



**City of Joliet – Supplemental Building & Code Plan Review Services**

**May 13, 2026**



▶ 323 Alana Drive  
New Lenox, IL 60451  
Main 815.462.9324  
▶ HRGREEN.COM

May 13, 2026

Joliet City Manager’s Office  
Attn: Beth Beatty, City Manager  
150 W. Jefferson Street  
Joliet, IL 60432

**Re: Supplemental Building & Code Plan Review Services**

Dear Manager Beatty:

We appreciate the opportunity to support the City of Joliet with building and code plan review services for the Rock Run Collection development.

As this project advances, we understand the importance of maintaining efficient, consistent, and timely permit reviews to keep pace with the volume and complexity of submittals. HR Green is well-positioned to assist the City in achieving this goal through a dedicated, project-specific approach.

Our team—led by Emilio Miniscalco, AIA, CBO, with senior QA/QC oversight by Mike Puplava, CBO, and supported by a deep bench of experienced ICC-certified reviewers—brings extensive experience delivering high-quality plan reviews for large-scale developments. We focus on providing clear, coordinated comments and reliable turnaround times that will help the City maintain efficient and coordinated permit review operations.

For Rock Run, we have assembled a focused team ready to act as an extension of City staff, providing a consistent review process, scalable resources, and defined cost controls. Most importantly, we are prepared to begin immediately and align with the City’s processes, schedule expectations, and permit review priorities.

This approach allows the City to maintain its service standards while effectively managing the increased workload associated with this development.

We appreciate your consideration and welcome the opportunity to discuss how we can best support your team.

Sincerely,



**Joe Kenney, PE, MBA**  
Municipal Service – Group Leader  
[joe.kenney@hrgreen.com](mailto:joe.kenney@hrgreen.com) / 773.710.2403

**Emilio Miniscalco, AIA, CBO**  
Lead Plan Review Manager  
[eminiscalco@hrgreen.com](mailto:eminiscalco@hrgreen.com) / 630.712.9524



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## City of Joliet - Supplemental Building & Code Plan Review Services

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### 1. PROJECT UNDERSTANDING

HR Green understands that the Rock Run Collection represents one of the most significant commercial developments currently underway in the City of Joliet. The project includes multiple phases of core and shell buildings, tenant fit-outs, and supporting infrastructure, all advancing on overlapping schedules with defined review timelines.

This volume and pace of submittals create a throughput challenge, not just a staffing need. Maintaining consistent, timely, and coordinated plan reviews is critical to:

- Keeping development on schedule
- Maintaining consistency in code interpretation
- Minimizing re-submittals and delays
- Supporting City staff in managing project review demands and coordination

Without a dedicated and coordinated review approach, the volume and overlap of submittals has the potential to create bottlenecks, inconsistent review comments, and schedule impacts across the development.

HR Green proposes a dedicated, project-specific plan review program to support the City in achieving these goals.

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### 2. FIRM BACKGROUND & EXPERIENCE

HR Green is a full-service engineering consulting firm with over 100 years of continuous service to municipalities and public agencies. The firm operates from 19 offices nationwide, including multiple Illinois locations, and provides a full range of municipal services including building plan review, inspections, and development services.

Our Building & Code team includes more than 75 professionals nationwide, consisting of:

- ICC-certified plan reviewers and inspectors
- Licensed architects and engineers
- Certified Building Officials (CBOs)
- Specialized fire and life safety reviewers



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A key differentiator of HR Green is that approximately 70% of our staff have direct municipal experience, allowing us to operate seamlessly as an extension of City staff and understand the operational challenges municipalities face.

HR Green has been nationally recognized for supporting large-scale developments and has performed plan reviews for many of the nation's largest developers using fully electronic review platforms. We have maintained a 95%+ on-time turnaround rate across a wide range of residential, commercial, and mixed-use developments.

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### **3. PROJECT APPROACH**

HR Green will implement a dedicated review team and workflow specifically for the Rock Run Collection, ensuring that all submittals are processed efficiently and consistently.

