

City of Cody Contractor's Board

Tuesday, November 25, 2025-12:00 PM

Meeting Place: Council Chambers Room at City Hall, 1338 Rumsey Avenue,
Cody, WY

1. **Meeting Called to Order**
2. **Roll call, excused members**
3. **Approval of the Agenda**
Approve the agenda for November 25, 2025.
4. **Approval of the Minutes**
 - a. Approval of the minutes from the October 23, 2025 meeting.
Staff Reference: Hannah Witwicki
5. **Contractor License's for Board Approval**
 - a. Levi's Shower Door & Glass - Specialty Contractor (Window/Glass Glazing) (New)
Staff Reference: Sean Collier
 - b. Joseph Pina - Specialty Contractor — IRC (Demo. Drywall, Fencing, Framing, Masonry, Roofing, Sheet Metal Installation, Siding, Windows/Glass Glazing) (New)
Staff Reference: Sean Collier
 - c. Rawlings Custom Woodcrafts - Specialty Contractor - IRC (Demo, Drywall, Fencing, Framing, Insulation, Roofing, Siding, Window/Glass-glazing) (New)
Staff Reference: Sean Collier
 - d. Shadow Construction, LLC - Specialty Contractor (Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) (New)
Staff Reference: Sean Collier
6. **Approved Contractors**
7. **New Business**
8. **Matters from Board Members: (announcements, comments, etc.)**
9. **Staff Comments**
 - a. Contractor License Renewal Period has Begun
Staff Reference: Sean Collier
 - b. Make a decision about the December contractors' board meeting.
Staff Reference: Sean Collier
10. **Adjourn**

The public is invited to attend all Contractor's Board meetings. If you plan to attend or need

special accommodations to participate in the meeting, please call the City office at (307) 527-7511 at least 24 hours in advance of the meeting to make arrangements.

CITY OF CODY
CONTRACTOR BOARD MEETING
OCTOBER 23, 2025

A meeting of the City of Cody Contractor Board was held on Thursday, October 23, 2025.

Mike Kelly called the meeting to order at 12:00 p.m.

Present: Mike Kelly; David Barton; Todd Evans; Jesse Blankenship; Jonathon Robbins; Wes Werbelow; Council Member Tim McIassac; Building Official Sean Collier; Community Development Director Utana Dye.

Absent: Nate Wageman; Ray Lozier

Wes Werbelow made a motion, seconded by David Barton to approve the agenda for October 23, 2025 meeting. Vote on the motion was unanimous, motion passed.

David Barton made a motion, seconded by Jonathon Robbins, to approve the minutes from the meeting on September 25, 2025 meeting. Vote on the motion was unanimous, motion passed.

Sean Collier, Building Official reviewed the application from Highline Woodworks for a Specialty Contractor - IRC (Demo, Drywall, Fencing, Framing).

Jonathon Robbins made a motion, seconded by David Barton to accept and approve Highline Woodworks for a Specialty Contractor - IRC (Demo, Drywall, Fencing, Framing). Vote on the motion was unanimous, motion passed.

The following contractors have been approved for a license by the Building Official:

New Business: None

Old Business: None

Matters from Board Members: None

Staff Comments: Staff mention that the three ordinances passed for the contractor licensing.

Wes Werbelow made a motion, seconded by Johnathon Robbins to adjourn the meeting. Vote on the motion was unanimous, motion passed. Meeting was adjourned at 12:05 p.m.

Utana Dye

Community Development Director

Meeting Date: November 25, 2025
Department: Community Development
Staff Reference: Sean Collier

AGENDA ITEM SUMMARY REPORT

Levi's Shower Door & Glass - Specialty Contractor (Window/Glass Glazing) (New)

PROPOSED ACTION:

Approve or Deny Levi's Shower Door & Glass for a Specialty Contractor license for Window/Glass Glazing.

SUMMARY OF INFORMATION:

Levi's Shower Door & Glass is applying for a Specialty Contractor License. He has the knowledge and the skills for the installation of Window/Glass Glazing.

