active-permit review and open-file cleanup as needed.

- Lead inspector with ~18 years of Wisconsin municipal inspection, plan review, zoning, and code enforcement experience.
- Residential support capacity through LM Inspect LLC to help maintain timely scheduling.
- Digital permit and inspection records, photographs, and history maintained in a platform accessible to Village staff.
- Transparent compensation model: permit-fee sharing with separately billed office hours/meetings and a defined annual software fee.

Introduction

3C Inspect LLC submits this proposal to provide contracted building inspection services for the Village of Williams Bay, including permit and plan review, inspections, inspection documentation, code administration support, and public service coordination.

The Village’s RFP requests support for permit and plan review; residential inspections; coordination with the Zoning Administrator; permit record maintenance; inspection reporting; complaint and enforcement assistance; public accessibility; and meeting attendance as requested. 3C Inspect LLC is prepared to provide these services in a timely, consistent, and professional manner.

This proposal addresses the Village’s stated evaluation factors, including workload capacity, staff credentials, inspection methods, transition planning, and response standards.

1. General Information, Qualifications, Training, Financial Stability, and Comparable Municipal Experience

3C Inspect LLC has provided municipal building inspection services since 2021 and is built on Ryan Lindsey’s approximately 18 years of Wisconsin municipal inspection, plan review, zoning, and code

enforcement experience. Prior public-sector roles include Building Inspector for the City of Monroe, Assistant Building Inspector for the City of Fitchburg, and building inspection, zoning, and property maintenance work for the City of Brodhead.

Ryan Lindsey is the lead inspector and primary point of contact for 3C Inspect LLC. He maintains Wisconsin credentials for both residential and commercial inspection services and has extensive experience working with municipal staff, contractors, property owners, and applicants on permit review, field inspections, code interpretation, enforcement support, and permit closeout.

Louie Field provides subcontract inspection support to 3C Inspect LLC through LM Inspect LLC. Louie holds Wisconsin certifications in all residential inspection categories and supports residential inspection workload as assigned. Ryan Lindsey remains responsible for overall contract performance, Village coordination, commercial inspection services within delegated scope, and technical review as required.

State Agency Credentials

- Electrical Inspection Agency Credential / License No. 1572742 (EIA)
- UDC Inspection Agency Credential / License No. 042300024 (UDC)

Ryan Lindsey – Lead Inspector and Owner, 3C Inspect LLC

Wisconsin credentials:

- UDC Construction Inspector #080500024
- UDC Plumbing Inspector #030600025
- UDC HVAC Inspector #080500023
- UDC Electrical Inspector #030600024
- Commercial Building Inspector #980222
- Commercial Plumbing Inspector #980222
- Commercial Electrical Inspector #980222
- Fire Detection, Prevention, and Suppression Inspector #980222

ICC credentials:

- ICC ID #5280576
- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial Mechanical Inspector
- Commercial Energy Inspector
- Residential Building Inspector

Louie Field – Inspector Support, LM Inspect LLC / 3C Inspect LLC Team

Wisconsin credentials:

- UDC Construction Inspector #8028-UCI
- UDC HVAC Inspector #8024-UHI
- UDC Electrical Inspector #8036-UEI

- UDC Plumbing Inspector #8022-UPI

Training

3C Inspect LLC places a strong emphasis on continuing education and maintaining current knowledge of Wisconsin codes, delegated inspection requirements, inspection practice, and code administration. Ryan Lindsey has completed substantial continuing education and maintains both state and ICC credentials relevant to the services proposed.

Comparable Municipal Experience

3C Inspect LLC currently provides building inspection services to Wisconsin municipalities including the City of Monroe, Village of Mount Horeb, City of Dodgeville, City of Brodhead, and surrounding townships. This experience includes working with communities of different sizes, development levels, staffing structures, permit workflows, and public-service expectations.

This municipal experience has also included transition from prior providers, ongoing permit administration, open-permit cleanup, coordination with municipal staff, contractor communication, and public-facing code administration.

Financial Stability

3C Inspect LLC is an established Wisconsin inspection agency with current municipal contracts, active operations, and the staffing and business structure necessary to take on the Village of Williams Bay workload without additional hiring. Proof of insurance, credentials, and related business documents are included with the proposal materials.

Delegation and Continuity of Service

We have reviewed the Village of Williams Bay's current state delegation structure and understand the Village's existing authority for Uniform Dwelling Code administration for one- and two-family dwellings and camping units, as well as its delegated commercial building authority for plan review within the Village's delegated scope and for commercial inspections. 3C Inspect LLC holds the certifications and experience necessary to continue those services without interruption and in compliance with applicable state requirements.

In addition, our review indicates that Williams Bay is not currently listed as a municipality with commercial electrical delegated authority. Because 3C Inspect LLC already provides commercial electrical permitting and inspection services for other Wisconsin municipalities, we can also offer the Village the option of expanding its local service model to include commercial electrical permitting and inspections if the Village chooses to pursue that additional delegation.

2. Office Space, Equipment, Materials, and Village Support Needs

The Village indicates that office space, a computer, and a phone will be available at Village Hall. 3C Inspect LLC does not require the Village to provide additional office space, vehicles, inspection tools, code books, or field equipment in order to perform the proposed services.

If selected, 3C Inspect LLC would request reasonable access to the Village Hall workspace made available by the Village for scheduled office hours, meetings, staff coordination, and public interaction when needed. Access to available permit records, prior open-permit files, and existing administrative procedures would also be needed at transition.

3C Inspect LLC will provide its own primary business operations, communication systems, vehicles, inspection equipment, permitting platform, and general administrative structure. Other than the workspace, computer, and phone identified in the RFP, no additional office space, materials, equipment, or support are requested from the Village.

3. Staffing Capacity, Current Availability, Inspection Methods, Transition Ability, Response Standards, Office Hours, and Compensation Structure

Staffing Capacity and Ability to Take on Village Activity

3C Inspect LLC has current capacity to take on the Village of Williams Bay workload using existing staff resources and does not anticipate recruiting additional staff to begin service. The proposed staffing structure is intended to provide both continuity and responsiveness.

Ryan Lindsey will serve as lead inspector, primary contact, and the person responsible for Village coordination, commercial inspection services, technical review, and overall administration of the contract. Louie Field will support residential inspection workload as assigned and help maintain timely inspection service.

This staffing structure allows 3C Inspect LLC to provide coverage for permit processing, inspections, communications, and coordination without relying on future hiring or uncertain staffing expansion.

Inspection Method – In Person and Photographs

Inspections are performed primarily in person. In-person inspections remain the standard for new dwellings, rough inspections, final inspections, structural work, and other inspections where direct field verification is necessary.

Photographs may be accepted in limited circumstances when the inspector determines that photo documentation is appropriate for a specific item, follow-up correction, or clearly documentable condition. Any accepted photo documentation is retained in the permit file. Photo-based review is used selectively and does not replace in-person inspection where direct observation is necessary.

Ability to Transition from Current Provider

3C Inspect LLC has experience transitioning municipal inspection services from an existing provider. If selected, transition work would begin with coordination with Village staff to identify:

- active permits
- outstanding inspections
- open files requiring follow-up
- permit records needing organization or completion

- current workflow expectations for permit processing, inspection scheduling, and reporting
- The objective would be to create a smooth and orderly transition without interruption of service. Where special effort is needed to reconstruct files, verify old inspections, or close out incomplete records, 3C Inspect LLC would coordinate that work with the Village and document expectations clearly.

The Village has identified significant developments that are expected to move forward, and 3C Inspect LLC is prepared to begin service in a manner that supports that workload without delay.

Response Standards

3C Inspect LLC understands that responsiveness is a major part of municipal inspection service. The following service standards are proposed (excluding weekends/holidays and subject to safe access and site readiness):

- Calls and emails from Village staff are returned the same business day when received by 3:00 p.m.; otherwise by the next business day.
- Inspection requests are typically scheduled within 1–3 business days, depending on request volume, project type, and site readiness.
- Plan review comments are provided as promptly as workload allows, with priority given to time-sensitive projects and complete submittals; incomplete submittals are flagged as early as practical.
- Inspection entries, notes, and photo documentation (when applicable) are recorded in Wlpermit.com and retained in the permit file for Village access.

Office Hours

The Village’s RFP requires a minimum of three established public office hours per week at Village Hall. 3C Inspect LLC will meet this requirement and coordinate the schedule with Village staff so the public and contractors have predictable access for questions, submittals, and coordination.

To keep the fee-based compensation model clear and auditable, required office hours will be tracked and billed as a separate line item on the monthly invoice (rather than embedded in permit-fee sharing). This structure also allows the Village to adjust office-hour needs over time while maintaining consistent permit and inspection service delivery.

Compensation Structure and Fee Schedule

If selected, 3C Inspect LLC proposes that the Village adopt the attached 3C Inspect LLC permit and inspection fee schedule for services under this contract. The fee schedule includes permit, plan review, inspection, reinspection, erosion control, administrative, and related fees, including a \$40 permit processing/administrative fee per application and a \$110 hourly rate for services outside routine permit processing and inspection.

Under the proposed administrative model, the Village collects permit payments through the Village office. 3C Inspect LLC will calculate applicable permit fees, enter fees into Wlpermit.com, perform plan review and inspections, and maintain permit and inspection records within the platform.

Once fees are entered in Wlpermit.com, the applicant is issued a fee notice with the Village’s payment instructions. Applicants may pay in person at Village Hall or by mail, consistent with Village practice. If

the Village already uses an online payment system, Wlpermit.com can support that workflow. If the Village wishes to implement new online credit card payment processing in the future, 3C Inspect LLC can coordinate with the Village and the Wlpermit.com software team to evaluate options and support implementation.

Compensation to 3C Inspect LLC is proposed at 85% of permit fees paid and received by the Village, with the remaining 15% retained by the Village. This 85/15 allocation applies to the total permit fee amount (including the \$40 permit processing/administrative fee). 3C Inspect LLC will submit a monthly invoice for 85% of fees recorded as paid during the prior month.