Key Elements:

- Dedicated reviewers assigned by building type
- Consistent review staff across all submittals
- Concurrent multi-discipline reviews (architectural, structural, MEP, life safety)
- Single, coordinated comment letters
- Priority re-review queue

All Rock Run submittals will be processed through a dedicated review track, ensuring consistency, speed, and clear communication across all phases of development.

This approach allows HR Green to function as a single, coordinated review authority for Rock Run, reducing variability in comments and improving overall review efficiency.

HR Green understands that all final permitting authority, interpretations, and approvals remain under the direction of the City of Joliet.

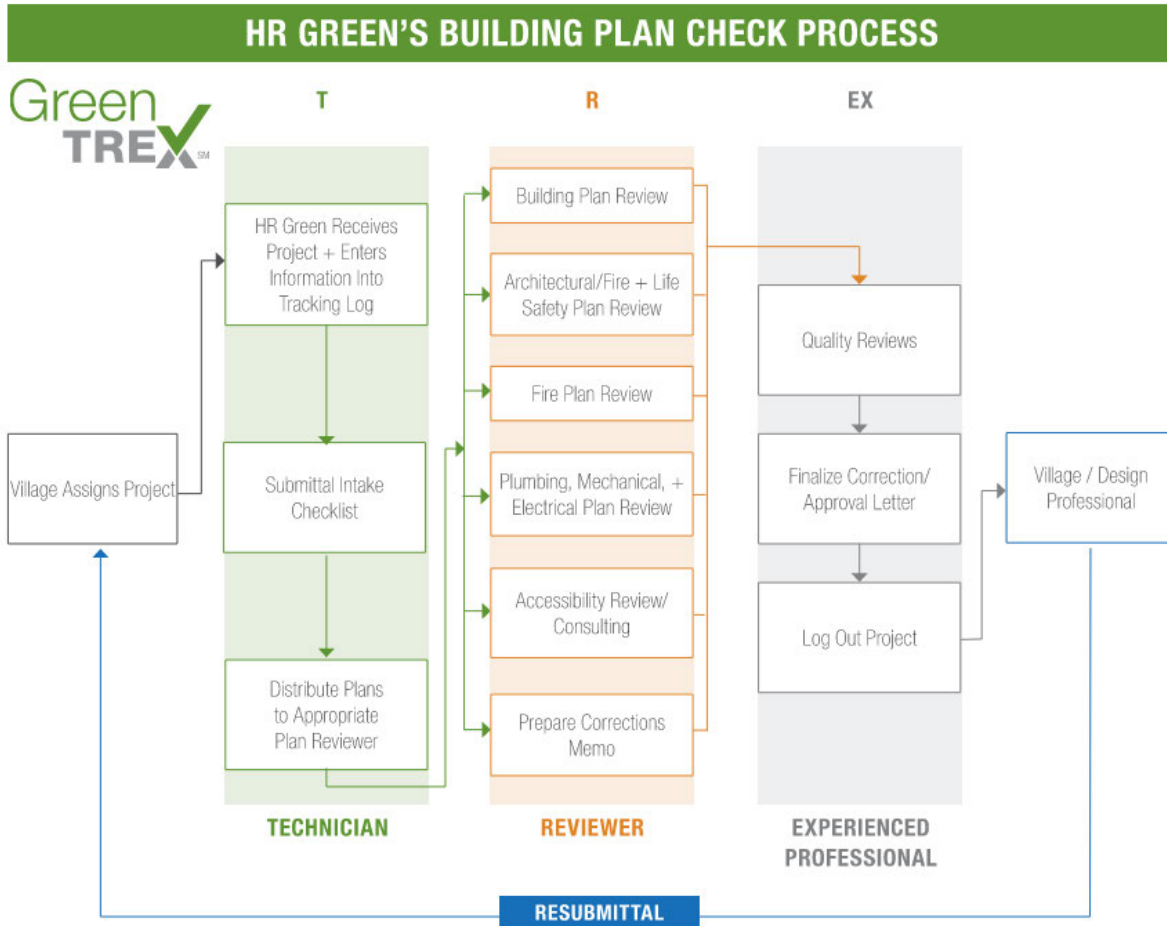
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#### **Plan Review Process (GreenTREx System)**

HR Green utilizes its proven GreenTREx electronic plan review system, which allows:

- Concurrent review across disciplines
- Centralized tracking and document control
- QA/QC integration at each step
- Efficient intake, review, and resubmittal processing

This structured workflow ensures that each plan is processed efficiently and returned in a timely manner.