ATTACHMENTS:

1. Levi's Shower Door & Glass References
2. COI- Levis Shower Door & Glass

Contractor References

Employer #1 or Reference Name (current/most recent)

Name of Employer or Reference: Absaroka Door
Dates of Employment or Work: 1/1/23 to 9/12/25
Number of months of Active Employment: 33
Position(s) Held/Primary Duties: Manager glass dept., glazing, supervising jobs, estimating, ordering
Building Inspector Notes: Called and confirmed on Wednesday Oct., 22nd - Sean Collier

Contact Information:

Baltizar Rodriguez
Powell, WY 307-754-8037

Employer #2 or Reference Name (current/most recent)

Name of Employer or Reference: Absaroka Door (Ken Anderson)
Dates of Employment or Work: 9/2007 to 1/1/23
Number of months of Active Employment: 184
Position(s) Held/Primary Duties: Manager Glass Dept., Glazing, supervising, estimating, ordering
Building Inspector Notes: Called and confirmed on Wednesday Oct., 22nd - Sean Collier

Contact Information:

Ken Anderson
Powell, WY 307-272-0016

Employer #3 or Reference Name (current/most recent)

Name of Employer or Reference: Mountain Valley Glass
Dates of Employment or Work: 1999? to 9/2007
Number of months of Active Employment: 96
Position(s) Held/Primary Duties: Glazer

Contact Information:

Stephen Lea
Jackson, WY 307-733-1578

Work History:

Most recent references have been confirmed.

If IRC - List License Types:

Windows/Glass Glazing

Master Qualifier (if applicable):

Is the Applicant the Master Qualifier?

If No, Please Provide Master Qualifier Contact Information:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/12/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5019 E-MAIL ADDRESS: support@nextinsurance.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Levi's Shower Door and Glass LLC 834 Road 9 1/2 Powell, WY 82435	INSURER A: Next Insurance US Company	NAIC # 16285
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 979905608 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		NXTLXIHDVQ3-00-GL	09/10/2025	09/10/2026	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DED RETENTION \$						EACH OCCURRENCE \$ ACCREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The Certificate Holder is City of Cody. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. General Liability coverage applies for Glass Dealers and Gaziers operations. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER City of Cody 1338 Rumsey Ave Cody, WY 82414	LIVE CERTIFICATE  Click or scan to view	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Meeting Date: November 25, 2025 Department: Community Development Staff Reference: Sean Collier
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AGENDA ITEM SUMMARY REPORT

Joseph Pina - Specialty Contractor — IRC (Demo, Drywall, Fencing, Framing, Masonry, Roofing, Sheet Metal Installation, Siding, Windows/Glass Glazing) (New)

PROPOSED ACTION:

Approve or Deny Joseph Pina - Specialty Contract - IRC with all the selected options, but restrict masonry to veneer work only.

SUMMARY OF INFORMATION:

Joseph Pina of has applied for a Specialty Contractor IRC license. He has designated on his application that he can demonstrate and has knowledge of these categories (Demo, Drywall, Fencing, Framing, Masonry, Roofing, Sheet Metal Installation, Siding, Windows/Glass Glazing). Staff is asking that the board restrict the masonry part of his license to veneer work only.

FISCAL IMPACT:

ATTACHMENTS:

1. 4354 - Joseph Pina References

Contractor References

Employer #1 or Reference Name (current/most recent)

Name of Employer or Reference: Russ Bragg
Dates of Employment or Work: November 2019 to Present
Number of months of Active Employment: 60
Position(s) Held/Primary Duties: work hand - remodels & repairs, plumbing, pvc, copper, gas, sprinklers, service heat systems, install and replace water heaters, replace and repair bathroom and kitchen fixtures, roto rooters
Building Inspector Notes: Plumbing experience does not relate to the specific specialty trade work selected on this application.

Contact Information:

Russ Bragg
Cody, WY 307-899-1450

Employer #2 or Reference Name (current/most recent)

Name of Employer or Reference: Brian Bash
Dates of Employment or Work: January 2018 to November 2019
Number of months of Active Employment: 12
Position(s) Held/Primary Duties: Helper - wood flooring, concrete, side walks and steps, framing, trim work, painting, rough in and finish work. Tile laying and sealing, walk-in showers, metal siding and window trim.
Building Inspector Notes: Reference confirmed all specialty trades work selected on the application, except for full masonry. The only masonry work that was verified was for veneer work.

Contact Information:

B & B Flooring
Cody, WY 307-899-6483

Employer #3 or Reference Name (current/most recent)

Name of Employer or Reference: Ed Webster
Dates of Employment or Work: March 2024 to October 2025
Number of months of Active Employment: 48
Position(s) Held/Primary Duties: odd jobs and helper. sprinkler system, painting and staining yard work and plumbing repair
Building Inspector Notes: This experience does not cover the general experience required for full demolition, drywall, framing, masonry, siding, roofing, sheet metal, and windows.

