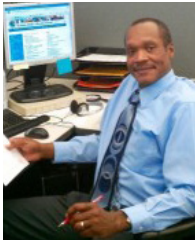




Mikas Enterprise Inc., d.b.a., Permit Zone | Regulatory Compliance Consultants
817 W Laird Drive, Jupiter, FL 33458-4262 | Phone: (954) 383-2960
www.permit-zone.com | info@permit-zone.com

Real Estate / Construction Industry Support Services



Mikas Enterprise Inc., DBA Permit Zone

Tel: 954-383-2960

michael@permit-zone.com

PROFILE

- An experienced vertical construction management Capital Projects Technician with over 23 years of contracts project coordination, federal & non-federal procurement processing, regulatory building / zoning / construction / engineering administration experience, in the management of contracted services, division budget coordination, administration coordination of repair and renovation projects ranging from \$15K to over \$750K. Coordinating, researching or directing the completion of special projects as assigned. Several years of experience in facilities construction projects working in the capacity of an Engineering Assistant II with the Capital Improvements Division. Currently Chief Regulatory Officer and C.E.O., of Mikas Enterprise Inc.
- Presently engaged with Mikas Enterprise Inc., DBA Permit Zone since 2019 as CEO / President / Chief Regulatory Officer, providing permit procurement administration services for construction projects.
- Has worked at three of Florida's largest firms. One being a major international airline and another being a government rail / transit agency and last being a county government agency.
- Previously worked for Capital Improvements Division of Palm Beach County Facilities Development and Operations as a Engineering Assistant II capital projects permit procurement administration and Technical Assistant II, P.P.I.G. contract provisioning technician.
- Leads on Construction Coordination of a major section, featuring procurement and administration of architectural and engineering services such as replacement and renovation projects includes construction bids i.e. RFP's, ITB's and RFQ's to name a few. Experience includes rights of way median permits, administering and monitoring construction project initiatives, evaluating permitted projects and inspections for public works and enforcement of the County's Building and Zoning regulations ordinances, resolutions and codes.
- Has substantial experience in Construction and Engineering technical field work supervising several projects simultaneously, interpreting construction contracts/plans/specifications, to include Building and Engineering Code Enforcement / Compliance skills. Delivers exceptional customer service to consumers, other departments and business stakeholders.
- Has several years of Building Construction, Professional Landscape Management, Code Enforcement and Notary Public Certifications and experienced in provisioning of technical assistance and information to staff and the public, regarding the review of building plans and zoning permit applications to assure compliance with applicable County, State and Federal laws; Preparation of narrative staff reports and recommendations of limited complexity; enforcement of the County's code of ordinances including; Preparation of maps, charts, tables of limited complexity to include utilization of industrial engineering for chain management purposes.

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COMPETENCIES

- Experienced in research and data collection. Has knowledge of effective writing techniques; statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations; skilled in the area of drafting and design interpretation; construction administration and in the operation of related tools and equipment; ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions; ability to work independently or in a team environment as needed.
- Undertakes advanced complex clerical tasks utilizing exceptional interpersonal and computer skills; to include internal and external coordination of key tasks, liaison with professionals and the general public.
- Possesses High volume data entry and scrutinization skills.
- Deployment of investigatory techniques and procedures.

