



CITY CLERK  
2025 MAR 31 PM 2:43

# Application for Appointment to City Board or Commission

Please provide the following information and return this application to the Office of the City Clerk by:

- **EMAIL** to the Office of the City Clerk at [CityClerk@glendaleca.gov](mailto:CityClerk@glendaleca.gov);
- **U.S. MAIL** to Office of the City Clerk, 613 E. Broadway Suite 110, Glendale, CA 91206-4308; or
- **FAX** to (818) 241-5386

**Applicant must be a Glendale resident and registered to vote in the city.**

**Your application details must match your voter registration information.**

**PRINT LEGIBLY OR TYPE**

Name of Board or Commission: Building & Fire Board of Appeals Date: \_\_\_\_\_

Are you currently serving on this Board or Commission and applying for reappointment?  Yes  No

## I. Personal

Legal Name: Aram Stepanian Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of years lived in Glendale: 7+

Are you a registered voter in the City of Glendale? (required)  Yes  No

Have you previously served on a Board or Commission?  Yes  No

If Yes, what Commission(s) and years did you serve? \_\_\_\_\_

## II. Education

College: Calif. State U. L.A. Degree: B.S.

College: Golden Gate U S.F. Degree: M.B.A

## III. Business / Professional Experience

Position: Accountant - Semi Retired Company Name: Aram Stepanian

Address: \_\_\_\_\_  
street address city

Telephone Number: \_\_\_\_\_

Job Description: Home Sweeper - Very Active

### **Design Review Board Candidates Only**

Are you a registered architect?  Yes  No

Registration Number: \_\_\_\_\_

#### IV. Organizations / Civic Activities

List Affiliations:

#### V. Qualifications / Experience

List relevant experience and skills:

#### VI. Other Information

- (A) Attach a current resume.
- (B) Include a brief written statement outlining your views on the roles and responsibilities of this Board or Commission, its key issues, and your goals if appointed. (attach an additional sheet if necessary)
- (C) If applicable, include the commission(s) on which you have served previously and include the time frame.

***NOTE:*** THIS FORM BECOMES PUBLIC INFORMATION. INFORM THE OFFICE OF THE CITY CLERK IF THERE IS ANY INFORMATION CONTAINED WITHIN THIS DOCUMENT THAT YOU DO NOT WANT AVAILABLE TO THE PUBLIC.



# Building And Fire Board Of Appeals

**Meeting Dates/Time:** 3rd Wednesday of each month, 2 p.m.

**Meeting Location:** Municipal Services Building, 633 E. Broadway Ave Room 105 [Map to meeting location \(https://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=633+East+Broadway+Glendale+CA+91206&sll=34.171636,-118.22922](https://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=633+East+Broadway+Glendale+CA+91206&sll=34.171636,-118.22922)

[Agendas & Minutes \(https://www.glendaleca.gov/government/departments/city-clerk/agendas-minutes\)](https://www.glendaleca.gov/government/departments/city-clerk/agendas-minutes)

<b>Commission/Board Members</b>	<b>Appointed by:</b>	<b>Appointed on:</b>	<b>Term Expiration:</b>
Erik Keshishian*	Weaver	February 15, 2005	May 2015
Vacant	Vacant	Vacant	Vacant
Steven Lee*	Devine	October 6, 2015	June 2024
Erasto Ongkeko, Jr.	<b>Kassakhian (P)</b> /(Brotman	January 7, 2025	Election 2028
Zaven Hanessian	<b>Najarian (P)</b> /Gharpetian	February 4, 2025	Election 2026

*\*Serving until reappointed or replaced.*

*Commission/Board Members may continue to serve beyond their term limit until such time that they or their successors are qualified and appointed (GMC 2.36.010 (C)).*

To Contact Board/Commission members please click: [here \(mailto:buildingandfirebofa@glendaleca.gov\)](mailto:buildingandfirebofa@glendaleca.gov).

## Duties

The members of the Building & Fire Board of Appeals hear and decide the appeals of orders, decisions or determinations made by the Building Official, the Fire Marshal or both, relative to the application and interpretation of the Glendale Building & Safety Code.