Use of Wlpermit.com (including Village staff access, digital permit records, inspection tracking, applicant communication, fee entry, and system administration) is proposed at an annual fee of \$2,000. This annual software fee would be billed separately from permit-fee compensation and hourly-billed services.

Required office hours, meeting attendance requested by the Village, and other services outside routine permit processing and inspections will be billed separately and added to the monthly invoice. Examples include office hours, meetings, code consultation, complaint follow-up, enforcement support, permit history research, file reconstruction, and other special administrative or inspection-related work requested by the Village. Unless otherwise agreed in writing, these services will be billed at the hourly rate identified in the attached fee schedule. 3C Inspect LLC does not request mileage reimbursement.

4. Permit System and Reporting

3C Inspect LLC uses Wlpermit.com, an online permitting and inspection management platform that supports application intake, document upload, permit workflow, plan review tracking, inspection scheduling, inspection history, fee calculation, permit records, and reporting.

The system supports State of Wisconsin reporting requirements for delegated one- and two-family dwelling permit activity and provides a consistent administrative record for both residential and commercial permit files.

Permit System Functions

The platform allows applicants to:

- submit permit applications electronically
- upload plans and supporting documents
- receive permit-related communication
- coordinate inspection-related workflow
- receive permit fee notices and payment instructions through the system

The platform allows 3C Inspect LLC to:

- review submitted applications and plans
- determine permit fees and enter those fees into the permit record
- maintain project documentation within the permit file
- track inspection activity, inspection history, photographs, and notes
- maintain permit and inspection records within the system

- update permit status as appropriate through the review and inspection process

The platform allows Village staff to:

- review submitted applications and plans
- review permit fee calculations entered into the permit record
- collect permit payments through the Village's payment process
- follow up on unpaid permit fees and contact applicants as needed regarding payment status
- record payments received in Wlpermit.com
- change permit status as appropriate once payment is received
- email approved applications and building placards to applicants through the system
- print and mail approved applications and placards, or print and provide them in person, when needed
- access records for administrative and reporting purposes

Village staff access can be configured based on the Village's needs and staff roles. Under the proposed payment and permit-issuance workflow, 3C Inspect LLC will review the application, calculate and enter the permit fees into Wlpermit.com, and issue the fee notice and payment instructions through the permit record. The Village will be responsible for collecting permit payments, following up on unpaid fees, recording payments in the system, and issuing the approved application and building placard to the applicant once payment has been received. If the Village has an existing online payment method, that process can be incorporated. If the Village later wishes to pursue online credit card payment and does not already have a system in place, that would require additional coordination and setup with the Village and the software team.

Sample Reports

Included with this proposal are sample commercial and residential records from Wlpermit.com demonstrating the general format of application records, inspection entries, inspection history, photographs, and system recordkeeping.

Reporting Schedule

Inspection records will be entered into Wlpermit.com as inspections are completed. Village staff, including the Zoning Administrator, will have direct access within the system to permit status, inspection activity and history, fee information, supporting documents, and inspection records as they are entered. Because the platform provides real-time visibility and records are tied to each permit file, this system access is intended to satisfy the Village's weekly inspection-report requirement without routine separate manual report preparation, except where specifically required by the Village or otherwise agreed.

5. Licensing and Insurance

3C Inspect LLC is providing proof of current licensing and insurance with this proposal.

3C Inspect LLC maintains the agency credentials and inspector credentials necessary to provide the delegated inspection services proposed. Current certificates of insurance are included for review. These materials are provided to document compliance with the Village's insurance and credential requirements.

6. Professional References

3C Inspect LLC provides the following professional references concerning building permit and inspection services provided to Wisconsin communities:

Rob Jacobson
Director of Administrative Services
City of Monroe
1110 18th Avenue
Monroe, WI 53566
(608) 426-5010

Nick Owen
Former Village Administrator and Zoning Administrator, Village of Mount Horeb
Current County Administrator, Green County
1016 16th Avenue
Monroe, WI 53566
(608) 324-3602

Barry Hottmann
Mayor
City of Dodgeville
100 East Fountain Street
Dodgeville, WI 53533
(608) 935-5228

Brian Raupp
Chief of Police
City of Brodhead
1004 West Exchange Street
Brodhead, WI 53520
(608) 214-8883

Conclusion

3C Inspect LLC appreciates the opportunity to submit this proposal for building inspection services for the Village of Williams Bay. We believe our municipal experience, credentialed inspection coverage, current staffing capacity, transition readiness, permitting platform, and communication practices position us to serve the Village effectively.

We are prepared to provide timely, professional, code-compliant service to the Village, its staff, contractors, and the public, and we welcome the opportunity to discuss the Village's expectations and transition timeline.

Respectfully submitted,

Ryan Lindsey

Owner / Building Inspector

3C Inspect LLC

Proposed Attachments / Exhibits

- 3C Inspect LLC Permit and Inspection Fee Schedule for Village adoption
- Ryan Lindsey resume
- Inspector and agency credential documents
- Certificates of insurance
- Sample commercial and residential records from Wlpermit.com

3C Inspect LLC — Permit Fee Schedule

Proposed fee schedule for the Village of Williams Bay.

Building Permit Fee Schedule

Adopted Fee Schedule for Building, Electrical, Plumbing, HVAC, and Related Permits

This fee schedule establishes permit, plan review, inspection, and administrative fees applicable to work regulated by the Building Department. Fees are due at the time of application unless otherwise authorized by the Building Official. This schedule is intended to be read in conjunction with applicable state statutes and administrative codes and local ordinances.

General Provisions

- For purposes of square-foot (sf) fee calculations, building area includes all floor levels, basements, attached garages, and all spaces enclosed and under roof.
- The Building Official shall determine the square footage used for fee calculation.
- Project valuation (construction cost) includes labor and materials. Where no labor cost is declared, the Building Official may adjust the valuation for fee calculation, including by doubling the stated materials cost.
- All permit fees shall be rounded to the nearest whole dollar.
- Work commenced without a required permit is subject to a double-fee assessment, as determined by the Building Official.
- The Permit Processing/Administrative Fee is assessed once per permit application.

Permit Processing/Administrative Fee

Fee: \$40 per permit application. This fee is assessed once per application and applies to all permit types.

Building Groups (New Construction and Additions)

Group	Description
Group 1	Single-family dwellings and duplexes; including accessory dwelling units (ADUs) and related residential accessory structures such as attached/detached garages, sheds, decks associated with the dwelling, and small residential pole buildings (accessory to a single-family or duplex).
Group 2	All other residential occupancies (three units or more), townhouses, hotels and motels; and most public/commercial occupancies including offices/professional services, retail/mercantile, restaurants/food service, assembly/event spaces/churches, schools/educational, child-care/daycare, clinics/medical offices, gyms/recreation, banks, personal service businesses (salons, etc.), and other similar commercial/public uses not classified in Group 1 or Group 3.
Group 3	Warehouses and storage buildings (including large shell storage buildings and self-storage facilities), distribution centers, manufacturing/factories, fabrication/industrial shops, contractor shops/yards buildings, vehicle service/maintenance shops, agricultural and utility buildings, utilities/plants/pumping stations, and large pole buildings used for storage/industrial/ag/utility purposes, and other industrial/storage buildings not classified in Groups 1-2.

New Construction and Additions — Square Foot-Based Fees

Permit type	Group	Rate	Minimum
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Building permit	Group 1	\$0.34 / sf	\$100 minimum
Building permit	Group 2	\$0.30 / sf	\$150 minimum
Building permit	Group 3	\$0.28 / sf	\$150 minimum
Electrical permit	Group 1	\$0.10 / sf	\$100 minimum
Electrical permit	Group 2	\$0.10 / sf	\$150 minimum
Electrical permit	Group 3	\$0.10 / sf	\$150 minimum
Plumbing permit	Group 1	\$0.14 / sf	\$100 minimum
Plumbing permit	Group 2	\$0.14 / sf	\$150 minimum
Plumbing permit	Group 3	\$0.14 / sf	\$150 minimum
HVAC permit	Group 1	\$0.10 / sf	\$100 minimum
HVAC permit	Group 2	\$0.10 / sf	\$150 minimum
HVAC permit	Group 3	\$0.10 / sf	\$150 minimum
Automatic fire suppression and/or fire alarm system inspection permit	Group 1	\$0.06 / sf	\$100 minimum
Automatic fire suppression and/or fire alarm system inspection permit	Group 2	\$0.06 / sf	\$150 minimum
Automatic fire suppression and/or fire alarm system inspection permit	Group 3	\$0.05 / sf	\$150 minimum

1- and 2-family dwelling minimum permit fee

For new one- and two-family dwellings, if the total calculated permit fee for the dwelling is less than \$1,800, the total permit fee charged shall be \$1,800. If the calculated total permit fee exceeds \$1,800, the calculated total permit fee shall apply.

Alterations and Repairs — Valuation-Based Fees

Permit type	Calculation	Minimum
Building permit	1% of building construction cost	Residential \$75 minimum; Commercial \$150 minimum
Electrical permit	1% of electrical construction cost	Residential \$75 minimum; Commercial

		\$150 minimum
Plumbing permit	1% of plumbing construction cost	Residential \$75 minimum; Commercial \$150 minimum
HVAC permit	1% of HVAC construction cost	Residential \$75 minimum; Commercial \$150 minimum

Plan Review Fees

Residential Plan Review

Dwelling type	Plan review fee
One-family dwelling	\$100
Two-family dwelling (duplex)	\$150

Commercial Plan Review and Compliance Review

Project type	Plan review fee
Commercial projects requiring plan documents, including projects with DSPS-approved plans; covers local compliance review, coordination of conditions, recordkeeping, and plan tracking.	\$200 base + \$25 per plan sheet over 10 sheets (maximum \$600)

Special Inspections (SBD-8102) — Administrative Fee

Special inspection administrative fees are assessed per state-required special inspection category, as identified on the approved SBD-8102 schedule.