CONSTRUCTION ENGINEERING ADMINISTRATION EXPERIENCE

- Performed advanced complex clerical tasks for the administration, review, inspection, supervision and coordination of facilities construction projects implementing technical functions and procedures within the capital improvements division in the capacity of an Engineering Assistant II, utilizing specialized, in-depth knowledge of departmental operations and County standards in developing the scope of minor facility construction/renovation/major building system renewal and replacement projects. Coordinating with user agencies to maintain continuity of operations; schedules and planning the work with other County Departments and Divisions; coordinating with engineers, architects and contractors to ensure compliance with federal, state, County and local government requirements. Conducted construction-related procurement and review of technical specifications and permitting. Monitored contract provisions; conducted site observations and closing out of projects. Work is completed under minimal supervision with latitude for use of independent judgment in the selection of work methods and procedures. Duties included assisting Procurement and Project Implementation Group Manager and Project Coordinators with technical duties in construction/contract administration; governmental space planning/interior design; creating and maintaining tracking tools; implementation of Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualifications (RFQ), calculation of SBE/M/WBE goals and managing multiple priorities within a deadline-driven environment while leading a team to insure that all tasks are being completed in a timely and consistent manner. Interfaces with project consultants and contractors. Inspect, monitor and coordinate Facilities construction projects, providing technical assistance and research in resolving problems. Performed pre-award and post award functions when they are well defined and well precedent, using common contracting methods and contract types, to procure standard or Specialized service; supply; and/or construction items, services, and/or materials through formal advertising and negotiation procedures using primarily firm fixed-price contracts. Procured and plan acquisitions for standard or specialized Items, services, and/or construction contracts where specifications have become standardized and established competitive markets and price competition exist. Reviewed requisition package for adequacy, consistency, and compliance with administrative, regulatory, and procedural requirements. Developed solicitations and evaluates responses. Compiled complete bidders' list from qualified applications, knowledge of suppliers, contacts with trade associations, Small Business Administration, or other sources. Prepared and issued solicitation documents selecting appropriate clauses, ensuring clear and complete specifications, including packing and delivery requirements or other routine supplemental stipulation. Used primarily firm fixed-price, time and materials, indefinite delivery, or similar contracts when historical and precedent data are available. Monitored contract performance and assists in contract termination, monitored contract performance through telephone conversations, correspondence, site visits, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Provided advice and assistance to others relating to contracting work and prepared correspondence. Established working relationships with program and contractor management personnel. Responsibilities included updating the division's webpage ensuring that all data is current and accurate regarding bids, request for proposals and public information. Manage, prepare and coordinate consultant's agreement contracts, renewal and Consultants Services Authorizations (CSA's). Review and evaluate proposals from Engineering and Architectural Consultants in response to (RFP's) request for proposals on major projects such as Palm Beach County Jail Expansion Program (over \$200M project), Planning and Design

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Consultants. Submit evaluation report to short listing and final selection committee to assist in the awarding of contracts. Prepare bid process specifications, progress, supporting reports and assist with bid openings. Ensure insurance compliance and bonding requirements for contractors and consultants per contractual agreement, State Laws and Risk Management Division. Maintain a computerized contract and lease registry of all assigned Contracts for the Division and notify contract holders. Assisting with technical and procedural issues dealing with permitting projects, site plan approvals, contractor and consultant insurance certification and other duties as assigned to include reviewing consultants building plans. Work was accomplished with minimal direction and with use of independent judgment in the selection of work methods and procedures as well as coordination of the work of associates working on a matrix basis.

- Performed advanced complex data entry/search/management involving internal regulatory and external coordination of administrative tasks as well as extensive contact with professionals and the public as well as liaison contact between regulatory agencies in a high-volume large County Department. Duties included the assembly, processing and review of complex building plans to include Geotechnical, Landscape Architecture / Irrigation, Land Development and expediting permit applications. Performed intermediate technical duties in the areas of governmental construction/contract administration/permitting, space planning/interior design; creating/maintaining tracking tools; using CAD/CADD/AutoCAD/Excel. regularly consulting with construction engineers, contractors and construction coordination personnel to resolve issues relating to governmental space planning/interior design, construction and regulatory permitting issues regarding interior alterations / renovations to accommodate space planning including zoning, paving / drainage, plan review, code compliance permitting applications, regulatory compliance, construction, contracts and bids. Coordinated with consultants, project managers and regulatory agencies to secure permitting for projects to include administrative and procedural review of documents and architectural plans for compliance with regulatory agencies as well as assisted in supervision of major County construction contracts and subdivision, permit and community development projects. Regularly consulted with construction engineers, contractors and construction coordination personnel to resolve issues relating to construction and regulatory permitting issues. Duties included coordinating regulatory issues

with other County departments, agencies and Facilities Compliance Division of FD&O and provision of information to other government agencies as well as assisting Procurement and Project Implementation Group Manager and Project Coordinators with technical duties in engineering and/or architectural areas; interfacing with project consultants and contractors. Inspect, monitor and coordinate Facilities construction projects, providing technical assistance for bids and research in resolving problems. Responsibility included staff training and support.