### Workflow Summary

1. Submittal intake and logging
2. Assignment to dedicated reviewer
3. Concurrent discipline reviews
4. QA/QC review and coordination
5. Consolidated comment letter
6. Expedited re-review



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#### **4. PROJECT TEAM**

HR Green has assembled a highly experienced, senior-level team specifically for Rock Run.

##### **Executive Oversight**

Joe Kenney, PE, MBA

- Program oversight and resource alignment

##### **Program Lead / Lead Plan Reviewer**

Emilio Miniscalco, AIA, CBO

- Lead reviewer for complex commercial projects
- Primary plan review point of contact

##### **Quality Assurance / Quality Control**

Mike Puplava, CBO

- Ensures consistency and alignment with City standards

##### **Senior Plan Review Team**

- Ken Welch, CBO, MCP – Commercial / ADA / Code expertise
- Jim Dee, CBO, MCP – High-volume plan review expertise
- Jim Errico, Certified Fire Inspector – Fire & life safety expertise (as needed)
- Steve Schwarz, SE – Licensed IL Structural Engineer (as needed)
- Laura Dee, MM, LEHP – Certified Health Inspector (as needed)

##### **Permit Coordination**

Tina Williams, ICC-Certified Permit Technician

- Submittal intake, routing, tracking, and program-level reporting

Resumes for key team members are provided in the *Attachments*.

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#### **5. TURNAROUND TIME COMMITMENTS**

HR Green has consistently achieved 95% on-time review performance through structured workflows and scalable staffing.



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Typical Turnaround Times:

<b>Project Type</b>	<b>First Review</b>	<b>Re-Review</b>
<b>Commercial / Retail / Restaurant</b>	5 business days	3 business days
<b>Mixed-Use / Larger Commercial</b>	7–10 business days	3–5 business days

- No limit on concurrent reviews
- Dedicated Rock Run queue ensures priority handling
- Expedited reviews available at no additional cost

## 6. SCOPE OF SERVICES

HR Green will provide full-service remote building and code plan review services for the Rock Run Collection, including:

Plan Review Services:

- Building (architectural) review
- Structural review
- Mechanical, electrical, plumbing (MEP) review
- Fire, life safety and health review
- Accessibility compliance

Additional Support:

- Comment coordination and consolidation
- Re-review of revised submittals
- Coordination with City staff as needed
- Optional participation in coordination meetings

## 7. FEE PROPOSAL (NOT-TO-EXCEED STRUCTURE)

HR Green proposes to provide services on a time-and-materials basis with defined Not-to-Exceed (NTE) limits.

**Total Program NTE: \$211,000**



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**Cost Breakdown:**

<b>Category</b>	<b>Cost</b>
<b>Core &amp; Shell Plan Reviews</b>	~\$79,000
<b>Tenant Build-out Plan Reviews</b>	~\$70,000
<b>Re-Reviews &amp; Coordination Allowance</b>	~\$37,000
<b>Program Management &amp; Coord (Plan Routing, Tracking, and Reporting)</b>	~\$25,000

*All services will be performed under the direction of the City of Joliet and coordinated through designated City staff.*

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**Cost Control Measures:**

- NTE established for overall program
- Project-level tracking maintained
- No work exceeding limits without authorization
- Transparent reporting throughout

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**Key Assumptions:**

- Up to two (2) full review cycles per project (additional reviews performed on a time-and-materials basis, if required)
- Complete submittals
- No major redesigns
- Standard commercial code reviews

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**8. SCHEDULE ALIGNMENT**

HR Green will align plan review services with the Rock Run permitting schedule, which includes multiple overlapping submittals and review cycles.