## Membership

- Five members
- Four year terms
- Two term limit
- No compensation



CITY CLERK

2024 MAR 18 PM 12:28

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**PRINT LEGIBLY OR TYPE**

Name of Board or Commission: Building And Fire Board Of Appeals Date: 3/14/2024

## I. Personal

Name: Shahen Akelyan

Home Address: [REDACTED]  
street address suite / unit # city zip code

Home Phone Number: [REDACTED] Cell Phone Number: [REDACTED]

Email Address: [REDACTED]

Number of years lived in Glendale: 5

Are you a registered voter in the City of Glendale? (required)  Yes  No [REDACTED]

## II. Education

College: California State University, Los Angeles Degree: Masters of Science

College: California State University, Los Angeles Degree: Bachelor of Science

## III. Business / Professional Experience

Position: Assistant Bureau Chief, Permis and Enignee Company Name: LA Department of Building & Safety

Address: [REDACTED]  
city zip code

Telephone Number: [REDACTED]

Job Description: Chief of Counter Plan Check Operations. Lead over 150 employees and oversee entire Counter Plan Check Operations. Monitor and strategize to reduce backlog plan check and customer's wait time. Handle problematic and sensitive projects

**Design Review Board Candidates Only**

Are you a registered architect?  Yes  No Registration Number: \_\_\_\_\_

## IV. Organizations / Civic Activities

List Affiliations: **Los Angeles Tall Building Structural Design Council (Board Member)**  
**Structural Engineering Association of Southern California**  
**Los Angeles Basin Chapter of International Code Council (Past President)**  
**California Building Officials**  
**Public Sector HR Association**

## V. Qualifications / Experience

List relevant experience and skills: **Structural Engineer License with State of California (5655)**  
**Civil Engineer License with State of California (64167)**  
**Certified Building Official**  
**Effective communication and negotiation skill.**  
**Solve problems with common sense, an open mind, and operation**  
**and code expertise. Strong technical background.**

## VI. Other Information

- (A) Attach a current resume.
- (B) Include a brief written statement outlining your views on the roles and responsibilities of this Board or Commission, its key issues, and your goals if appointed. (attach an additional sheet if necessary)
- (C) If applicable, include the commission(s) on which you have served previously and include the time frame.

**As a residence of City of Glendale, I would like to contribute to the City and Community with the expertise and knowledge that I have gained in the past 25 years. As a member of Board or Commission, my goal will be to review any appeals, Code adoption, and determinations in the fair, reasonable and open mind manner.**

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# SHAHEN AKELYAN

## Summary of Statement of Abilities

- Knowledgeable in department operations, organizational structure, goals and objectives.
- Clear vision for improving and enhancing plan check operations to improve customer service and reduce backlog and wait time.
- Great working relationship with other bureaus, the Mayor's Office, City Council and other development service agencies in promoting economic and community development.
- Sound team-building skill in motivating, recognizing and training staff.
- Effective communication and negotiation skill.
- Strong technical background, especially in the Structural field.
- Solve problems with common sense, an open mind, and operational and code expertise.
- Very competent in computer skills, programming and software.
- Extensive experience in written communication and drafting memos and guidelines.

## Education and Professional Development

Present	Various courses, seminars and workshops in leadership, organizational improvements, customer service, communication, and negotiations
2023	Certified Building Official with State of California
2020	Senior Certified Professional for International Public Management Association
2012	Structural Engineer License with State of California (5655)
2003	Civil Engineer License with State of California (64167)
2000	Masters of Science, Structural Engineering
1999	Bachelor of Science, Civil Engineering

## Experience

- 2021-Present ***Assistant Bureau Chief,  
Chief of Counter Plan Check Operations  
Permit and Engineering Bureau, Department of Building and Safety***
- Lead over 150 employees and oversee the entire Counter Plan Check Operations of the LADBS.
  - Monitor and strategize to reduce backlog for plan check and customer's wait time.
  - Establish and implement reopening of services after Covid-19 closures.
  - Prepare Bureau's operational budget and variety of statistical reports.
  - Oversee Divisions' personnel matters.
  - Handle problematic and sensitive projects and situations to mitigate the risks to the Department and the City.
  - Promote a "Business-Friendly and Solution Driven" attitude to plan check.
  - Direct managers/supervisors to meet department goals.