BUILDING CONSTRUCTION REGULATORY EXPERIENCE

- Performed specialized technical work in the enforcement of the County's Zoning, Building and Licensing codes to include final zoning review of commercial properties/single family dwelling and mobile homes on acreage and zero lot line homes and townhouses and in mobile home parks for property zoning, setbacks, agency stamps and permit and impact fees including property development regulations. Responsibilities included ensuring coastal construction plans follow state coastal construction provisions. Ensures Off-Premises Sign Codes are met. Calculates and assesses Impact Fees for various municipalities. Instructs Building Permit Technician I's in the work of processing plans, permits and licenses. Processes permits for South Bay, Pahokee and the Glades area. Tasks include performing related duties as required reviewing zoning files for compliance with code requirements for filing. Insure approval of Board of Adjustment on variance request as well as the Planning Commission and Board of County Commissioners on special exceptions and rezoning. Review contractor application for current license and insurance coverage. Responsibilities include final processing and examination of applications for building permits and licenses. Work of this class differs from that of a Building Permit Technician I in the complexity and scope of assignments. The Building Permit Technician II signs off on final zoning approval with appropriate stamp. Work involves the use of considerable independent judgment to apply building, zoning and licensing code knowledge to construction projects, paving/drainage and land use situations. Performed multiple administrative tasks in the review / issuance of building and zoning applications utilizing advanced complex clerical skills in

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implementing functions and programs within the planning, zoning and building division, utilizing specialized, in-depth knowledge of departmental operations and County rules and regulations. Work was completed under general supervision with latitude for use of independent judgment in the selection of work methods and procedures. Duties included data entry, typing, record keeping, receiving, updating and routing of permit applications, corrections, renewals and revisions with incoming information, preparation of departmental payroll, work orders, calculation of costs and posts costs to ledgers. Responsibilities included utilization of professional customer service skills in answering and resolving complaints or questions relating to the organizational operation. May also act as representative of department in contacts with employees and assist with drafting standard operating procedures to include the training of new clerical staff. Operate a variety of office machines, including copiers, typewriters, computer terminals, telephone consoles and calculator.

REGULATORY COMPLIANCE EXPERIENCE

- Performed highly responsible technical work planning the construction program in the Construction Coordination of the Streetscape Section right of way median permits independently administering and monitoring construction projects, permitted projects and inspections to include the application of engineering principles and techniques to engineering projects of a public works nature. Receive assignments in specific or general terms from an engineering superior with the expectation to exercise independent judgment and initiative in developing work methods. Work involves independent plan review of construction plans for technical compliance with county and state construction standards and with conditions of development with consideration for planned unit developments (PUD's). Review landscape and irrigation plans for technical accuracy and provide comments to permittee to include field inspection of Land Development Streetscape right of way permit applications, coordinating with the Land Development and Construction Coordination Divisions to facilitate final approval of permit applications, including technical guidance and reporting for an assigned program. Duties include field investigations for measurements, conflicts, safety and maintenance compliance and final inspection of public works projects. Investigate /research right of way landscape for compliance with BCC conditions of approval, prepare Construction field inspection reports, coordinating pre-construction meetings with contractors as a representative of the Engineering Division, coordinate with the Code Enforcement Division to initiate and track any noncompliant right of way landscape through the Code Enforcement process. Attend Code Enforcement Magistrate meetings as a Compliance Officer and Administer independent control of the liaison program for code enforcement of right of way median permits in Palm Beach County and adjoining Municipalities. Review proposed ordinances and policies of County, regional and State agencies to determine possible impact on existing practices and codes. Arrange meeting with citizens, public officials and others.
- Achievements: Created permit applications sufficiency checklist used for daily operations enhancing efficiency
- Performed specialized skilled technical field work in the enforcement of the County's Building and Zoning regulations and codes utilizing advanced administrative / investigatory skills and techniques to include responding to citizens' complaints and conducting field investigations relating to construction projects, land use situations and minimum Housing Code Standards. Additionally, duties involve the issuance of violation notices and case preparation, including testimony, to be presented before the Palm Beach County Code Enforcement Board, inspection of development sites for compliance with landscaping requirements and property development requirements.