Fee: \$400 per required special inspection category.

- Special cases determined by DSPS
- Structural steel (bolting, welding, NDT, cold-formed steel)
- Concrete construction (reinforced, precast/prestressed, post-installed anchors)
- Masonry construction
- Structural wood construction
- Soils and deep foundations
- Fabricated items / fabricator approval
- Wind resistance
- Seismic resistance / seismic testing; Fire-resistive / envelope / firestopping / smoke control items (as applicable)

Miscellaneous Fees and Requirements

Item	Description	Fee
Deck permit fee	Applies to construction, replacement, or enlargement of a deck.	\$200
Fence permit fee	Applies to installation or replacement of a fence.	\$100
Manufactured home permits	Manufactured homes (state-approved) are charged at	½ of standard fees

(state-approved)	one-half (½) of the standard construction/building, electrical, plumbing, and HVAC permit fees.	
Moving of buildings/structures	½ of rates charged for new construction.	Minimum \$200 per structure
Demolition	Residential / Commercial	\$100 residential; \$200 commercial
Permit to start early construction	Residential / Commercial	\$200 residential; \$400 commercial
Wisconsin Uniform Building Permit seal	Per seal	\$60
Reinspection fee	Work not ready; corrections not completed; or no access at scheduled inspection.	\$150 per reinspection
Erosion control permit	Residential / Commercial	\$200 residential; \$300 commercial
Permit renewal / extension	Extend an active permit beyond its expiration term.	50% of original permit fee per extension term
Verification letter / compliance letter	Per request	\$110

Service Rates (Outside Normal Inspections)

Extra services (including code consultation, research, permit history research, and meeting time): \$110 per hour, billed in 15-minute increments.

RYAN LINDSEY

Monroe, WI 53566 • 608-558-6055
3cinspect@gmail.com

Building inspection professional offering contracted/third-party inspection services, with 18 years of municipal inspection experience in Wisconsin and 30+ years in the construction industry. Known for responsive service, clear documentation, and practical code guidance—supporting permitting, plan review, and field inspections across residential and commercial projects.

CORE COMPETENCIES (MUNICIPAL CONTRACT BUILDING OFFICIAL SERVICES)

- Contract building inspection services for municipalities and private clients
- Residential & commercial inspections: structural/building, electrical, plumbing, HVAC (as authorized)
- Permit application support, plan review coordination, and field inspection scheduling
- Clear inspection documentation: correction notices, re-inspection verification, and recordkeeping
- Code interpretation and customer service to contractors, owners, and design professionals
- Responsive communications and on-time deliverables aligned to contract/RFP requirements

PROFESSIONAL EXPERIENCE

MARCH 2021 – PRESENT

Building Official, 3C Inspect LLC (Owner) — Monroe, WI

- Provide contracted building inspection services for the City of Monroe, WI, including permitting support, plan review, and field inspections in accordance with state-adopted building codes.
- Conduct residential and commercial inspections across structural, electrical, plumbing, and HVAC scopes; issue clear correction notices, document results, and verify corrective actions.
- Serve as the Authority Having Jurisdiction (AHJ), providing timely code interpretations and guidance to contractors, design professionals, and property owners.

MARCH 2014 – MARCH 2021

Building Inspector / Zoning Administrator / Property Maintenance Inspector, City of Monroe — Monroe, WI

- Managed building permitting, plan review, and inspections for residential and commercial projects; enforced state-adopted building codes.
- Performed inspections for structural, electrical, plumbing, and HVAC work; communicated requirements and corrections to stakeholders.
- Administered zoning reviews and approvals, including rezones and variances; supported ongoing compliance.
- Enforced property maintenance codes on deteriorated/dilapidated sites; coordinated corrective actions and follow-up inspections.
- Provided code interpretations and final determinations as the Authority Having Jurisdiction (AHJ).

March 2007 – March 2014

Assistant Building Inspector, City of Fitchburg — Fitchburg, WI

- Supported building permitting, plan review, and inspections for residential and commercial projects.
- Conducted field inspections for structural, electrical, plumbing, and HVAC work to ensure compliance with state-adopted codes.
- Provided code interpretations and guidance as the Authority Having Jurisdiction (AHJ) as assigned.

January 2007 – May 2016

Building Inspector / Zoning Administrator / Property Maintenance Inspector, City of Brodhead — Brodhead, WI

- Performed part-time municipal inspection duties including permitting support, plan reviews, and field inspections.
- Inspected structural, electrical, plumbing, and HVAC work for residential and commercial properties; enforced state building codes.
- Completed zoning reviews and approvals; supported change-of-zoning requests and related actions.
- Enforced property maintenance requirements on deteriorated sites; documented violations and verified remediation.
- Provided code interpretations as the Authority Having Jurisdiction (AHJ).

EDUCATION

JUNE 2000

ASSOCIATE DEGREE, ELECTRONIC ENGINEERING — HERZING COLLEGE

CERTIFICATIONS & LICENSES

STATE OF WISCONSIN

- Commercial Building Inspector
- Commercial Plumbing Inspector
- Commercial Electrical Inspector
- UDC Construction Inspector
- UDC Plumbing Inspector
- UDC Electrical Inspector
- UDC HVAC Inspector
- Fire Detection, Prevention and Suppression Inspector
- UDC Inspection Agency
- Electrical Inspection Agency

INTERNATIONAL CODE COUNCIL (ICC)

- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial Energy Inspector
- Commercial Mechanical Inspector
- Residential Building Inspector

1:29


Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey



PROFESSION
Commercial Electrical Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
980222 - CEI	Regular	4-21-2026




Scan QR code for license verification

1:29


Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey



PROFESSION
Commercial Building Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
980222 - CBI	Regular	4-16-2025



Scan QR code for license verification

1:29

Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey



PROFESSION
Commercial Plumbing Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
980222 - CPI	Regular	4-16-2025




Scan QR code for license verification

1:30


Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey



PROFESSION
Fire Detection, Prevention, and Suppression Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
980222 - FDPSI	Regular	4-16-2025




Scan QR code for license verification

1:30


Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey



PROFESSION
UDC Construction Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
080500024 - UDC	Regular	5-22-2025



Scan QR code for license verification

1:30


Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey



PROFESSION
UDC Electrical Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
030600024 - UDC	Regular	5-22-2025



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1:30


Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey



PROFESSION
UDC HVAC Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
080500023 - UDC	Regular	5-22-2025