Our team will scale resources as needed to maintain:

- Consistent turnaround times
- Priority handling of resubmittals
- Alignment with City permit review schedules and project timelines



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HR Green will actively monitor submittal sequencing and review durations to identify and address potential bottlenecks before they impact the overall project schedule.

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## **9. SUMMARY AND READY TO PROCEED**

HR Green brings a unique combination of municipal perspective, technical expertise, and scalable resources to support the City of Joliet in managing the permit review demands associated with the Rock Run Collection development.

Our team understands the importance of maintaining consistent, timely, and coordinated plan reviews for a project of this scale and visibility. With a dedicated Rock Run review team, proven electronic workflows, and a deep bench of experienced ICC-certified professionals, we are positioned to provide immediate and reliable support as an extension of City staff.

We offer:

- A dedicated, project-specific review program
- Consistent reviewers to ensure uniform code interpretation
- Proven turnaround performance (95%+ on-time)
- Scalable staffing to match fluctuating submittal volume
- Clear, coordinated review comments to minimize re-submittals

HR Green is prepared to begin immediately and serve as a trusted extension of City staff to ensure the Rock Run development is reviewed efficiently, consistently, and without delay.

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### **Attachments:**

- Resumes
- Rock Run Development Project Map (as provided for NTE cost proposal)
- Time and Material (T&M) Cost Assumptions
- HR Green's Building Permit Process Mindset



### Experience

44 Years

### Education

BS, Architectural Studies,  
University of Wisconsin

### License / Certification

American Institute of  
Architects (AIA), IL  
#001-012763

ICC Certified Building  
Official

*\*Performed prior to HR Green*

## Emilio Miniscalco, AIA, CBO, ICC Certified

### Lead Plan Review Manager

Emilio is a Licensed Architect and Certified Building Official with 44 years of experience in commercial, educational, residential, retail, municipal and medical facilities projects. He is responsible for regional business development, staff management, building plan examination, and special projects.

Emilio consistently demonstrates a relationship-based, solutions-oriented approach, establishing strong collaborations with municipal department personnel, building officials, clients, and project partners to streamline processes, reduce costs, and elevate service quality. His expertise encompasses all facets of building and site planning, including strategic project management, architectural design, building structural systems, environmental system design, construction means and methods, and the integration of current codes and technology. An award-winning architect, Emilio excels at guiding complex projects, plan reviews, and inspections, always with a focus on compliance, efficiency, and superior stakeholder experience. Emilio is adept in establishing relationships with department personnel, building officials, clients and team partners to resolve challenges, reduce costs and improve project efficiency.

### Selected Project Experience

#### ► Chief Plan Reviewer / Interim Certified Building Official, Village of Oak Park, IL

Emilio performed onsite day-to-day oversight and management and CBO duties of the HR Green team supporting Oak Park's building permit plan review and inspections. A primary role of this position was to ensure timely and effective permit plan review and issuance while providing responsive customer service. Prior to the Chief Plan Reviewer title, Emilio completed other management roles within the department supporting numerous projects Village-wide.

#### ► Senior Project Manager/Architect, Wirtz Realty Corporation, IL\*

Emilio managed the engineering, design and construction renovation projects as well as new construction developments for Wirtz Realty. He was responsible for providing leadership for capital investment and construction programs, and acted as governmental liaison with emphasis on high-rise mixed-use.

#### ► Construction Manager, The Archdiocese of Chicago, IL\*

Emilio was responsible for planning, directing, coordinating, and administering construction and development projects for the Archdiocese of Chicago Facilities and Construction Department. He led successful completion of a new 40,000 sq. ft. Parish Community Center at St. Aloysius Parish.

#### ► Managing Director, Miniscalco Architects Ltd., IL\*

Provided leadership for a full-service architectural firm with a comprehensive portfolio spanning assembly, municipal, commercial, industrial, medical, residential and specialized design projects. Designed and provided construction observation for 27,000 sq. ft. Village of Bensenville's Village Hall building.