- 2018-2021 ***Assistant Bureau Chief,  
Chief of High-Rise and Seismic Retrofit Programs and Research Division  
Permit and Engineering Bureau, Department of Building and Safety***
- Created and organized a new section with over 20 Engineers.
  - Formulated and implemented non-ductile concrete retrofit program, including operational control and direction.
  - Monitored and strategized to reduce backlog for plan check.
  - Recommended and established policies and solutions to problems.
  - Prepared Division's operational budget and variety of statistical reports.
  - Oversaw Division's personnel matters.
  - Routinely met with the Mayor's Office to report on the status of the implementations of the retrofit programs.
- 2016-2018 ***Assistant Bureau Chief, All Operations  
Permit and Engineering Bureau, Department of Building and Safety***
- Lead over 250 employees and oversaw the entire Counter and Regular Plan Check Operations of the LADBS.
  - Monitored and strategized to reduce backlog for plan check and wait times
  - Recommended and established bureaus policies and solutions to problems.
  - Prepared Bureau's operational budget and variety of statistical reports.
  - Oversaw Bureau's personnel matters.
  - Established and maintained good working relationships with other City Departments, the Mayor's Office, and the Council Offices.
- 2015-2016 ***Special Assistant to General Manager and Executive Officer  
Permit and Engineering Bureau, Department of Building and Safety***
- Assisted General Manger and Executive Officer in conducting daily operations.
  - Assisted in preparation and/or presentations of LADBS services to various stakeholders (developers, investors, policy makers, etc.) to attract business to the City of Los Angeles.
  - Gained full understanding of LADBS' financial performance matrices, budget and position control.
- 2014-2015 ***West Los Angeles District Office Manager &  
Van Nuys District Office Chief of Plan Check  
Permit and Engineering Bureau, Department of Building and Safety***
- Managed the daily operations (policies, employment, performance, etc.) of the office, including 35 engineers, entry level supervisors, and support staff.
  - Oversaw Counter and Backroom operations.
  - Monitored plan check backlog.
  - Facilitated meetings with inspection staff to resolve site conditions and public concerns.

### **Self-Initiated Enhancements and Accomplishments**

- **Electronic Correction Sheets** - Created electronic plan correction sheets for Structural Plan Check in Excel to select only the corrections that are applicable. *This enhancement improved effectiveness of the corrections and reduced paperwork.*
- **Routine Reporting** – Managed the development of routinely created and sent reports for unassigned plans and verifications of plan check. *This enhanced the plan assignments and monitoring of employee performance.*
- **Backlog Reports** – Managed the development of monitoring tools and backlog reports for Structural Plan Check and High-Rise and Seismic Retrofit Division. *This resulted in more clear and transparent reporting and monitoring of the section and staff performance.*
- **Counter Verifications** - Streamlined verification procedures for the Counter projects by introducing additional screening and redistribution of the stations. *This resulted in reduction of customer wait time and improved customer service.*
- **Seismic Retrofit Implementation Reporting** - Created and enhanced the Soft Story and Non-Ductile Concrete Retrofit program implementation status reports for the Mayor's Office and the Council Offices. *This automated and expedited the creating of the reports for various interest groups.*
- **Outreach to SEAOSC** - Initiated and set up multiple meetings between SEAOSC Existing Building Committee and different groups within the department. *This allowed the department to listen the SEAOSC members and express their concerns about various code interpretations and how to improve communications.*
- **Energy Code Requirements** - Created handouts and easy to follow worksheets for plan checking of Energy Code requirements. *The handout allowed the staff to quickly check for the Energy Code requirements.*
- **Automated and Mechanical Parking Lifts** - Created guidelines for approving Automated and Mechanical Parking Lifts. Prior to this guidelines, LADBS was not approving automated parking lift. I found a way to approve them, while making sure that they are safe. *This helped approving innovative solutions to the parking problem in City of Los Angeles.*