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PROJECT HISTORY

- **PALM BEACH COUNTY WATER UTILITIES DEPARTMENT**
PBCWUD PROJECT NO. 23-033: 37.12 ACRES. Water Treatment Plant No. 2 Expansion Project
PROFESSIONAL SERVICES : Permit Procurement Administration

Contract award for Consulting/Professional Services: Water Treatment Plant No. 2 Expansion. Project Awarded as a sub-consultant Permitting.

Scope: Our intent is for Mikas Enterprise to provide support for all the permitting efforts for the project and anticipate needing the following:

Approx 26,000 SF process & administrative building

Approx. 7,000 SF building for clearwell

Approx. 5,000 SF building for transfer pump station

Approx. 8,000 SF building for high service pump station

Approx. 1,500 SF building for chemical systems

Cost: \$100,000,000 to \$150,000,000 with a five-year contract term

Owner: Palm Beach County Property & Real Estate Management (561) 233-0272 / 0205

Year Completed: Currently awaiting NTP estimated start June 2025 T.B.D.

- **PALM BEACH RIVERSTONE, PARADISE RIVER WALK LLC**
195 RIVER GROVE WAY, W.P.B., FLORIDA

Scope: Hired as a Permit Procurement Administration specialist for a 374-room apartment complex on 7.59 acres.

Cost: \$7,480,369

Prime Contractor: Hedrick Brothers

Private Owner: Greg Norton, Riverwalk LLC, 1109 Westwood Blvd, Los Angeles, Ca 90024 (884) 957-4622

Year Completed: 2021

- **PALM BEACH COUNTY SOLID WASTE FACILITY**
FCC ENVIRONMENTAL SERVICES, FLORIDA LLC
10101 100TH STREET S

Scope: Hired as a Permit Procurement Administration specialist for a Solid Waste Truck Wash Facility on 5,132 Acres

Cost: \$2,620,500

Prime Contractor: Hedrick Brothers

Hired By: Michael Baker International Engineering Consultants.

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Year Completed: 2024

- **PALM BEACH COUNTY VISTA CENTER OF PALM BEACH
2300 N JOG RD, WEST PALM BEACH FL**

Scope: Permit Procurement Administration, Land Development Permit Procurement of a 12,1081 Acre lot for a Palm Beach County Government Building.

Cost: \$60,000,000 Employed as an Engineering Assistant II, F.D.O.&O, C.I.D.

Owner: Palm Beach County Property & Real Estate Management (561) 233-0272 / 0205

Year Completed: 2007

- **PALM BEACH COUNTY FIELD OPERATIONS & SUPPORT
CENTER, 2633 VISTA PKWY, W.P.B., FL 33411**

Scope: Permit Procurement Administration, Land Development Permit Procurement of a 46.23 Acre lot for a Palm Beach County Government Buildings.

Cost: \$40,000,000 Employed as an Engineering Assistant II, F.D.O.&O, C.I.D.

Owner: Palm Beach County Property & Real Estate Management (561) 233-0272 / 0205

Year Completed: 2007

- **PALM BEACH COUNTY CAPITAL PROJECTS
2633 VISTA PKWY, W.P.B., FL 33411**

Scope: Permit Procurement Administration, Land Development Permit Procurement of Fire Stations, Library's, Convention Center, Court House, Essentially All Capital Projects Between 2003 – 2009 during my tenure as an Engineering Assistant II with Palm Beach County Capital Improvements Division



EDUCATION

2005 - 2006	Palm Beach Community College: Lake Worth, FL — Building Construction Certificate
1992 - 1994	Miami Dade Community College: Miami, FL — Graphic Arts Design Technology Transcript
1991 - 1992	McFatter Vocational Technical Institute: Davie, FL — Desktop Publishing Technology Certificate
1980 – 1986	U S Air Force Technical Training Center: Wichita Falls, TX — Aircraft Maintenance Certificate
1978 – 1980	Kingsborough Community College: Brooklyn, N.Y. — Journalism / Broadcasting Transcript