#### ► Deputy Director, Department of Code Administration and Historic Preservation, City of Elgin, IL\*

Emilio was responsible for daily operations of the department under the direction of the Code Director. This department housed the City's operations pertaining to new construction and existing structures citywide, and the administration of the historic district. He was responsible for over 30 staff members including permit officers, engineers, inspectors, and health officials.



## Joe Kenney, PE, MBA

### Executive Oversight

Joe is a highly accomplished and results-driven municipal leader. He excels in supporting a wide range of public and private projects, consistently delivering successful outcomes from inception to completion. Throughout his career, Joe has held various leadership roles, showcasing a proven track record of building strong relationships and inspiring teams to achieve positive and consistent results.

### Experience

27 Years

### Education

MBA, Lake Forest Graduate School of Management

BS, Civil Engineering, Marquette University

### Registration / License

Professional Engineer, IL  
#062-056256

*\*Performed prior to HR Green*

### Selected Project Experience

#### ► Public Works Director

Joe led the vision, strategy, and execution for all facets of core infrastructure and facilities at the Village of Glenview, a northern suburb of Chicago with a population of nearly 50,000 residents. He supervised a team of 35 employees as well as consultants and contractors. His scope of accountability included potable water, sanitary and storm sewer systems, roadways, alleys, sidewalks, streetlights, parkway trees, and 40 Village facilities. Joe successfully administered an annual operating budget exceeding \$18 million.

#### ► Facility Maintenance

Joe developed and executed a 10-year plan for Glenview's Facilities Repair and Replacement Fund, centered on the assessment of conditions at the Village's oldest facilities. He led the oversight of a \$6 million project to upgrade and renew the Village's Public Works Campus and, as Community Development Director, helped lead the design and buildout of a \$9 million addition to the former Police Department Headquarters to become the Village's Municipal Center.

#### ► Community Development Director

Joe led Glenview's Planning, Inspectional Services (Building Department), Engineering and Capital Projects divisions. As Director, Joe was actively involved in day-to-day activities of all local public and private projects providing direction to Village staff and consultants with a focus on keeping projects on-track.

#### ► Capital Improvement Program (CIP)

As Public Works Director, and earlier as Community Development Director, Joe was responsible for planning and implementing Glenview's five-year CIP which included more than \$120 million investments in local infrastructure projects.

#### ► Public Outreach

Joe has presented to numerous neighborhood groups along with local Boards, Commissions, and other interest groups on various infrastructure projects and topics. He enjoys engaging with the public and relaying complex ideas in understandable language while staying engaged with stakeholders throughout the process.

#### ► Major Development Oversight

- **Astellas Redevelopment (former Allstate Headquarters) – Glenview, IL (2022)\*:** As Public Works Director, Joe played a key role in the development review and approval of a \$500M+ project on the former 232-acre Allstate headquarters site.
- **The Glen Redevelopment – Glenview, IL\*:** As Engineering Plan Review Division Manager, Joe led the team responsible for reviewing private development within *The Glen*, a Village-managed, 1,100+ acre mixed-use redevelopment of the former Glenview Naval Air Station.



## Michael Puplava, CBO, ICC IRC/IBC Certified

### *Quality Assurance / Quality Control*

Mike brings ICC certifications in Commercial, Residential, Plumbing and Mechanical inspections but is also certified through the Illinois State Board of Education to perform inspection on public school projects. Additionally, Mike has unique Emergency Management training in damage assessment. He also has earned National Incident Management System certifications in Introduction to Incident Command Systems, ICS for Single Resources and Initial Action Incidents, Intermediate ICS for Expanding Incidents National Incident Management System Introduction and National Response Framework Introduction. Mike worked as a Senior Building Inspector for the Village of Barrington and as a Building Inspector for McHenry County. He is also a licensed home inspector for the State of Illinois.