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1:30


Wisconsin DSPS STATUS Active

LICENSEE NAME
Ryan M Lindsey

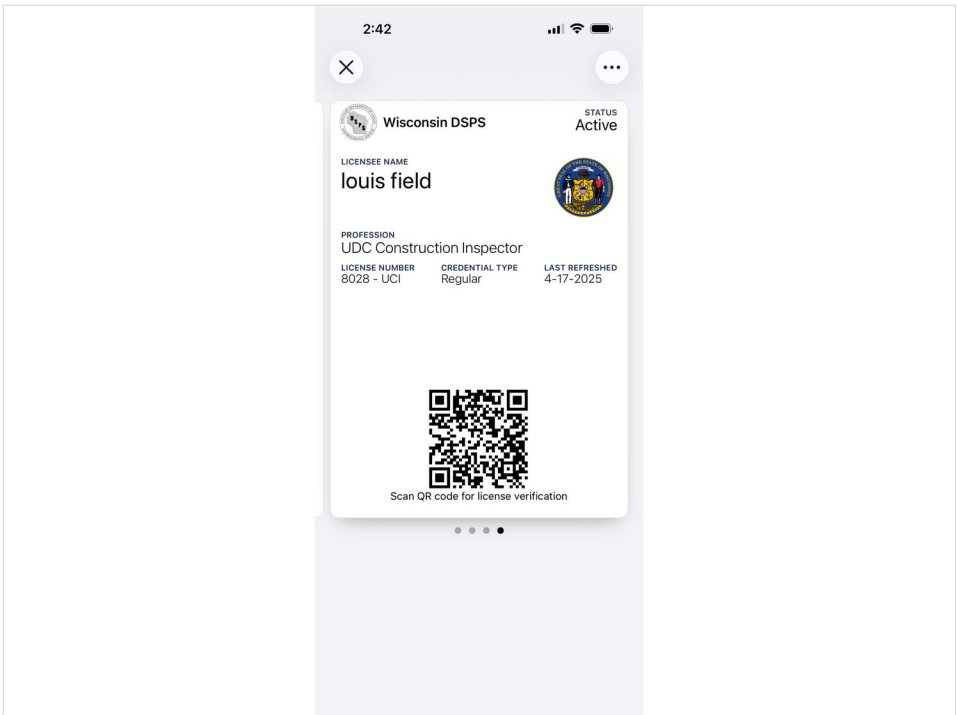
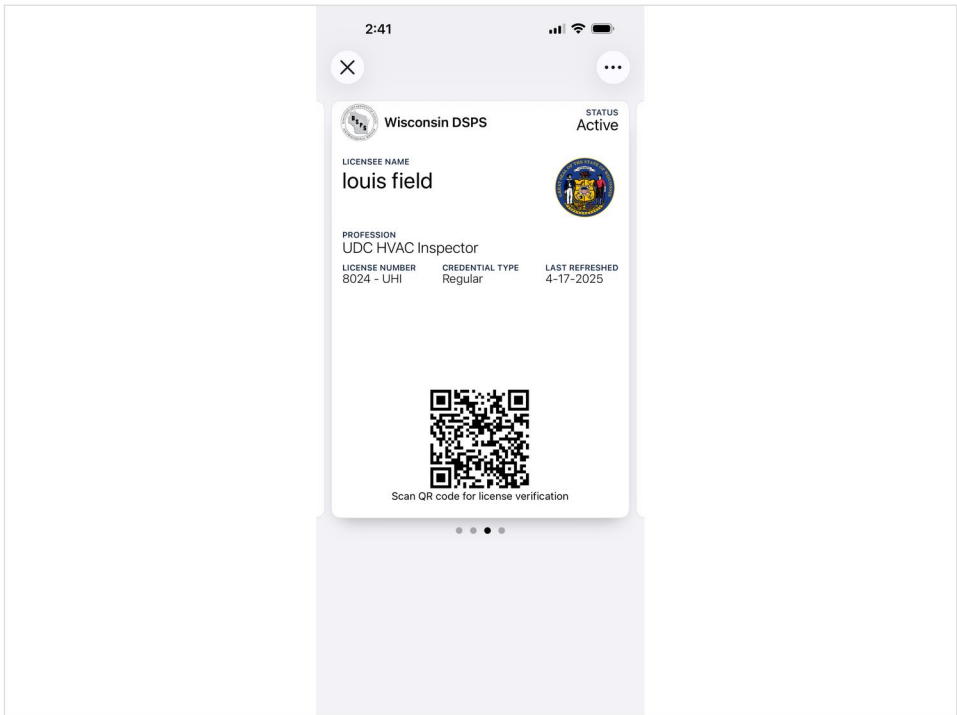
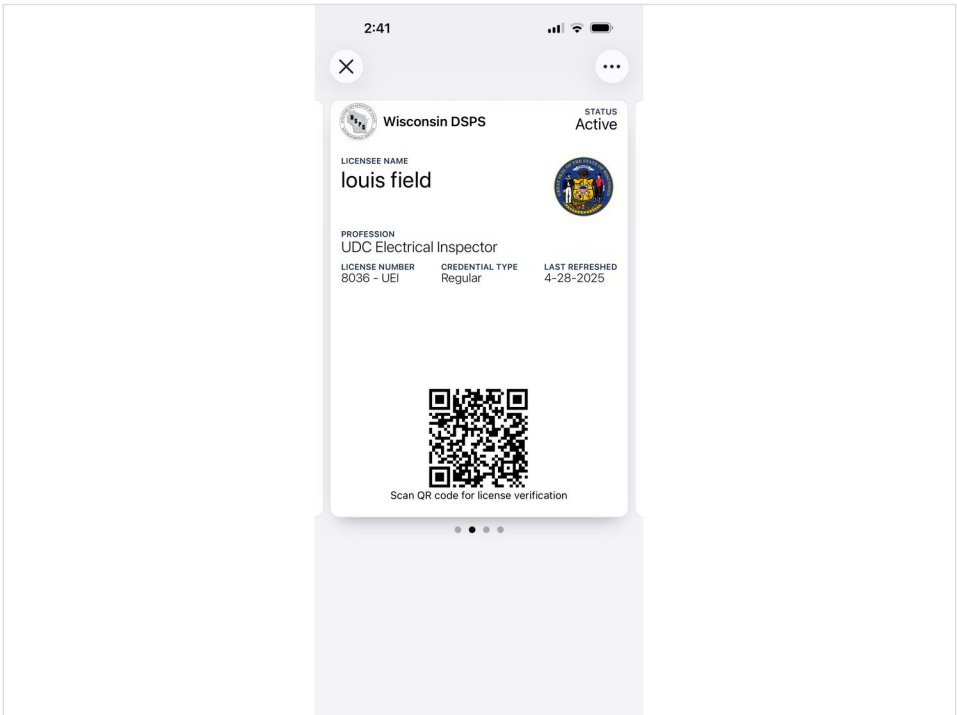
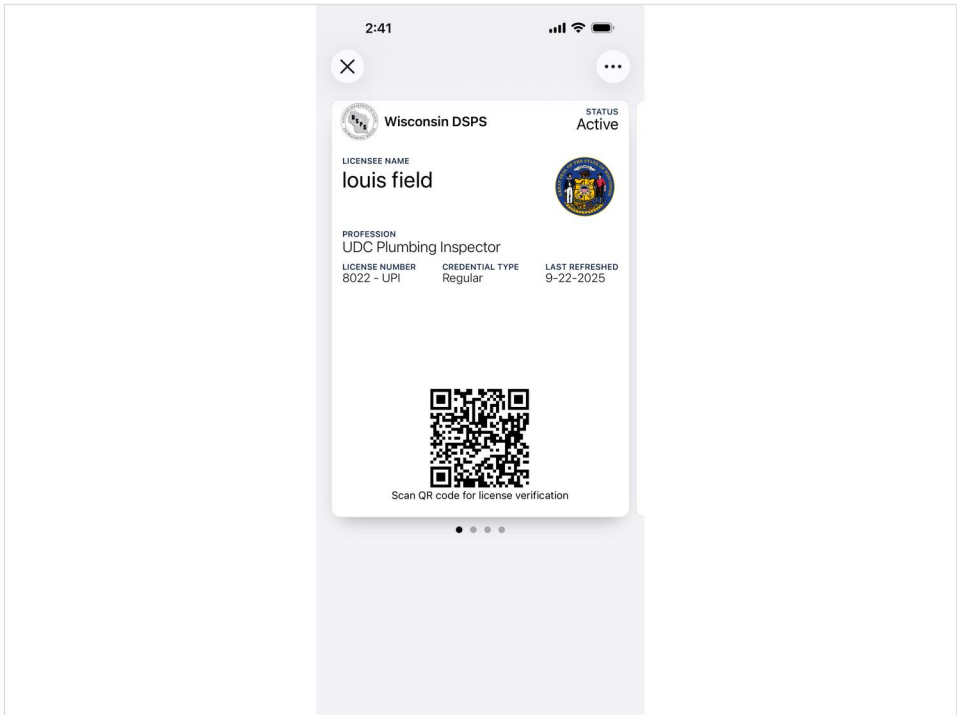


PROFESSION
UDC Plumbing Inspector

LICENSE NUMBER	CREDENTIAL TYPE	LAST REFRESHED
030600025 - UDC	Regular	5-22-2025



Scan QR code for license verification



Credential / License Summary

As of April 22, 2026 4:43:48 PM

1572742 - EIA

Name	3C Inspect LLC	Credential / License Number	1572742 - EIA
Profession	Electrical Inspection Agency	Location	Monroe, Wisconsin - 53566
Credential / License Type	Regular	Status	License is current (Active)
Eligible To Practice	Eligible	Credential Expiration Date	2027-04-04
Granted Date	2023-04-04	Multi-State	N
Orders	0	Specialties	—
Other Names	—		

Credential / License Summary

As of April 22, 2026 4:44:33 PM

042300024 - UDC

Name	3C Inspect LLC	Credential / License Number	042300024 - UDC
Profession	UDC Inspection Agency	Location	Monroe, Wisconsin - 53566
Credential / License Type	Regular	Status	License is current (Active)
Eligible To Practice	Eligible	Credential Expiration Date	2027-04-07
Granted Date	2023-04-07	Multi-State	N
Orders	0	Specialties	—
Other Names	—		



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/18/2026

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 BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext): 844-472-0967 FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : National Liability & Fire Insurance Company 20052 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED 3C Inspect LLC 2038 Ridgeway Rd Monroe, WI 53566		

COVERAGES

CERTIFICATE NUMBER:

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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input 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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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	N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability (Errors & Omissions): Claims-Made			N9PL660535	02/14/2026	02/14/2027	Per Occurrence/ Aggregate \$1,000,000/ \$2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

3C Inspect LLC 2038 Ridgeway Rd Monroe, WI 53566	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
--------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/18/2026

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 BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext): 844-472-0967 FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : National Liability & Fire Insurance Company 20052 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED 3C Inspect LLC 2038 Ridgeway Rd Monroe, WI 53566		

COVERAGES **CERTIFICATE NUMBER:** **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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ 0 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 0 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 0 PRODUCTS - COMP/OP AGG \$ 0
	AUTOMOBILE LIABILITY <input 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						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	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"/> N	N/A	N9WC234605	02/14/2026	02/14/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/ Aggregate

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

CERTIFICATE HOLDER 3C Inspect LLC 2038 Ridgeway Rd Monroe, WI 53566	CANCELLATION 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 <i>[Signature]</i>
-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/20/2026

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 608-325-9126 Lanz & McArdle Agency Inc. 1022 17th Ave. PO Box 116 Monroe, WI 53566 Agency Account	CONTACT NAME: Mitch McArdle	
	PHONE (A/C, No, Ext): 608-325-9126	FAX (A/C, No): 608-325-9128
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Cincinnati Insurance Company		
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 3C Inspect LLC
 Ryan Lindsey
 2038 Ridgeway Road
 Monroe, WI 53566

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ENP 0610702	04/02/2026	04/02/2027	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 \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ENP 0610702	04/02/2026	04/02/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ENP 0610702	04/02/2026	04/02/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER BLANK00	CANCELLATION 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 Agency Account



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/20/2026

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PRODUCER Lantz & McArdle Agency Inc. 1022 17th Ave. PO Box 116 Monroe, WI 53566 Agency Account	608-325-9126	CONTACT NAME: Mitch McArdle PHONE (A/C, No, Ext): 608-325-9126 FAX (A/C, No): 608-325-9128 E-MAIL ADDRESS:													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Cincinnati Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Cincinnati Insurance Company		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Cincinnati Insurance Company															
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED LM Inspect LLC Louis Field P.O. Box 4 Juda, WI 53550															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		ENP 0734261	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		ENP0734261	02/13/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER	CANCELLATION
BLANK00	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 Agency Account <i>Amy L Schwartz</i>



Application Record |

Permit Number:
2025-21-0085

Municipality: Village of Mount Horeb **Status:** Approved

Date Submitted:
09/03/2025

Date Approved:
09/12/2025

Project Information

Project Address

100 S Washington Street and 100
S Washington Street Apartment
#1

Project Type

New Building

Building Type

Commercial-Industrial

Job Description

Job Description

New, ground up two story mixed
use building.