### **General Enhancements and Accomplishments**

- **Virtual Counter** – Facilities in creation of Virtual Counter Service for general building and zoning code questions. *This service helps the customers in obtaining answers in questions for City Code requirements and City processes.*
- **Cargo Container Construction** – Working with the Mayor's Office, created acceptance guidelines for Cargo Container Construction. *The guideline shows how to plan check and approve a building made from recycled cargo containers.*

- **High-Rise and Seismic Retrofit Programs Section** – Built the team for the newly created High-Rise and Seismic Retrofit Programs Section, including establishing procedures, system enhancements and staff training. *This section is responsible for performing plan check and issuing permits for high-rise buildings and retrofitting Non- Ductile Concrete building per mandatory Ordinance.*
- **Training and Development** - Created and conducted surveys for employee training and development. Met with the supervisor for each of the staff and establish a plan on how to improve the training and staff development. *This allowed assessment of the employee needs and expertise in different areas Code requirements and develop a plan for training.*
- **Partnership Plans.** Co-drafted Partnership Plans between LADBS and Departments of City Planning, Public Works, Transportation and Housing Community and Investment. *These partnership plans gave opportunity to improve relationships and communication between LADBS and other development service agencies.*
- **Alternate Code Reference - Accepting ASCE 41** - Created guidelines and procedures for accepting ASCE 41 as an alternative design approach for retrofitting of existing buildings. *The guidelines clarifies the LADBS procedures in accepting the ASCE 41 and provides much needed clarification to the plan check engineers and design engineers.*
- **Department Information Bulletins** - Created and updated numerous Department Information Bulletins and correction sheets. *The Information Bulletins provide code interpretations and guidelines to the staff and customers.*
- **Training** – Created and conducted training in various technical subjects to the entire LADBS Plan Check Staff. The topics included:
  - How to plan check and perform verifications
  - Customer Service
  - Fire Life Safety Plan Check
  - Fire Doors
  - Automated Mechanical Parking Lifts
  - Seismic Design Requirements
  - Wood and Steel Design
  - Energy Code Requirements

*The provided training helped the staff develop Code knowledge and effectively perform their plan checking duties, and provide uniformity and consistency in the review process.*

### **Interdepartmental and Governmental Relations**

- Represented LADBS in various meetings with Council District Offices, Mayor's Office and other development services agencies in order to assist projects moving forward.
- Coordinated and lead meetings with various departments and the Mayor's Office in implementing the partnership plan and development of actions plans for the enhancements.

- Participated in implementation of Mayor’s Directive for “Comprehensive Homelessness Strategy” for constructions of homeless shelters, modular construction and temporary tents.
- Attended Neighborhood Council Hearings with the Council District Offices and the Mayor’s Office to provide information and answer questions about various LADBS services.
- Attended Zoning Administrator and Area Planning Commission Hearings representing LADBS.
- Provided presentation to various groups and organizations about LADBS services including Seismic Retrofit Programs.
- Established effective working relationships with ICCLABC, SEAOSC, CALBO, AIA, BIA, and other agencies to communications and enhance plan check process.

### **Code Adoption and Training**

- Served in ICC 2021 Group A, IBC – Fire Safety Code Development Committee during the 2021-2022 Code Development Cycle Committee Action Hearings
- Served as a Chair of Fire Life Safety Committee with ICCLABC for two years
- Participated in code adoption process and attended code hearings representing LADBS.
- Participated in Functional Recovery working group through ICC and CALBO
- Created presentation and conducted training to department staff and the public.
- Coordinated recruiting and conduct interviews to potential new employees and promotions.
- Participated in the “Safer Cities Task Group” in reviewing ordinances and guidelines for Seismic retrofit programs for various Cities in Los Angeles County Area.
- Attended City Council hearings for the new ordinances representing LADBS.