#### EXPERIENCE

24 Years

#### EDUCATION

College coursework

Mid-America Carpenters  
Apprenticeship

Regional Council  
Apprentice and Training  
Program

#### REGISTRATION / LICENSE

Certified Building Official

ICC Certified Residential  
Building Inspector

ICC Certified Residential  
Electrical Inspector

ICC Certified Residential  
Plumbing Inspector

ICC Certified Residential  
Mechanical Inspector

ICC Certified Commercial  
Building Inspector

Illinois State Board of  
Education Certified

Building Inspector Certified  
in NIMS 100, 200, 300,  
700 and 800 through the  
Department of Homeland  
Security

Damage assessment  
training: Illinois Emergency

#### SELECTED PROJECT EXPERIENCE

##### ▶ On-Call Building Inspection & Plan Review Services, Village of Ringwood

Responsibilities include general plan review and building inspections for residential, commercial and industrial projects within the Village of Ringwood. Projects have included additions and renovations to the Dow Chemical and AAL Chem industrial buildings, Huntsman commercial building addition, Greenway Storage facility and new single family residence construction for Glacial Trails and Pioneer Oaks housing developments.

##### ▶ On-Call Building Inspection & Plan Review Services, Village of Johnsburg

Responsibilities include general plan review and building inspections for residential, commercial and industrial projects within the Village of Johnsburg. Projects have included new construction of Discount Tire and Dunkin Donuts commercial buildings, construction of Berkshire Communities building 55, renovations to Wal-Mart and new single-family construction for Dutch Creek Estates, Running Brook Farm and Whispering Ridge housing developments.

##### ▶ On-Call Building Inspection Services, City of Des Plaines

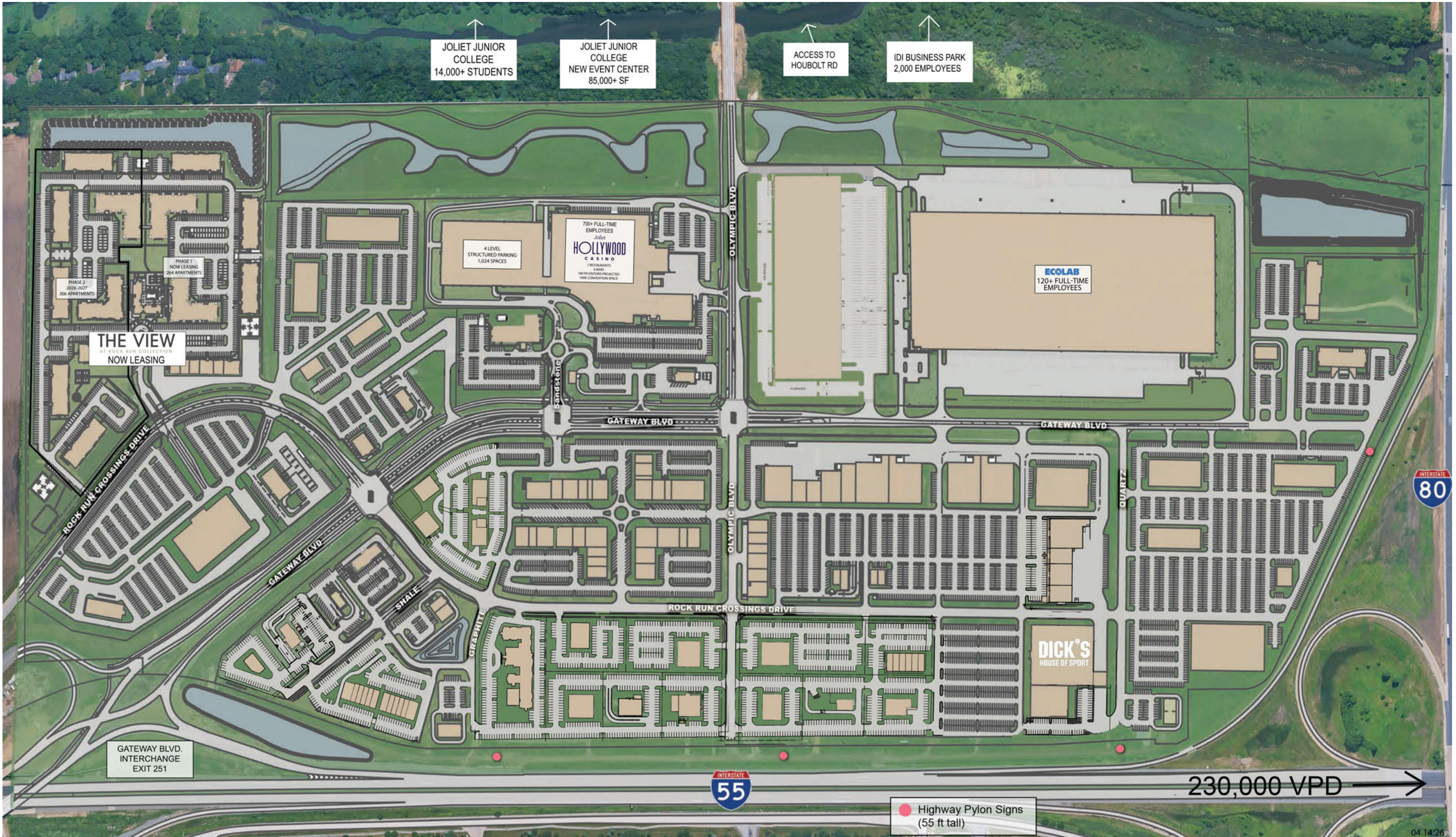
Responsibilities include building inspections for new construction, additions and remodeling of residential, commercial and industrial projects within the City of Des Plaines. Projects have included new construction of the Welkin Apartments complex, Avid Hotel Chicago and Holiday Inn Express & Suites Chicago, renovations and additions to Rivers Casino, Wyndham Hotel Chicago O'Hare and Abbott Molecular.