Total Square Feet

4917

Permit Requested

Construction, HVAC, Electric,
Plumbing

Cost

Cost = Material + Labor

Construction Cost

1302060

Electrical Cost

145700

Plumber Cost

141450

HVAC Cost

65450

Owner Information

Name

Marilu, LLC

Phone Number

6085766867

Address

PO Box 113

Zip Code

53572

City

Mount Horeb

State

WI

Email

MRL@wisconsinsur-
plus.com

General

General Contractor Information

Name

Chad Ferguson

Company Name

Keller, Inc.

Phone Number

6084456061



Email

cferguson@kellerbuilds.com

Electrical

Electrical Contractor Information

Company Name Specialized Electric	Address 1041 Thousand Oaks Trail	Email m.greene@specializedelec.com
Phone Number 608-279-3248	City Verona	Zip 53593
License Number 264999	License Expiration Date 06/29/2026	

Master Electrician Contractor Information

Name Matt Greene	Email m.greene@specializedelec.com	Address 1041 Thousand Oaks Trail
Phone Number 6082793248	City Verona	Zip 53593
License Number 993228	License Expiration Date 06/29/2026	

Plumbing

Plumber Contractor Information

Company Name Bartow Plumbing	Email rod@bartowplumbing.com	Address 5020 Voges Road
Phone Number 608-630-9581	City Madison	Zip 53718
License Number 230950	License Expiration Date 03/30/2027	

HVAC

HVAC Contractor Information

Company name	Email	Address
---------------------	--------------	----------------



Application Record | Permit Number: 2025-21-0085

Curt's Service

curtsservice@gmail.com

W4467 County Rd. S

Phone Number

9204853151

City

Horicon

Zip

53032

License Number

1480287

License Expiration Date

2027-12-17

Applicant Information

Person Submit Application

Contractor

Applicant Name

Chad Ferguson

Applicant Email

cferguson@kellerbuilds.com



Inspection Report

Record Inspection #1

Inspection Date

08/11/2025

Time

9:15 AM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Foundation	Footing	Concrete Forms or Adequate Soil Stability (trench footings) SPS 321.15(2)(a)
Foundation	Footing	Soil Conditions Acceptable (no organics, uncompacted fills, or frost) SPS 321.14(2), SPS 321.15(3)
Foundation	Footing	Minimum 48" Below Grade, Including at Basement Walkouts. SPS 321.16
Foundation	Footing	Concrete-Encased Electrode (Ufer Ground): Minimum 20' #4 Rebar or 4 AWG Bare Copper Conductor. NEC 250.52 (A)(3)

Inspection Notes

Previously recourded on the early start permit for footing and foundation.

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #2

Inspection Date

09/03/2025

Time

11:31 AM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Underground Plumbing	

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #3

Inspection Date

11/03/2025

Time

10:30 AM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Rough Inspections	Rough Construction	

Inspection Notes

double shoulders needed on window headers in second story on west wall

Inspector Information

Inspector Name

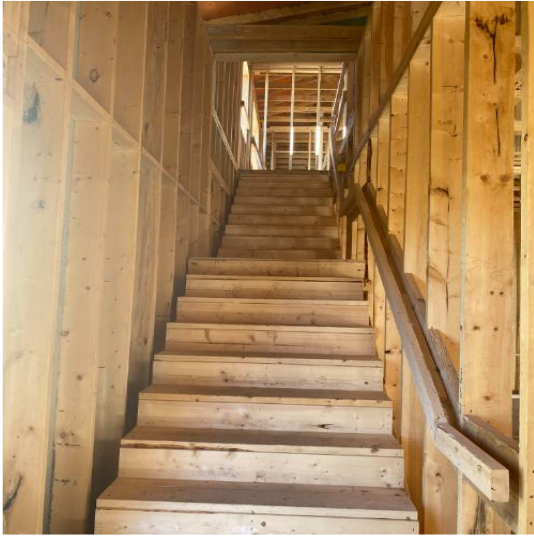
Ryan M Lindsey

State Credentials

980222/042300024

Media







Record Inspection #4

Inspection Date
11/24/2025

Time
9:30 AM

Project Address
100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status
Completed

Inspections Performed

Category	Sub Category	Checklist Item
Electrical Service	Permanent Electrical Service	

Inspector Information

Inspector Name
Ryan M Lindsey

State Credentials
980222/042300024

Record Inspection #5

Inspection Date
11/25/2025

Time
6:00 AM

Project Address

100 S Washington Street
 and 100 S Washington Street
 Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Rough Inspections	Rough Construction	
Rough Inspections	Rough Electrical	
Rough Inspections	Rough HVAC	
Rough Inspections	Rough Plumbing	

Inspection Notes

1st floor only for the Commercial Laundry

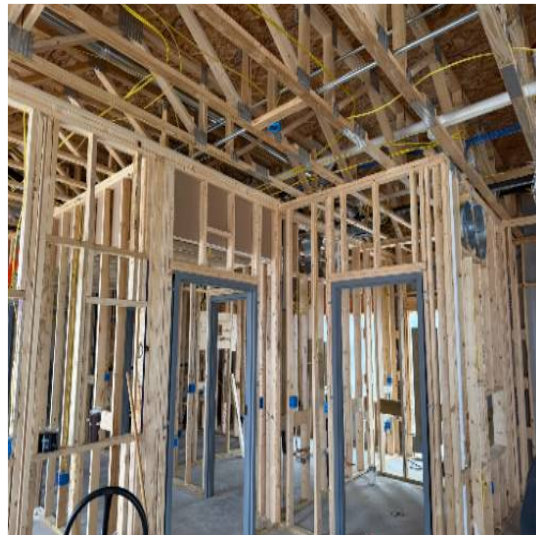
Inspector Information**Inspector Name**

Ryan M Lindsey

State Credentials

980222/042300024

Media



Record Inspection #6

Inspection Date

Time

12/01/2025

6:30 AM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Rough Inspections	Rough Construction	
Rough Inspections	Rough Electrical	
Rough Inspections	Rough HVAC	
Rough Inspections	Rough Plumbing	

Inspection Notes

2nd Floor the residential unit

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Record Inspection #7

Inspection Date

12/06/2025

Time

4:45 PM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Insulation	Building Envelope	

Inspection Notes

First Floor

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #8

Inspection Date

Time

01/19/2026

9:00 AM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Rough Inspections	Rough Construction	

Inspection Notes

Discussed where to put the Newell post for the stairway at the top

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Record Inspection #9

Inspection Date

03/12/2026

Time

10:30 AM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Final Inspections	Final Construction	

Inspector Information

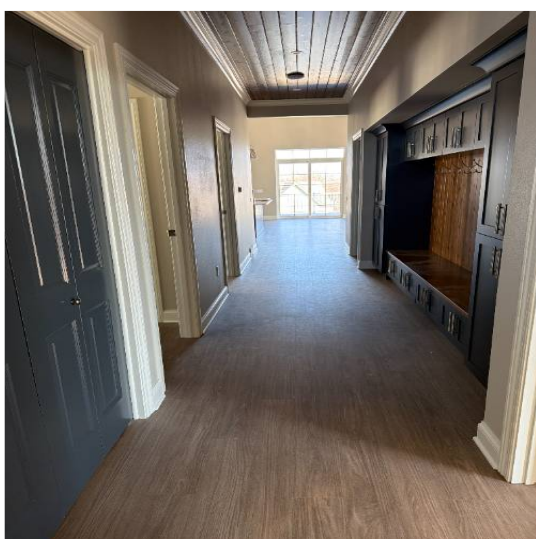
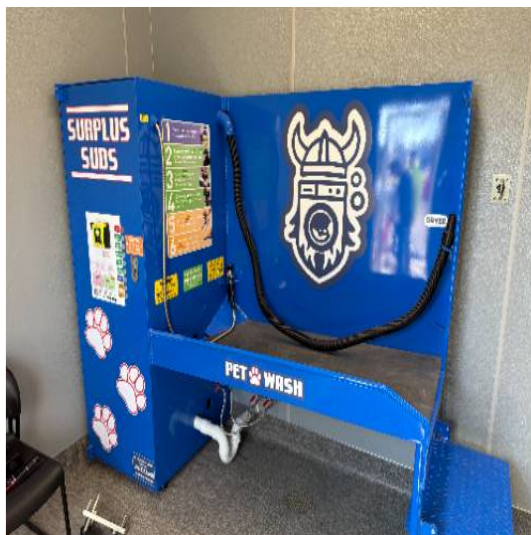
Inspector Name

Ryan M Lindsey

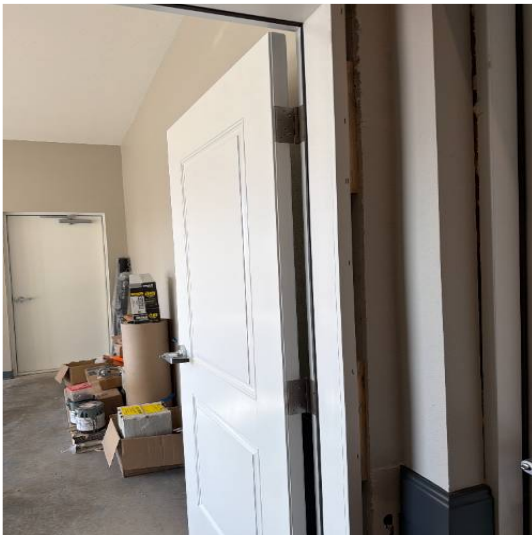
State Credentials

980222/042300024

Media







Record Inspection #10

Inspection Date

Time

03/27/2026

4:00 PM

Project Address

100 S Washington Street
and 100 S Washington Street
Apartment #1

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Occupancy	Final Occupancy Inspection	

Inspection Notes

Pictures of the grade and fire door that were installed these were the last items that needed to be corrected.