### **Professional Organizations**

Board Member (2015-2019)	Los Angeles Basin Chapter of International Code Council 2019 President
Board Member	Los Angeles Tall Building Structural Design Council
Member	ASCE-41-22 Development Committee
Member	Structural Engineering Association of Southern California
Member	California Building Officials
Member	Public Sector HR Association

### **Recognitions**

- 2020 Leadership and Service Award from International Accreditation Services.
- 2019 SEAOSC Public Service Award from Structural Engineering Association of So. Cal.
- 2017 Certificate of Appreciation from the Mayor’s Office for participating in Comprehensive Homelessness Strategy task force
- 2017 Certificate of Appreciation from Council District 5 for civil service and assistance in resolving issues with plan check
- 2001-2011 Certificates of Appreciation from the Engineering Bureau and General Managers

Other various appreciation and commendation letters from the LADBS General Managers, other City Agencies, Council Offices, and the public.



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**PRINT LEGIBLY OR TYPE**

Name of Board or Commission: Building & Fire Board of Appeals Date: 03/14/2024

## I. Personal

Name: Robert Badmagharian

Home Address: [REDACTED]

Home Phone Number: [REDACTED] Cell Phone Number: [REDACTED]

Email Address: [REDACTED]

Number of years lived in Glendale: 40

Are you a registered voter in the City of Glendale? (required)  Yes  No [REDACTED]

## II. Education

College: California State University Northridge Degree: M.S. Structural Engineering

College: California State University Northridge Degree: B.S. Civil Engineering

## III. Business / Professional Experience

Position: Senior Plan Check Engineer Company Name: City of West Hollywood

Address: [REDACTED]  
street address city zip code

Telephone Number: [REDACTED] Email: [REDACTED]

**Job Description:**

As a lead team member, I assume primary responsibilities for performing complex commercial and residential plan reviews, collaborating closely with constituents, architects, engineers, contractors, and property owners. Additionally, I support staff in problem-solving and the implementation of electronic plan review, permitting, and inspection systems. In-depth technical assessments of architectural and structural plans for both residential and commercial properties are conducted, ensuring alignment with regulations. This involves reviewing drawings, creating feedback lists, conducting follow-up reviews, and assisting in understanding codes. Engaging with the public through various channels such as phone, written communication, electronic means, and face-to-face interactions is essential, along with regularly conducting site visits to meet with design teams and constituents.

**Design Review Board Candidates Only**

Are you a registered architect?  Yes  No Registration Number: \_\_\_\_\_

## IV. Organizations / Civic Activities

List Affiliations: **International Code Council (ICC)**  
**California Building Officials (CALBO)**  
**ICC Los Angeles Basin Chapter Member**  
**American Society of Civil Engineers (ASCE)**  
**Structural Engineering Institute (SEI)**

## V. Qualifications / Experience

List relevant experience and skills: Over fifteen years of experience in both the public and private sectors overseeing and managing residential and commercial projects from their conceptual to permitting stages. Proven expertise working with the public on a daily basis, maintaining effective communication and interaction skills. Ability to assess and provide resolutions to a wide spectrum of challenges by coordinating effectively with City staff and constituents. Exceptional working and coordinating with intradepartmental staff, City management, development professionals, and members of the community.

ICC Certifications: Certified Building Official, Certified Fire Marshall, Building Plans Examiner, Residential Plans Examiner. Please see attached resume for complete list of all certifications.

## VI. Other Information

- (A) Attach a current resume.
- (B) Include a brief written statement outlining your views on the roles and responsibilities of this Board or Commission, its key issues, and your goals if appointed. (attach an additional sheet if necessary)
- (C) If applicable, include the commission(s) on which you have served previously and include the time frame.

**The Building and Fire Board of Appeals plays a vital role in serving the City and it's constituents by providing determinations in the resolution of cases where the building official's interpretation and application of the Code is being called into question. I recognize the critical role the Board plays in safeguarding public safety and ensuring compliance with building and fire codes. As a committed code official with over fifteen years experience in both the public and private sector, I feel I will bring a practical and insightful perspective in serving as a board member. Key issues facing the board include addressing technical complexities in construction and fire safety, balancing regulatory requirements with practical considerations, and promoting consistency and fairness in decision-making. If appointed, my goals would be to uphold the highest standards of safety and code compliance, facilitate constructive dialogue between stakeholders, and contribute to the resolution of appeals in a fair and equitable manner. I am committed to leveraging my expertise and impartial judgment to support the board's mission of promoting safe and resiliently built environments for our community.**