##### ▶ On-Call Building Plan Review Services, Village of Oak Park

Responsibilities include general building inspections for new construction, additions and remodeling of residential, commercial and industrial projects within the Village of Oak Park. Projects have included American House Senior Living Communities building and various residential and commercial renovations.

##### ▶ On-Call Building Plan Review Services, Village of Palos Park

Responsibilities include general plan review for new construction, additions and remodeling of residential commercial and industrial projects within the Village of Palos Park. Projects have included various new construction and renovation of large singlefamily residences.



# ROCKRUN COLLECTION

**Joliet, IL – Rock Run Collection****Time and Material (T&M) Cost Basis and Assumptions**

April 2026

The following summarizes the basis of HR Green's Not-to-Exceed (NTE) cost for plan review services associated with the Rock Run Collection development. These estimates are based on the current development program, anticipated submittal volumes, and typical plan review effort for similar commercial and mixed-use projects.

**HR Green Bill Rates:**

<b>Personnel</b>	<b>Bill Rate</b>
IL Licensed Architect / Structural / Professional Engineer	\$220 per hour
ICC Master Code Professional / Certified Building Official	\$185 per hour
ICC-Certified Plan Reviewer	\$160 per hour
IDPH Licensed Plumbing / Health Review	\$160 per hour
ICC-Certified Permit Technician / Admin	\$135 per hour

**Core & Shell Plan Reviews:**

<b>Building</b>	<b>SF</b>	<b>Type</b>	<b>Est. Hours</b>	<b>Avg. Rate</b>	<b>Subtotal</b>
<b>Power Center</b>	—	Large Commercial	65	\$175	\$11,375
<b>Building E</b>	88,526	Large Retail	55	\$175	\$9,625
<b>Building F</b>	23,800	Retail	32	\$165	\$5,280
<b>Building G</b>	34,900	Retail	38	\$170	\$6,460
<b>Building H</b>	4,300	Restaurant/Small Retail	22	\$165	\$3,630
<b>Building I</b>	3,600	Restaurant/Small Retail	20	\$165	\$3,300
<b>Building J</b>	44,000	Large Retail	45	\$170	\$7,650
<b>Building A</b>	24,600	Retail	32	\$165	\$5,280
<b>Building B</b>	29,300	Retail	35	\$170	\$5,950
<b>Building C</b>	38,900	Retail	40	\$170	\$6,800
<b>Building D</b>	30,600	Retail	36	\$170	\$6,120
<b>DHOS Shell</b>	—	Specialty	45	\$170	\$7,650

