



**ICC** INTERNATIONAL  
CODE  
COUNCIL®



Proposal  
in Response to the City of Joliet  
**Request for Proposals**  
**Plans Examiner Services**

Prepared by  
**The International  
Code Council**

May 5, 2026

Point of Contact:  
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May 5, 2026

Don Pallissard,  
Director of Building Services- City of Joliet  
Joliet, IL

**RE: Request for Services– Plan Examiner Services**

Dear Mr. Don Pallissard,

The International Code Council (ICC) is pleased to submit this response to the City Of Joliet, regarding the Request for services – Plan Examiner Services. ICC appreciates the opportunity to support the City with trusted, high-quality plan review services that align with your commitment to safety, compliance, and timely project delivery.

Founded more than 30 years ago, ICC is a globally recognized leader in building safety and code compliance solutions. Best known for developing the International Codes used across the United States and internationally, ICC also provides a comprehensive suite of services including plan review, inspection, certification, product testing, training, and advisory services. Our work supports over 150 jurisdictions across the U.S. with consistent, defensible, and code-compliant outcomes for all levels and types of building projects.

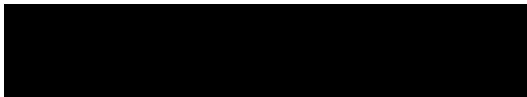
ICC employs more than 700 professionals nationwide, including a dedicated plan review team of over 25 experienced reviewers, ensuring we have the capacity and versatility to meet your needs. This team brings deep expertise across building, fire, life safety, structural, accessibility, and MEP, and routinely supports both large and small, simple and complex projects where jurisdictional consistency and technical rigor are essential.

As Principal-in-Charge for this contract, I will provide executive oversight, quality assurance, and continuity. I am committed to ensuring our plan review services consistently meet the City's expectations for responsiveness, accuracy, and professionalism, and that we serve as a reliable extension of your plan review team.

The assigned ICC office for this engagement is in Nappanee, IN and supported by ICC's national network of plan review professionals. This structure enables ICC to provide in-person engagement if needed, scalable resources, consistent turnaround times, and a single point of accountability while maintaining the flexibility needed to support the municipalities' on-call needs.

ICC looks forward to the opportunity to partner with the City of Joliet as a trusted provider of plan review services. Thank you for your consideration of our qualifications. Please do not hesitate to contact me should you have any questions or require additional information.

Sincerely,



Steven Saffell  
Vice President of Construction Services, Principal-in-Charge  
International Code Council



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## Itemized List of Plans Examination Services

- Building Preliminary Reviews
  - Early reviews to provide clarity and direction. Full or Limited Reviews required to confirm code compliance at a later point.
- Full Reviews
  - Building Review
  - Additional Disciplines: Accessibility, Mechanical, Electrical, Plumbing, Energy, and Sprinkler.
- Limited Scope Reviews
  - Reviews of a section or component of the drawing set.
- Expedited Reviews
  - Client may request an expedited review to reduce review response times. Additional fees to be determined in consultation with the client.
- Engineering Reviews
- Project Report Consulting: meet with the Cities representative and/or the Cities constituent to review and discuss findings of the review.
  - Meetings: Planning, kickoff, and general meeting attendance will be charged at the standard plan review rate.
  - Research: Supplementary research requests will be charged at the standard plan review rate.
  - Correspondence Special correspondences, beyond those required to complete the plan review will be charged at the standard plan review rate.
- Executive-Level Consulting: When providing input on a project or a task beyond the normal expectations of a plan review, the Director Level Consulting fee will be charged for Plan Review director, the principal in charge, or similar level team members.



## Names of Personnel Assigned with Certifications

A list of the plan review staff who will be assigned to the City of Joliet is below, as well as their role, and current credentials. All team members continually refine and expand their skill base through study and experience, providing competency through certification on an ongoing basis. Proposed individuals anticipate maintaining their credentials listed below.