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## **Robert Badmagharian, MS, CBO, CFM**

### **SUMMARY OF QUALIFICATIONS**

Over fifteen years of experience in both the public and private sectors overseeing and managing residential and commercial projects from their conceptual to permitting stages. Proven expertise working with the public on a daily basis, maintaining effective communication and interaction skills. Ability to assess and provide resolutions to a wide spectrum of challenges by coordinating effectively with City staff and constituents. Exceptional working and coordinating with intradepartmental staff, City management, development professionals, and members of the community.

### **EDUCATION**

**M.S. Structural Engineering**, California State University Northridge  
**B.S. Civil Engineering**, California State University Northridge  
**CALBO Building Officials' Leadership Academy**  
**City of Beverly Hills Leadership Academy I & II**

### **PROFESSIONAL EXPERIENCE**

City of West Hollywood - Building & Safety Division, West Hollywood, CA  
**Senior Plan Check Engineer**

*March 2020 - Present*

- Assume primary responsibilities as a lead team member, performing complex commercial and residential plan reviews, collaborating with constituents, architects, engineers, contractors, and property owners; supporting staff in problem-solving and implementation of electronic plan review, permitting, and inspection systems.
- Perform in-depth technical assessments of architectural and structural plans for both residential and commercial properties. This entails ensuring alignment with regulations, reviewing drawings, creating feedback lists, conducting follow up reviews, assisting in understanding codes, addressing inquiries, verifying project values, and working closely with design professionals and constituents.
- Engage with the public via phone, written communication, electronic means, and face-to-face interactions. Regularly conduct site visits to meet with design teams and constituents.
- Serve as lead plan check engineer on City-owned properties, cannabis businesses, solar PV and ESS systems, Sunset Blvd. billboard digitization, and large-scale multi-family and high-rise construction..
- Coordinate with inspectors and code enforcement officers to discuss field corrections, site observations, and violation notices to find optimal path forward.
- Collaborate with internal departments, external agencies, designers, engineers, and developers about regulations, permitting, and developmental frameworks.
- Propose suggestions in team discussions to enhance plan review and permitting services, create guides, and develop streamline processes for better efficiency and service delivery.
- Pursue professional growth by attending workshops, training sessions, and conferences.
- Generate both routine and specialized reports using various software tools, and is responsible for compiling, categorizing, and summarizing data.

- Engage with prominent professionals like architects and developers to share information, distribute department updates, and address administrative concerns.
- Undertake detailed research and analysis of upcoming code changes and newly implemented State laws for effective building department administration and continual development of the building division staff.

City of Beverly Hills – Development Services Division, Beverly Hills, CA

*April 2015 - March 2020*

**Senior Plan Review Engineer**

- Review construction plans including architectural, structural, civil, grading, drainage, shoring, erosion & sediment control, and traffic control plans as well as related documents (soil reports, engineering calculations, energy calculations, topographical surveys, manufacturer's/technical specifications, asbestos reports, etc.) for compliance to adopted codes including state building standard codes, local zoning laws, and other applicable state and federal regulations.
- Oversee the permitting of residential and commercial projects in the City through in-depth review of technical construction documents to ensure compliance with Municipal, State, and Federal code provisions
- Advise private development teams regarding project changes to achieve compliance to the City's code requirements
- Interpret and recommend changes to the City's Municipal code; author written responses to Municipal code violations & citations, as well as provide direction to achieve compliance
- Provide code interpretations, explain and respond to questions and inquiries from the public concerning municipal codes, zoning laws, building codes, and related issues.
- Formulated public relations presentations to bolster the City's outreach for the Community Development Department
- Streamline plan review and permitting process by implementing methods and techniques gained through completing the City's Management & Leadership Academy. Results: reduced turnaround times by 25% and enhanced cohesive function of Development Services Team
- Administer the issuance of construction right-of-way use permits, heavy hauling permits, utility permits, excavation and encroachment permits.
- Review site plans and traffic control plans to ensure all necessary driveway approach, curb and gutter, sidewalk, utility vault, curb drains, alley approaches, street resurfacing, and sewer lateral connections are constructed per the City's Standards and regulations.
- Resolve conflicts with constituents and City staff to arrive at win-win situations
- Assist the public via in-person meetings, over the counter plan checks, telephone, and email correspondence