Career History

2016 – 2019	P.B.C. Engineering and Public Works Division / Streetscape Section, - W.P.B. FL Streetscape Plans Examiner / Inspector / Technical Assistant II / Enforcement Liaison
2013 – 2016	Palm Beach County P. Z. & B. Code Enforcement Division, West Palm Beach, FL Code Enforcement Officer
2009 – 2013	Palm Beach County Planning Zoning & Building Division, West Palm Beach, FL Building Permit Technician II
2004 – 2009	Palm Beach County Capital Improvements Division, West Palm Beach, FL Technical Assistant II / Construction Administration, Engineering Assistant II
2003 – 2004	Palm Beach County Planning Zoning & Building Division, West Palm Beach, FL Regulatory Permit Administration Clerical Specialist
1994 – 2003	Miami Dade Transit Agency, Miami, Dade County, FL Rail Maintenance Control Clerk • Rail Vehicle Mechanic • Rail Stock Clerk • Transit
1985 – 1991	Pan American World Airways Inc., Miami, FL / Jamaica, N.Y. Aircraft Mechanic / Fleet Service Crew Chief / Dispatcher / Motor pool
1984 – 1985	Port Authority of New York / New Jersey, J.F.K. Airport, Jamaica, New York Airport Transit Operator
1980 – 1984	United States Air Force Aircraft Maintenance



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Certifications

- Florida Association of Code Enforcement Officer Training Certificate
- University of Florida IFAS Extension, Professional Landscape Management Certificate
- Am Crane Bucket Truck in Construction and General Industry Environment Training Certificate
- International Code Council Blueprint Reading Certificate
- Microsoft Outlook 2000 Certificate
- Microsoft Excel 2000 Certificate
- Palm Beach County Code of Ethics Certificate
- Palm Beach County Emergency Evacuation Training Certificate
- State of Florida Executive Department Notary Public Certificate
- National Safety Council Industrial Forklift Operator Certificate
- Miami Dade Transit Rail Vehicle Mechanic Certificate
- Pan American World Airways Crew Chief Certificate
- State of Florida Commercial Driver License, Class B with Passenger and Air Brake Endorsement
- Palm Beach Community College: Lake Worth, FL — Building Construction
- Miami Dade Community College: Miami, FL — Graphic Arts Design Technology
- McFatter Vocational Technical Institute: Davie, FL — Desktop Publishing Technology
- U S Air Force Technical Training Center: Wichita Falls, TX — Aircraft Maintenance
- Kingsborough Community College: Brooklyn, N.Y. — Journalism / Broadcasting

IT PROFICIENCY

- Operating System: Mac OS X v15.6.1 Sequoia, Windows 10, XP/2000, Vista, (server/Workstation CESN/DOS)
- Applications: Microsoft Office 365, 2000/2007/2011/XP/Vista, Word Perfect, Adobe Photoshop, Adobe Illustrator, PageMaker, QuarkXPress, Freehand, Adobe Reader Professional, Adobe Dreamweaver, Microsoft Digital Image Suite, Additional Skill: Multitasking and coordinating on a matrix basis

Languages

- English

AWARDS and RECOGNITION:

- Extraordinary Accomplishment Award 2007 — Capital Improvements Division
- Team Player of the Year Award 2008 — Capital Improvements Division
- 2009 Letter of Recommendation from John Cheshier, Director of Palm Beach County Capital Improvements Division
- 2009 Letter of Appreciation from Audrey Wolf, Director of Palm Beach County Facilities Development & Operations Department
- Multiple Exceptional Customer Service Feedback: Form 99L 13 — Planning Zoning & Building Div.
- Commendation for Improving warehousing methods — Miami Dade Transit Authority Materials Mgmt. Division
- Featured in the August 2025 West Palm Beach Let's Talk Procurement Newsletter Quarterly Publication from The Office of Small Business Programs

INTERESTS: • Entrepreneurship • Music production / recording and singing

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**Facilities Development &
Operations Department**

Capital Improvements Division

2633 Vista Parkway
West Palm Beach, FL 33411

Telephone - (561) 233-0260
Facsimile - (561) 233-0206
www.pbcgov.com/fdo/cid



**Palm Beach County
Board of County
Commissioners**

Jeff Koons, Chairman

Burt Aaronson, Vice Chairman

Karen T. Marcus

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

Addie L. Greene

County Administrator

Robert Weisman, P.E.