### Steven O'Neal

#### Plan Review Director

- Electrical Inspector
- Mechanical Code Specialist
- Certified Building Code Official
- Commercial Energy Inspector
- Commercial Electrical Inspector
- Certified Building Official
- Residential Electrical Inspector
- Certified Plumbing Code Official
- Mechanical Plans Examiner
- Building Code Specialist
- Commercial Combination Inspector
- Plumbing Plans Examiner
- Certified Mechanical Code Official
- Building Plans Examiner
- Mechanical Inspector
- Plumbing Inspector
- Building Inspector
- Plumbing Code Specialist
- Combination Inspector

### Michael Powell

#### Plan Reviewer

- Commercial Green Construction Professional
- Residential Fire Sprinkler Inspector/Plans Examiner
- Commercial Fire Alarm Inspector
- Commercial Fire Alarm Plans Examiner II
- Fuel Gas Inspector
- Certified Sustainability Professional
- Energy Code Specialist
- Fire Code Specialist
- Master Code Professional
- Commercial Fire Alarm Plans Examiner I
- Commercial Energy Inspector
- Housing and Zoning Code Specialist
- Zoning Inspector
- Property Maintenance and Housing Inspector
- Fire Inspector I
- Permit Specialist
- Fire Inspector II
- Permit Technician
- California Commercial Mechanical Inspector
- Code Enforcement Technician
- California Combination Inspector
- California Residential Combination Inspector
- California Residential Mechanical Inspector
- California Residential Plumbing Inspector
- California Residential Electrical Inspector
- California Building Plans Examiner
- California Commercial Combination Inspector
- Fire Codes and Standards
- California Commercial Plumbing Inspector
- California Commercial Electrical Inspector
- California Commercial Building Inspector
- California Residential Building Inspector



- Tall Mass Timber Buildings Special Inspector
- Certified Fire Marshal
- Coastal and Floodplain Construction Inspector
- Commercial Plumbing Inspector
- Electrical Plans Examiner
- Combination Inspector
- Commercial Combination Inspector
- Mechanical Inspector
- Plumbing Inspector
- Electrical Inspector
- Building Inspector
- Residential Combination Inspector
- Mechanical Plans Examiner
- Commercial Mechanical Inspector
- Commercial Electrical Inspector
- Commercial Building Inspector
- Residential Plumbing Inspector
- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Electrical Inspector
- Building Plans Examiner
- Legal Module
- Certified Building Official
- Fire Plans Examiner
- Building Codes and Standards
- Management Module
- Plumbing Code Specialist
- Mechanical Code Specialist
- Building Code Specialist
- Electrical Code Specialist
- Residential Energy Inspector/Plans Examiner
- Commercial Energy Plans Examiner
- Residential Plans Examiner
- Code Specialist
- Combination Plans Examiner
- Accessibility Inspector/Plans Examiner
- Plumbing Plans Examiner

**Victor Ravelo**  
Plan Reviewer

- Permit Technician
- Residential Plans Examiner
- Building Plans Examiner
- Certified Building Official
- Permit Specialist
- Certified Fire Marshal
- Commercial Energy Plans Examiner
- Accessibility Inspector/Plans Examiner
- Electrical Plans Examiner
- Commercial Green Construction Professional
- Certified Sustainability Professional
- Fuel Gas Inspector
- Mechanical Plans Examiner
- Plumbing Plans Examiner
- Combination Plans Examiner
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector
- Residential Building Inspector
- Commercial Building Inspector
- Building Inspector
- Building Code Specialist
- Fire Plans Examiner
- Spray Applied Fireproofing Special Inspector
- Residential Energy Inspector/Plans Examiner



**Gabrielle LeBlanc**  
**Plan Reviewer**

- Residential Building Inspector
- Building Plans Examiner
- Residential Mechanical Inspector

**Havel Jones**  
**Plan Reviewer**

- Residential Building Inspector
- Commercial Building Inspector

**CERTIFICATION DIRECTORY**

Copies of certification documents can be provided upon request. Alternatively, please visit our directory at [www.iccsafe.org/search-for-certified-professionals/](http://www.iccsafe.org/search-for-certified-professionals/) to confirm certifications using the following information.

ICC Certified Directory Search Criteria			
Team Member	Enter First Name	Enter Last Name	Enter State
Steven O’Neal	Steve	O	Maine
Michael Powell	Michael	Powell	North Carolina
Victor Ravelo	Victor	Ravelo	Nevada
Gabrielle LeBlanc	Gabrielle	LeBlanc	Florida
Havel Jones	Havel	Jones	Illinois

## Method of Transmittal of Documents

In our work with jurisdictions across the United States, the ICC Plan Review team has extensive experience using a wide range of electronic permitting and plan review platforms and document-transmission approaches. These include commonly used municipal systems such as Accela, Avolve DigEplan and ProjectDox, Municipity, Tyler Technologies (EnerGov), and more; secure file-sharing environments SharePoint, DropBox, secure FTP, and others; jurisdiction-specific portals; and ICC's internal Plan Review Portal for clients that do not yet have a dedicated solution in place.