Inspector Information

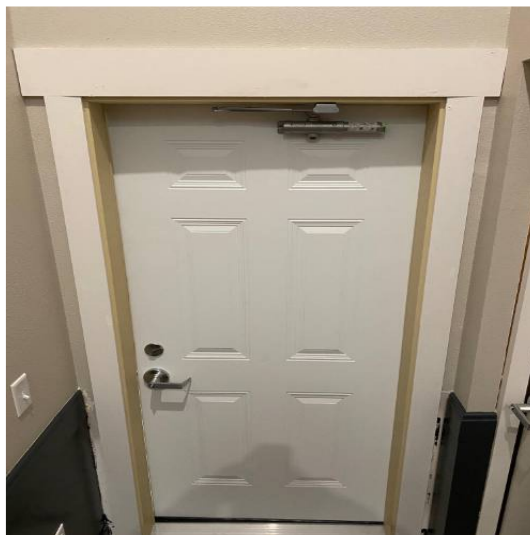
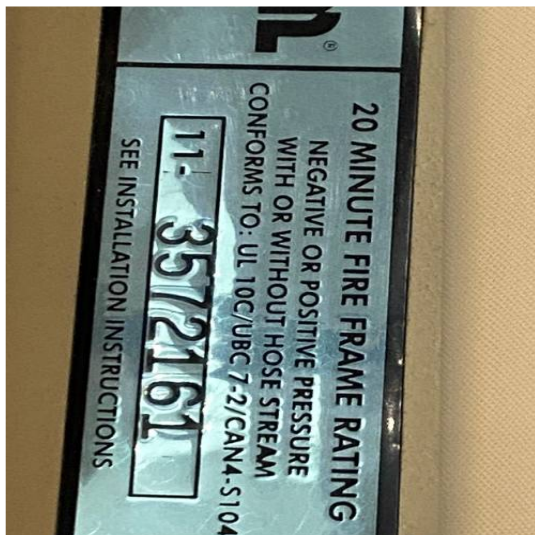
Inspector Name

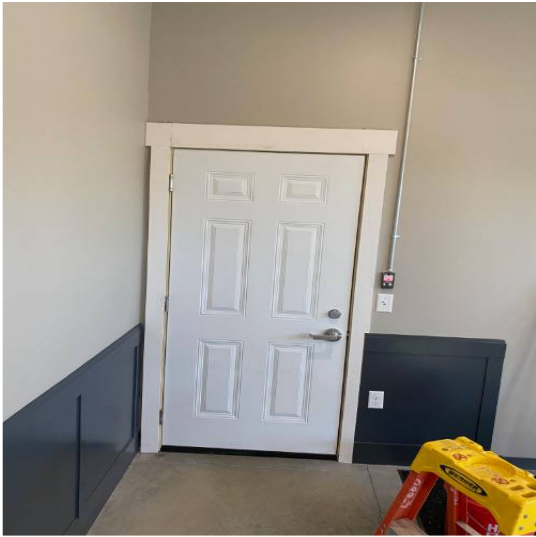
Ryan M Lindsey

State Credentials

980222/042300024

Media







Application Record |

Permit Number:
2025-0441

Municipality: Town of Albany **Status:** Approved

Date Submitted:
03/24/2025

Date Approved:
03/27/2025

Project Information

Project Address

N6812 Attica Road, Albany, WI,
53502

Project Type

New Building

Building Type

Single Family

Job Description

Job Description

New ranch home with attached
garage.

Total Square Feet

6073

Permit Requested

Construction, HVAC, Electric,
Plumbing, Erosion Control

Cost

Cost = Material + Labor

Construction Cost

450000

Electrical Cost

23000

Plumber Cost

18000

HVAC Cost

26998

Owner Information

Name

Mike & Renee Powers

Phone Number

6085142858

Address

N6772 Attica Road

Zip Code

53502

City

Albany

State

WI

Email

mdp.rmp@gmail.com

Dwelling

Dwelling Contractor Information

Name

Jon Powers

Company Name

Powers Contracting LLC

Email

jpowers@powerscontract-
ing.com

City

Zip

Address



Application Record |

Permit Number:
2025-0441

Albany

53502

N6772 Attica Road

Phone Number

6085142857

License Number

DC-012400017

License Expiration Date

03/23/2026

Dwelling Contractor Qualifier Information

Name

Jon Powers

Zip Code

53502

Address

N6772 Attica Road

Phone Number

6085142857

Email

jpowers@powerscontracting.com

City

Albany

License Number

DCQ-122301504

License Expiration Date

12/07/2025

Electrical

Electrical Contractor Information

Company Name

The Electrician

Address

429 Venture Ct

Email

theelectricianinc@theelectricianinc.com

Phone Number

608-848-4977

City

Verona

Zip

53593

License Number

1088707

License Expiration Date

06/29/2026

Master Electrician Contractor Information

Name

Cole McCloskey

Email

theelectricianinc@theelectricianinc.com

Address

429 Venture Ct

Phone Number

608-848-4977

City

Verona

Zip

53593

License Number

1284425-ME

License Expiration Date

06/29/2027

Plumbing



Plumber Contractor Information

Company Name Janesville Plumbing LLC	Email info@janesvilleplumbing.net	Address 4101 Commercial Dr.
Phone Number 6087547790	City Janesville	Zip 53548
License Number 11792	License Expiration Date 03/30/2028	

HVAC

HVAC Contractor Information

Company name R.A. Heating and AC	Email service@raheating.com	Address 598 Water St
Phone Number 6088826221	City Evansville	Zip 53536
License Number 1077818	License Expiration Date 2029-07-02	

Applicant Information

Person Submit Application Contractor	Applicant Name Jon Powers	Applicant Email jpowers@powerscontracting.com
------------------------------------------------	-------------------------------------	---------------------------------------------------------



Inspection Report

Record Inspection #1

Inspection Date
04/07/2025

Time
1:11 PM

Project Address
N6812 Attica Road, Albany, WI,
53502

Inspection Status
Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Footing	

Inspector Information

Inspector Name
Ryan M Lindsey

State Credentials
980222/042300024

Media





Record Inspection #2

Inspection Date

04/14/2025

Time

2:18 PM

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Foundation	

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media



Record Inspection #3

Inspection Date

04/14/2025

Time

1:49 PM

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Underground Plumbing	

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #4

Inspection Date

04/22/2025

Time

9:34 AM

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Drain tile	
Inspection Performed	Foundation water proofing	

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #5

Inspection Date

Time

05/06/2025

7:53 AM

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Vapor Barrier	

Inspection Notes

Visual inspection of photos only no on-site inspection

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #6

Inspection Date

Time

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Electrical Service	

Inspection Notes

Bonding screw needs to be removed on secondary panel.

Inspector Information

Inspector Name

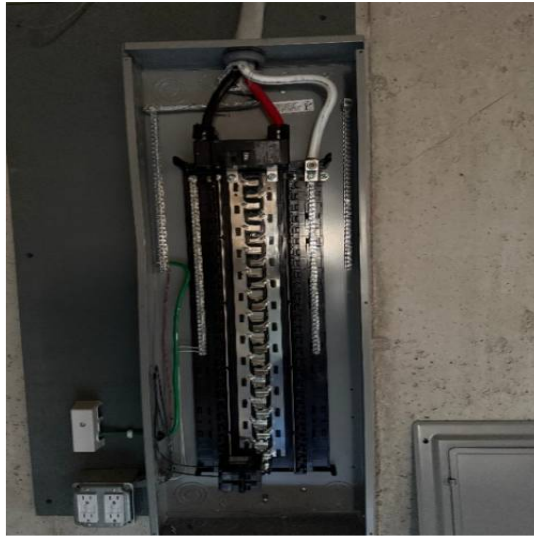
Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #7

Inspection Date

Time

05/21/2025

9:40 AM

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Rough Plumbing	

Inspection Notes

5 psi air test

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Record Inspection #8

Inspection Date

05/29/2025

Time

2:00 PM

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Rough Construction	
Inspection Performed	Rough Electrical	
Inspection Performed	Rough HVAC	

Inspector Information

Inspector Name

State Credentials

Media





Record Inspection #9

Inspection Date
06/06/2025

Time
2:34 PM

Project Address
N6812 Attica Road, Albany, WI,
53502

Inspection Status
Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Building Insulation	
Inspection Performed	Vapor Barrier	

Inspection Notes

I informed the homeowner that fire blocking needs to be completed before covered.

Inspector Information

Inspector Name
Ryan M Lindsey

State Credentials
980222/042300024

Record Inspection #10

Inspection Date

07/17/2025

Time

3:50 PM

Project AddressN6812 Attica Road, Albany, WI,
53502**Inspection Status**

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Temporary Occupancy Inspection	

Inspector Information**Inspector Name**

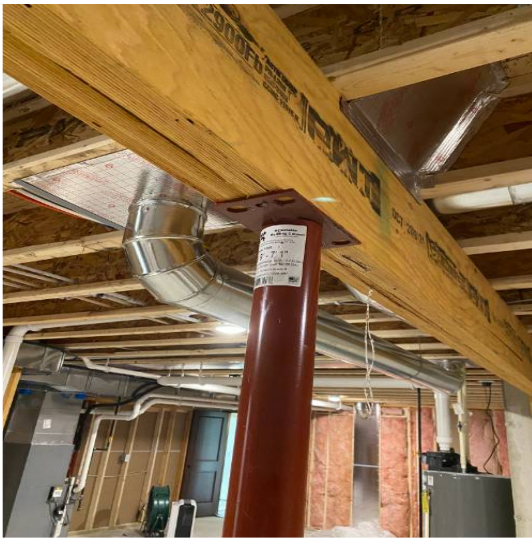
Ryan M Lindsey

State Credentials

980222/042300024

Media





Record Inspection #11

Inspection Date

07/21/2025

Time

5:42 PM

Project Address

N6812 Attica Road, Albany, WI,
53502

Inspection Status

Completed

Inspections Performed

Category	Sub Category	Checklist Item
Inspection Performed	Final Occupancy Inspection	

Inspector Information

Inspector Name

Ryan M Lindsey

State Credentials

980222/042300024

Media



VILLAGE OF WILLIAMS BAY

Building Inspection Services Proposal

Submitted by: Municipal Code Enforcement, LLC
PO Box 62 | Delavan, WI 53115
Phone: 262-249-6701 | Email: mcodeenforcement@gmail.com

Date: March 22, 2026

Municipal Code Enforcement, LLC

COVER LETTER

On behalf of Municipal Code Enforcement, LLC, I am pleased to submit our proposal in response to the Village of Williams Bay's Request for Proposals for Building Inspection Services. We appreciate the opportunity to continue and expand our partnership with the Village in serving its residents and maintaining high standards for safety, compliance, and community development.