March 27, 2009

To Whom It May Concern

Re: Letter of Recommendation

I am pleased to recommend Mr. Michael Castro to any employer looking for a creative employee with excellent technical skills.

Having been Michael's supervisor for the past four years, I can say he focuses on quality service, responsiveness, and timeliness, all done in a professional manner. Well versed in administering consultant and contractor contracts for technical compliance, Michael is very analytical, focused, and works independently. He has been very valuable to Capital Improvements Division in interfacing with various permitting agencies in obtaining permits for our construction projects. Unfortunately, due to budget cuts, Michael's position has been eliminated.

I highly recommend Michael to anyone who may require a conscientious employee with excellent analytic skills.

Sincerely,

A handwritten signature in blue ink that reads "John Chesher".

John Chesher, Director
Capital Improvements Division



**Facilities Development &
Operations Department**

Facilities Management Division

2633 Vista Parkway
West Palm Beach, FL 33411

Telephone - (561) 233-2017
Facsimile - (561) 233-2002
www.pbcgov.com/fdo



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Robert Weisman, P.E.

*"An Equal Opportunity
Affirmative Action Employer"*

March 27, 2009

Mr. Michael Castro
6262 Pompano Street
Jupiter, FL 33458

Re: Letter of Appreciation

Dear Mike:

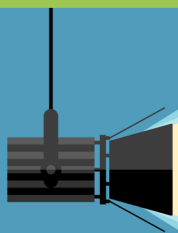
As your position with Palm Beach County comes to an end, I wish to express my sincere appreciation and commendation for your performance as a member of Facilities Development & Operations Department.

Your role as a Technical Assistant II within the Capital Improvements Division has been a valuable addition to this Department. Your positive attitude, technical competence, and dedication to your work reflects highly on your personal character and as an exceptional County employee.

Michael, it has been a pleasure to work with you, and I hope to have the opportunity again someday. Our sincere best wishes for your continued growth and success.

Sincerely,

Audrey Wolf, Director
Facilities Development & Operations Department



Small Business Spotlight

PERMIT-ZONE CONSULTING



Permit-Zone Consulting, a subsidiary of Mikas Enterprises, Inc., is a small, minority, and veteran-owned business that assists clients in the Construction/Real Estate industry with navigating the complex regulatory and compliance landscape of government regulations.

President and CEO Michael Castro's technical expertise and comprehensive understanding of the regulatory and compliance process enables him and his team to aid their clients in **code violation and mitigation and code compliance permitting**.

"When it comes to getting the job done, we're committed to being actively involved in the entire process, running our clients' projects with integrity, in order to achieve compliance and resolution," Castro said. "My team prides itself in giving each client the quality time, guidance and service they deserve. We develop and deliver construction and land development consulting solutions."

The firm's core competencies include building permit services, C.I.P. project management/administration, construction consulting, environmental services, land development and sub-division services, as well as real/land consulting, including land survey consulting. Permit-Zone Consulting was recently awarded a Palm Beach County W.U.D. Water Treatment Plant Expansion contract, which is awaiting a notice to proceed.

Permit-Zone Consulting

Certified with the City of West Palm Beach, PB County

(954) 383-2960 (561) 406-9379

817 W Laird Drive, Jupiter, FL 33458

michael@permit-zone.com

www.permit-zone.com

LET'S GIVE THEM A ROUND OF APPLAUSE!

Business Accelerator Bootcamp Graduation: Dr. Deeawn Roundtree, CEO of Roundtree Training & Consulting, LLC, recognized another graduating class of the City of West Palm Beach's Business Accelerator Bootcamp on June 24.

Participants attended in-person and virtual classes in Self Awareness, Goal-Setting, and Image Management; Social Media Marketing and Branding, Networking and Mentoring; DemandStar, Business Plan, Funding and Accounting Best Practices; and a finale Pitch Contest. Well done, graduates!



Attendees at a recent Business Accelerator Bootcamp.

Congratulations to **Laquoya Green**, the City's Small Business Program Compliance Specialist, who graduated with a Bachelor's Degree in Criminal Justice from Florida Atlantic University on August 5. Laquoya is responsible for certification of Small Businesses for the City of West Palm Beach.



Laquoya Green, Compliance Officer for the City of West Palm Beach's Small Business Programs.