**Subtotal (Core & Shell): ~\$79,120 (Use \$79,000)**

**Tenant Build-out Reviews:**

*Tenant fit-out estimates are based on anticipated tenant mix and typical plan review effort by square footage.*

Category	Qty	Avg SF	Est. Hours	Avg. Rate	Subtotal
Small Retail (<5K SF)	12	~3,500	12	\$160	\$23,040
Mid Retail (5K–10K SF)	8	~6,500	16	\$165	\$21,120
Large Retail (>10K SF)	7	~15K	22	\$165	\$25,410

**Subtotal (Tenant Reviews): ~\$69,570 (Use \$70,000)**

**Re-Reviews & Coordination Allowance:**

- Above assumes two (2) full plan review cycles, this allowance will be utilized for additional reviews (beyond two), plan review changes after permit and other Plan Reviewer/Architect coordination outside the plan review cycle
- Add ~25% (assumption based upon Rock Run Development size and scope)

**Sub-total (Plan Review Allowance): \$37,000**

**Program Management & Coordination (Plan Routing, Tracking, and Reporting):**

*This effort supports ongoing coordination, schedule tracking, and communication across all Rock Run submittals.*

Component	Hours	Rate	Subtotal
Routing	37	\$135	\$4,995
Weekly Coordination	150	\$135	\$20,250

**Subtotal (Program Management & Coordination): ~\$25,250 (Use \$25,000)**

**Cost Breakdown Summary:**

Category	Totals-
Core & Shell Plan Reviews	\$79,000
Tenant Build-out Plan Reviews	\$70,000
Re-Reviews & Coordination Allowance	\$37,000
Program Management & Coordination	\$25,000

**Total Not-to-Exceed (NTE): \$211,000**

## **Building Permit Process Mindset: Making Permitting Easier and More Predictable**

A successful building department is not only defined by meeting plan review turnaround-time targets — it is defined by how smoothly projects move from submittal to approval. The goal is a permitting process that is clear, efficient, consistent, applicant-friendly, and protective of life-safety and code compliance. **These practices are intended to support both staff workload and applicant success, creating a process that is fair, efficient, and predictable for everyone involved.**

### **1. Turnaround Time Is Only One Metric**

Plan review timelines matter, but applicants judge the process by how predictable and efficient it feels. An equal measure of success is: *how many review cycles it takes to get approved?*

### **2. Track the Number of Plan Resubmittals**

A strong operational goal is that most permits (90% or more) are approved as-noted after two review cycles. Track total reviews per permit, common repeat issues, and frequency of “*third, fourth, fifth*” submittals.

### **3. Focus Plan Review on Core Priorities**

Plan reviews should concentrate on zoning compliance, life-safety, accessibility, and confirmation that current adopted codes are being applied. Clear, solution-oriented comments reduce confusion and resubmittals. Remember: the Architect of Record remains responsible for the completeness and correctness of the plans – *not the plan reviewer*.

### **4. Don't Let Incomplete Plans Enter the Review Queue**

Poor-quality or incomplete plans consume reviewer time and delay other projects – *penalizing everyone*. A quick intake screening step by someone familiar with the requirements helps prevent this. Checklists can also help confirm complete submittals.

### **5. Empower Staff to Reject Incomplete or Non-compliant Submittals Up Front**

Clerks or reviewers should have authority to mark submittals as “*not accepted*” if required elements are missing or plan quality is poor. This keeps the queue clean and helps applicants understand expectations early.

### **6. The Result: A More Predictable, Less Burdensome System**

Reducing friction, minimizing repeat cycles, and maintaining strong compliance standards improves the applicant experience dramatically. Applicants want *predictability, clarity, no surprises, and fewer submissions*. At the same time, these improvements reduce unnecessary burden on reviewers and help staff focus on the work that matters most.

Successful permitting is not just about speed — it is about reducing friction, minimizing repeat cycles, and ensuring applicants can reach approval efficiently while maintaining strong life-safety and code compliance standards.