Municipal Code Enforcement, LLC has proudly served the Village of Williams Bay since October of 2019. Over the past several years, we have provided consistent, high-quality code enforcement services, including short-term rental enforcement and tree permitting. In 2025, we expanded our role to include zoning administration, further strengthening our involvement in the Village's day-to-day operations and long-term planning efforts. This continued growth reflects the trust the Village has placed in our team and our commitment to delivering dependable, responsive service.

We believe that our firm is uniquely positioned to provide building inspection services due to our established presence, institutional knowledge, and proven track record within the community. Our familiarity with the Village's ordinances, processes, and staff allows us to operate efficiently and effectively from day one, minimizing disruption and ensuring continuity of service.

A key strength of our approach is our emphasis on a cohesive, start-to-finish process. By integrating building inspection services with our existing responsibilities in code enforcement and zoning administration, we are able to provide a seamless and collaborative experience. This cohesive approach ensures that projects are reviewed holistically, from initial application through final inspection and compliance. By maintaining oversight across all aspects of the development and enforcement process, we reduce the risk of miscommunication, eliminate gaps in service, and ensure that nothing is overlooked.

Our team prioritizes collaboration, both internally and with Village staff, contractors, and residents. We understand that successful project outcomes depend on clear communication, consistency, and a shared commitment to the Village's goals. By working closely with all stakeholders, we help facilitate efficient project progression while maintaining strict adherence to applicable codes and regulations.

Municipal Code Enforcement, LLC

Municipal Code Enforcement, LLC is committed to providing professional, timely, and thorough inspection services that support safe construction practices and enhance the overall quality of development within the Village. We take pride in being trusted partners and are confident in our ability to deliver a level of service that exceeds expectations.

Thank you for your consideration. We welcome the opportunity to discuss our proposal in greater detail and to continue serving the Village of Williams Bay.

Sincerely,

Allison Schwark

Municipal Code Enforcement, LLC

262-249-6701

Municipal Code Enforcement, LLC

1. Company Overview and Experience

Municipal Code Enforcement, LLC (MCE) is a family-owned and operated agency providing building inspection, code enforcement, and zoning administration services to municipalities across Southeastern Wisconsin.

We currently serve over 30 municipalities in Wisconsin and Northern Illinois, including:

- Cities: Elkhorn, Burlington, Whitewater, Pewaukee, Edgerton, South Beloit (IL), Elroy, Delavan, Lake Geneva, Fort Atkinson, Evansville
- Villages: Sharon, East Troy, Yorkville, Fontana, Williams Bay, Windsor, Waunakee, Pewaukee, Twin Lakes, Sturtevant, Raymond, Merton, Lannon, Darien, Deforest, Roscoe(IL)
- Towns: Delavan, Linn, Koshkonong

2. Primary Contact

Allison Schwark

Phone: 262-249-6701

Email: mcodeenforcement@gmail.com

3. Capabilities and Qualifications

Municipal Code Enforcement, LLC (MCE) delivers comprehensive inspection and code enforcement services with an emphasis on responsiveness, professionalism, and collaboration. Our team understands that effective building inspection services are not just about enforcement, but about guiding projects to successful completion while maintaining safety, compliance, and efficiency throughout the entire process.

Our inspectors and staff are highly experienced in administering both state and local building codes, and we take pride in applying that knowledge in a practical, consistent, and solution-oriented manner. We recognize that each project whether residential, commercial, or municipal requires careful attention, clear direction, and timely follow-through.

Municipal Code Enforcement, LLC

Key components of our capabilities include:

- **Clear Communication with Residents, Contractors, and Village Staff**
We prioritize proactive and transparent communication at every stage of a project. Our team works closely with applicants, builders, and design professionals to ensure requirements are clearly understood from the outset. We are accessible and responsive to questions, provide timely feedback, and work collaboratively to resolve issues before they become delays. Internally, we maintain strong coordination with Village staff to ensure alignment and consistency across departments.
- **Timely Processing of Permits and Inspections**
We understand that efficiency is critical to both the Village and the development community. MCE is committed to prompt permit review, organized scheduling, and reliable inspection timelines. Our processes are designed to minimize turnaround times while maintaining accuracy and thoroughness. We strive to keep projects moving forward without unnecessary delays, recognizing that predictability and timeliness are essential for all stakeholders.
- **Knowledgeable and Consistent Enforcement of State and Local Building Codes**
Our team maintains up-to-date knowledge of applicable Wisconsin building codes as well as the Village's specific ordinances and requirements. We apply these standards consistently and fairly, ensuring that all projects meet required safety and quality benchmarks. At the same time, we take a practical approach to enforcement, working with contractors and property owners to achieve compliance through education and cooperation whenever possible.

In addition to these core strengths, MCE brings a strong customer-service mindset to all interactions. We understand that building inspection and code enforcement services are highly visible to the public, and we represent the Village with professionalism, fairness, and respect. Our goal is not only to enforce regulations, but to build trust within the community while supporting safe, high-quality development.

Through our experience, established processes, and commitment to service excellence, MCE is well-equipped to deliver reliable and effective building inspection services that align with the Village of Williams Bay's expectations and long-term goals.

Municipal Code Enforcement, LLC

Key Personnel

- **Gregory Guidry – Lead Building Inspector**
Licensed Commercial and UDC Inspector with multiple certifications, including: Commercial Building, Commercial Electrical, Commercial Plumbing, UDC Construction, UDC Electrical, and UDC HVAC.
- **Steve Ketterhagen – Building Inspector**
Licensed Commercial Building Inspector.
- **Zach Brooks – Building Inspector**
Licensed Commercial and UDC Inspector with multiple certifications, including: Cross Connection Control Tester, Commercial Building, Commercial Plumbing, and Commercial Electrical.
- **Ralph Nichols – Building Inspector**
Licensed Commercial and UDC Inspector with multiple certifications, including: Commercial Building, Fire Detection, Prevention and Suppression Inspector, UDC Plumbing, UDC Electrical, UDC HVAC, and UDC Construction.
- **Ben Peters – Building Inspector**
Licensed Commercial and UDC Inspector with multiple certifications including: Commercial Building, Commercial Electrical, UDC HVAC, UDC Plumbing, and UDC Construction.

4. Certifications

See attached – Certifications for proof of current Wisconsin licenses and inspector credentials.

5. Scope of Services

Municipal Code Enforcement, LLC (MCE) is committed to providing a high level of service that not only meets, but exceeds, the Village’s expectations for building inspection and administrative support. Our approach is centered on accessibility, efficiency, and full integration with Village operations.

Municipal Code Enforcement, LLC

MCE will provide:

- **Comprehensive Building Inspection Services (Commercial and Residential)**

MCE will perform all required building inspections in accordance with applicable state codes and Village ordinances. Our inspectors take a thorough yet practical approach, working collaboratively with contractors and property owners to ensure compliance while keeping projects moving forward efficiently. We are committed to maintaining consistency, fairness, and attention to detail across all inspections.

- **Attendance at Village Meetings and Expanded Office Hours**

We understand the importance of being present and accessible to both Village staff and the public. While the RFP requests a minimum of three (3) office hours per week, MCE is willing to provide up to ten (10) office hours per week to enhance service delivery and improve overall departmental accessibility. This expanded availability allows for greater responsiveness to residents, contractors, and staff, as well as improved coordination across all areas of development, inspection, and enforcement. MCE will also be offering evening and weekend inspections on an as needed basis to keep construction projects moving forward.

- **Prompt and Reliable Communication**

MCE prioritizes timely responses to all resident inquiries, permit applications, and complaints. We recognize that responsiveness directly impacts public perception and project timelines. Our team is committed to clear, consistent communication and quick turnaround times to ensure that questions are answered, concerns are addressed, and projects continue progressing without unnecessary delays.

- **In-House Permit Management System**

All contractor permitting and project documentation will be managed in-house by MCE and stored directly on the Village's hard drive. This ensures that all records are centrally located, easily accessible to authorized Village staff, and maintained in an organized and consistent manner. This approach not only improves internal efficiency and transparency, but also ensures the Village can quickly and effectively fulfill open records requests. By keeping all data within the Village's system, we eliminate reliance on third-party platforms and provide long-term continuity and control over records.

Municipal Code Enforcement, LLC

- **Building Permit Administration and Recordkeeping System**

The proposed building permit system is structured to provide an efficient, organized, and transparent process for permit intake, review, issuance, and record maintenance. Standard building permit applications will be accepted in both hard copy and digital formats to accommodate the needs of contractors, residents, and design professionals. All applications will be reviewed and processed in a timely and consistent manner in accordance with applicable codes and Village requirements.

Upon approval, a standard building permit card will be issued for each project and made available to the applicant for display as required.

To ensure comprehensive recordkeeping and ease of access, all permit-related documentation will be scanned and maintained in digital format on the Williams Bay Village hard drive. In addition, a complete hard copy file will be retained within the corresponding property file to allow for efficient in-office reference and to support open records requests.

All inspections will be documented using a standardized inspection report form. These reports will include detailed information regarding the inspection performed, findings, and compliance status. Inspection records will be maintained in both digital and physical formats, consistent with permit documentation procedures.