For each transmission, we prioritize timely, secure, and well-documented exchange of plan review materials, ensuring clear version control, protection of sensitive information, and a complete audit trail. Our processes are designed to streamline coordination among the jurisdiction, applicants, and reviewers while minimizing administrative burden and supporting consistent, transparent review outcomes.

## Project Submission Instructions

- Create an ICC Plan Review Account or use your membership credentials to log in here <https://planreview.iccsafe.org/>
- Add the general information required to create your new project.
- Please upload your project documents. The allowable document size limit is up to 300MB per document.
- If you have trouble uploading your documents, please email them to Charles Wills, CWills@icc-nta.org or Heidi Blair, hblair@icc-nta.org, or send us a link to them and we will upload them for you.
- An automated email will be sent to your billing party for invoicee responsibility acceptance once you have submitted your project.
- Once the invoicee/billing party has accepted responsibility, you will receive an automated email from the plan review portal with your new ICC project number. This will also be shown on your dashboard.
- Please allow 2-3 business days to return a fee quote and projected completion date for your project.
- Once your fee quote and turnaround have been provided to you and you have approved them, we will add your project to the schedule.

## Re-Review Information

Re-Review: Review of corrections per comments submitted.

A single Re-Review per discipline is provided at no cost. Additional re-reviews, and additions after the initial review, are billed at \$150 per hour.

## Create A Fee Estimate

You can also create a Fee Estimate to get a ballpark for projects at <https://planreview.iccsafe.org/>. The estimated fee is an approximation based on information provided by the client and our Building Valuation Data (BVD) table. The estimated cost of the review fee may vary once all project details are provided. ICC Plan Review examines all fee estimates for accuracy prior to accepting as a project and looks for cost saving opportunities.

## Anticipated Schedule of Review Times

ICC Plan Review strives to exceed client expectations by providing fast and accurate plan reviews. As part of the ICC family, we have access to resources not common to other organizations, including code interpretation provided by the professionals who develop the code; subject-matter experts across structural, fire and life safety, energy, accessibility, and building systems disciplines; and hundreds of years of combined experience. Drawing on these resources, we right-size our teams to provide the speed and accuracy demanded by our clients.

We will work closely with the City of Joliet to understand your review priorities and schedule expectations and make every reasonable effort to align our turnaround times accordingly.

Anticipated Schedule of Review Times		
Task	Working Days (Typical) Small/Medium	Working Days (Typical) Large
Full 1&2 Family Review	3-7	7
Full Type R Review (Apt/Hotel)	5-10	10
Full Commercial Review	5-10	10
Alterations	1-7	7-12
Shop Drawing Reviews	1-3	3-7
Sign Reviews	1-2	2-3

- Estimates of business days are based on typical projects received by ICC Plan Review and may vary depending on complexity and accuracy of plans provided.
- The above schedule of typical review times is in addition to project management and startup time to be determined with the client on a project-by-project basis.
- Unusually large and/or complex projects will require specific evaluations to determine turn times.

### Special Accommodations:

ICC often develops accommodation to help ensure performance and turn times required by the local municipalities are satisfied on a project-by-project need or as a standard accommodation. These could include automatic priority status, custom reviews, and dedicated team members. Contact the ICC plan review team for additional details or to discuss your specific needs.

## Proposed Fee Structure

ICC PLAN REVIEW SERVICES FEES	
Service	Fee
Building Preliminary Reviews	\$150/hr
Full Reviews	\$122/hr base rate
<ul style="list-style-type: none"> <li>• Building Review</li> </ul>	\$1,200 min.
<ul style="list-style-type: none"> <li>• Additional Disciplines</li> </ul>	\$750 each min.
<ul style="list-style-type: none"> <li>• First Re-Review (review of corrections per comments submitted)</li> </ul>	No charge
<ul style="list-style-type: none"> <li>• Additional re-reviews and additions after the initial review</li> </ul>	\$150/hr
Limited Scope Reviews	\$150/hr
Expedited Reviews	Determined with client on case-by-case basis
Engineering Reviews	\$150/hr
Project Report Consulting	\$150/hr
Executive-Level Consulting	\$185/hr

Thank you for your consideration. If you have any additional questions, please feel free to reach out.

Charles Wills  
 Client Relations Manager  
 ICC Plan Review Services  
[cwills@icc-nta.org](mailto:cwills@icc-nta.org)