City of West Hollywood – Building & Safety Division, West Hollywood, CA

*March 2014 - March 2015*

**Plan Check Engineer**

- Conducted daily over the counter plan check services and reviewed Architectural and Structural plans of both residential and commercial projects
- Provided technical reviews of structural details and calculations as well as code interpretations for Engineers, Architects, Contractors, Interior Designers, and the public
- Resolved noncompliant code issues with applicants and directed them to appropriate code sections
- Evaluated an assortment of major residential & commercial tenant improvement projects as well as new single- and multi-family developments
- Interfaced between multiple departments to ensure compliance with all other agency requirements
- Created informative plan submittal guidelines and procedures available to the public
- Provided guidance and direction to Building & Safety Intern on plan reviews

- Maintained professional knowledge and skills by attending seminars and training events regarding new code requirements

Erkel/Greenfield & Associates Structural Engineers, Glendale, CA

*December 2009 - March 2014*

**Project Engineer**

- Design of gravity and lateral load resisting elements of residential and commercial structures per local governing building code requirements.
- Conducted extensive site visits and assisted with structural observations
- Reviewed shop drawings and responded to RFP's in a timely manner
- Obtained measurements & created as-built drawings of existing structures using AutoCAD
  - Residential/Commercial building department-ready plans complete with:
- Conducted calculations using ENERCALC, RISA-2D, & RetainPro
- Working knowledge of reinforced concrete and steel design utilizing current building codes
- Prepared plans and calculations ready for building department submittal
  - Adhered to and performed all necessary plan corrections as per plan-checker's remarks
- Prepared evaluation reports regarding structural damages for insurance companies outlining the details of each claim as well as draft the appropriate repair plans needed for timely submittal
- Conducted research with parcel and tract maps, as well as ZIMAS, to obtain property data
- Analyzed and prepared bid documents as well as RFP's for local municipalities

**PROFESSIONAL DEVELOPMENT & CERTIFICATION**

**Engineer-in-Training Certificate (# 144078)**

**ICC (# 8292891):**

Certified Building Official  
 Certified Fire Marshal  
 Housing and Zoning Code Specialist  
 Permit Specialist  
 Building Plans Examiner  
 Residential Plans Examiner  
 Residential Energy Inspector/Plans Examiner  
 Accessibility Inspector/Plans Examiner  
 CALGreen Plans Examiner  
 Residential Building Inspector  
 Residential Mechanical Inspector  
 Residential Plumbing Inspector  
 ICC/AACE Code Enforcement Officer  
 Property Maintenance & Housing Inspector  
 Zoning Inspector  
 Permit Technician

**CalOES Safety Assessment Program**

**Evaluator:** Building Inspector (#75826)

**Stormwater Education**

*Rainwater/Stormwater Post-Construction BMP Inspection & Maintenance*

**California Landscape Contractors' Association:** *Mastering Water Efficient Landscapes*

## **SKILLS**

- Extensive knowledge in Federal and State Accessibility regulations, International Building Codes (IBC/IRC), CA Building Standards Codes, CA State Civil & Vehicle codes, and local Municipal Code standards
- Proficient in municipal online database & permitting systems (CitySmart, TRAKiT, & HDL)
- Proficient in ProjectDox and Bluebeam
- Extensive drafting experience with AutoCAD
- ENERCALC, RISA-2D, & RetainPro
- Proficient in MS Windows, MAC OS, and Office 365

## **PROFESSIONAL AFFILIATIONS**

- International Code Council (ICC)
- California Building Officials (CALBO)
- ICC Los Angeles Basin Chapter Member
- American Society of Civil Engineers (ASCE)
- Structural Engineering Institute (SEI)
- Vice President of Beverly Hills Management & Professional Employees Association (past)