Each permit will be assigned a standardized permit number and recorded in a centralized digital log. This log will be accessible to all authorized Village staff, promoting interdepartmental coordination, transparency, and efficient tracking of permit activity.

At the Village's request, monthly activity reports can be provided summarizing permitting operations, including the total number of permits issued, inspections completed, and other relevant metrics.

Resources Provided by MCE:

- **Operational Equipment and Supplies**

MCE will supply all necessary vehicles, and field tools required to perform inspections and administrative duties. This reduces the burden on the Village and ensures our team is fully equipped to operate efficiently from day one.

Municipal Code Enforcement, LLC

- **Insurance Coverage**

MCE maintains all required professional liability and worker's compensation insurance, and automobile liability, ensuring protection for both our staff and the Village.

Through this comprehensive service model, MCE delivers a seamless, fully supported inspection program that emphasizes accessibility, accountability, and long-term value to the Village. Our willingness to expand office hours, centralize records, and provide all necessary resources demonstrates our commitment to strengthening and enhancing the Village's building inspection and enforcement operations.

6. Compensation

- Hourly Rates: See attached– Sample Contract
- Mileage: No reimbursement requested
- Fee Schedule: Will utilize the Village's current adopted fee schedule, unless updates are requested.

7. Insurance

We will provide the following Insurance Coverage:

- General liability
- Worker's compensation
- Automobile liability

8. References

1. City of Burlington – Megan Watkins, Assistant Administrator
Phone: 262-342-1161 | Email: Megan@burlington-wi.gov
2. Town of Delavan – John Olsen, Town Administrator
Phone: 262-728-3471 | Email: admin@townofdelavan.com
3. City of Whitewater – John Weidl, City Manager
Phone: 262-473-0104 | Email: jweidl@whitewater-wi.gov

9. Proposed Contract

See attached – Sample Contract.

Municipal Code Enforcement, LLC

Closing Statement

Municipal Code Enforcement, LLC would be honored to serve the Village of Williams Bay, and we appreciate the opportunity to submit this proposal and to continue building upon our strong working relationship with the Village. Since 2019, we have been proud to serve the Village with reliable, professional, and responsive service, and we are excited about the opportunity to further enhance our role through the addition of building inspection services.

Our team is confident that our experience, established presence, and cohesive approach to code enforcement, zoning administration, and inspections uniquely position us to deliver a seamless, start-to-finish service model. By integrating all aspects of the development and enforcement process, we ensure consistency, improve efficiency, and eliminate gaps providing the Village with a level of service that is both comprehensive, dependable, and most importantly- the service your community deserves.

We remain committed to collaboration, clear communication, and accessibility, and we are prepared to dedicate the time, resources, and attention necessary to support the Village's goals. Our willingness to expand office hours, maintain in-house records, and provide a highly responsive service structure reflects our investment in the continued success of the Village and its residents.

Thank you for your consideration. We welcome the opportunity to discuss our proposal in greater detail and look forward to continuing our partnership with the Village of Williams Bay.

**BUILDING INSPECTION SERVICES CONTRACT BETWEEN
THE VILLAGE OF WILLIAMS BAY AND MUNICIPAL CODE ENFORCEMENT, LLC**

THIS AGREEMENT is between the **Village of Williams Bay, P.O. Box 580, 250 Williams Street Williams Bay, WI 53191**, (hereinafter “**Village**”) and **Municipal Code Enforcement, LLC, PO Box 62, Delavan, Wisconsin, 53115**, (hereinafter “**MCE**”) as of this **22nd** day of **March, 2026**.

RECITALS:

WHEREAS, the Village requires building inspection services; and

WHEREAS, MCE maintains an agency that regularly enforces and administers municipal codes for various municipalities, providing services that include, but are not limited to, review of the municipal code, response to property complaints, completion of code inspections, preparation of written orders for repair, preparation and issuance of permits; and

WHEREAS, the Village and MCE desire to contract with each other for such building inspection services as set forth herein, to be provided by MCE to the Village; and

WHEREAS, the Village agrees to compensate MCE at the rate set forth herein for performing these services.

NOW THEREFORE, for valuable consideration, and with the express intention on the part of both parties that this contract is legally binding, the parties do agree to the following:

1.) SCOPE OF SERVICES – MCE agrees to provide the Village with the following building inspection services:

- **Meeting Attendance**
 - The Agency shall attend all regularly scheduled Plan Commission, Extraterritorial Zoning, and Staff Plan Review meetings and any additional meetings as may be required by the Village.
- **Office Hours**
 - The Agency agrees to maintain office hours as follows:
 - As preferred by the Village
- **Personnel**
 - The Agency shall provide State Certified Inspectors to perform all work covered by this contract and shall provide copies of current certifications to the Village Clerk on or before January 1 of each contract year.

2.) DUTIES – MCE shall perform the building inspection services set out in the Scope of Services above for the Village.

3.) HOURS AND COMPENSATION – The Village shall pay the Agency for the services performed under this Contract as set forth below:

- **Building Inspection Services**
 - Compensation for Building Inspection Services is as follows:
 - Residential and Commercial Construction - **50 percent (50%)** of all Permit Fees collected by the Agency and/or Village based on the applicable Building Permit Fee Schedule.
- MCE shall send the Village an invoice every month detailing all permit fees collected and the amount owed.

4.) TERMS OF CONTRACT – This contract shall begin **June 1, 2026** and end on **December 31, 2026**. This contract shall automatically renew, unless an amendment or a subsequent contract is executed by both parties, no less than 60 days before the contract end date. The term of the renewal contract shall be one year.

5.) DOCUMENTS AND OPEN RECORDS REQUESTS – All documents produced by MCE in the course of its performance under this contract shall be deemed to be records of the Village and shall be turned over to the Village upon request or upon termination of this contract for any reason. In the event of an open records request that implicates records that MCE possesses or has access to, MCE shall provide the requested records to the Village of Williams Bay within five (5) business days of written request to MCE.

6.) MONTHLY REPORT – MCE shall provide the Village Administrator with a monthly report containing a summary of its work on Village matters for each month of the Contract term for the prior month's work. The report shall be delivered to the Village Administrator by the tenth (10th) day of each month.

7.) TERMINATION WITHOUT CAUSE – Notwithstanding the contract term specified in this contract, both the Village and MCE shall have the right to terminate this contract, without cause, by giving 90 days' written notice to the other party.

8.) TERMINATION WITH CAUSE – Notwithstanding the contract term specified in this contract, the Village of Williams Bay shall have the right to terminate the contract with cause, in whole or in part, if it determines that MCE has failed to perform satisfactory work. In the event the Village decides to terminate the contract for failure to perform satisfactorily, the Village shall provide MCE at least thirty (30) days' written notice prior to the date of termination.

If the contract is terminated with cause, MCE shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by MCE up to the date of termination that were accepted by the Village.

9.) ASSIGNMENT – MCE shall not assign, transfer, or convey any rights under this contract without the prior written consent of the Village.

10.) INSURANCE – MCE shall at its own expense, procure and maintain the following insurance coverage and shall provide a certificate of insurance to the Village Clerk verifying these coverages, including any required endorsements or riders, during the term of this contract:

- General Liability – One Million Dollars (\$1,000,000.00) combined single limit and Two Million Dollars (\$2,000,000.00) aggregate for bodily injury, personal injury, and property damage.
- Automobile Liability Insurance
- The Village of Williams Bay shall be named as an additional insured on MCE's insurance policies, on a primary and noncontributory basis, with subrogation rights against the Village waived.

11.) INDEPENDENT CONTRACTOR – It is agreed and understood between the parties that MCE is an independent contractor. MCE is not an employee of the Village of Williams Bay and shall not be entitled to any benefits enjoyed by employees of the Village. MCE remains in control of all of its employees, including but not limited to hiring, firing, discipline, evaluation, and establishment of standards for performance thereof. All MCE personnel rendering services hereunder shall be, for all purposes, employees of MCE, although they may act as officers or agents of the Village while acting within the scope of the services performed under this contract.

12.) INDEMNIFICATION – To the fullest extent permitted by law, MCE shall defend, indemnify, and hold harmless the Village, its elected and appointed officials, employees, consultants, and volunteers and others working on behalf of the Village, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the mistake, error, omission or negligence of MCE, or by any officer, employee, representative, or agent of MCE or the material breach of any obligation under this contract by MCE, or by any officer, employee, representative, or agent of MCE. MCE shall have no obligations under this section to the extent that any Claim arises as a result of MCE's compliance with specific municipal laws, ordinances, rules, regulations, resolutions, executive orders, or other instructions received from the Village and lawfully and properly carried out by MCE. If either party becomes aware of any incident likely to give rise to a Claim under the above indemnities, it shall notify the other and both parties shall cooperate fully in investigating the incident. Nothing herein shall be construed to be a waiver of statutory liability immunity provided by Wisconsin

Statutes and caselaw. This indemnification is further limited by the amounts of statutory limits of municipal liability provided by Wisconsin Statutes and caselaw.

13.) APPLICABLE LAW – This contract shall be governed in all respects by the law of the State of Wisconsin, and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin.

14.) SEVERABILITY – If any term or provision in this contract is determined to be illegal, unenforceable or invalid in whole or in part for any reason, such illegal, unenforceable or invalid provision or part thereof shall be stricken from this contract, and such provision shall not affect the legality, enforceability, or validity of the remainder of this contract. If any provision or part thereof of this contract is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as legally possible.

15.) ENTIRE AGREEMENT – This contract and all other agreements, exhibits, attachments, and schedules referred to in this contract constitute the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this contract and supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this contract by, nor is any party relying on, any representation, understanding, agreement, commitment or warranty outside those expressly set forth in this contract.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and intend for the agreement to be effective as of the date and year first specified above.

Allison Schwark, Municipal Code Enforcement, LLC Date

NAME, TITLE Date

ATTEST:

NAME, TITLE Date