Contact Information:

Webster Law
Cody, WY 307-899-5106

Employer #4 or Reference Name (current/most recent)

Name of Employer or Reference: Ron Gordon
Dates of Employment or Work: March 2023 to October 2025
Number of months of Active Employment: 36
Position(s) Held/Primary Duties: work with - help with most kitchen and bathroom remodels, replumbing of pvc and copper systems. bathroom and kitchen sinks and toilets and repairs.
Building Inspector Notes: Plumbing experience was verified but does not relate to the specific specialty trade work selected on this application.

Contact Information:

Gordon Construction
Cody, WY 307-250-3478

Work History:

Kay Einer - 307-203-9172 , handyman for them September to October 2025
Pat Brown - 307-272-9803 - odd jobs and handyman for them Jan 2005 to October 2025
Don and Gladys Price - 307-431-1621 - work hand, sprinkler repair, house plumving issues and repairs, painting, yard work from Jan 2019 to October 2025

If IRC - List License Types:

Demolition,Drywall,Fencing,Framing,Masonry,Roofing,Sheet Metal Installation,Siding,Windows/Glass Glazing

Master Qualifier (if applicable):

Is the Applicant the Master Qualifier?

If No, Please Provide Master Qualifier Contact Information:

Meeting Date: November 25, 2025
Department: Community Development
Staff Reference: Sean Collier

AGENDA ITEM SUMMARY REPORT

Rawlings Custom Woodcrafts - Specialty Contractor - IRC (Demo, Drywall, Fencing, Framing, Insulation, Roofing, Siding, Window/Glass-glazing) (New)

PROPOSED ACTION:

Approve or deny Rawlings Custom Woodcrafts - Specialty Contractor - IRC License (Demo, Drywall, Fencing, Framing, Insulation, Roofing, Siding, Window/Glass-glazing).

SUMMARY OF INFORMATION:

Rawlings Custom Woodcrafts - Specialty Contractor - IRC (Demo, Drywall, Fencing, Framing, Insulation, Roofing, Siding, Window/Glass-glazing) (New)

ATTACHMENTS:

1. Rawlings Custom Woodcrafts Specialty IRC Contractor Application



CITY OF CODY
SPECIALTY CONTRACTOR
LICENSE APPLICATION

STAFF USE
License Number: 4360
Date Submitted:
Previously Licensed? Y/N

Applicant's Name (Qualifier): David Rawlings Business Name: Rawlings Custom Woodcrafts
Physical Address: 901 Gerrans Ave City: Cody State: WY Zip: 82414
Mailing Address: 901 Gerrans Ave City: Cody State: WY Zip: 82414
Phone: Cell: 899-5519 Email:

Before completing the section below, please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: www.codywy.gov/111/Municipal-Code).

Category of License Requested: (Minimum Experience in Parenthesis)

This column is for work on any type of building or structure:

This column is for work on residential buildings or structures subject to the IRC, only:

- Asbestos Abatement (24 months)
Commercial Fire Suppression Systems (36 months)
Commercial Railings (24 months)
Conveyor Systems (36 months)
Demolition (24 months)
Drywall (24 months)
Elevator Installation (48 months)
Fencing (6 months)
Framing (48 months)
Ground stabilization/mud jacking (24 months)
Insulation (24 months)
Masonry (48 months)
Refrigeration (24 months)
Roofing (24 months)
Sheet metal installation (24 months)
Siding (24 months)
Sign/Awning Installation (24 months)
Steel fabrication/erection (48 months)
Structural Concrete (48 months)
Stucco/Plaster (12 months)
Underground Utilities—sewer, water, conduit (12 months)
Windows/Glass glazing (12 months)

Residential only

- Fire Suppression Systems (6 months)*
Demolition (6 months)*
Drywall (6 months)*
Fencing (3 months)*
Framing (12 months)*
Insulation (6 months)*
Masonry (6 months)*
Roofing (6 months)*
Sheet metal installation (6 months)*
Siding (6 months)*
Structural Concrete (6 months)*
Stucco/Plaster (6 months)*
Windows/Glass glazing (6 months)*
Home Moving, Installation, & Relocation (6 Months)*

* Minimum experience need not be provided if the person has passed an ICC or State of WY exam for the trade, or if the Building Official or Contractor's Board is otherwise satisfied that the person has the knowledge and training necessary to perform the work in a competent manner.

(Over)

Work History: Provide a resumé of your personal work history demonstrating that you have the minimum relevant experience required and otherwise have the knowledge, skills and proficiency to perform the type of work requested. Include contact information for your employer(s) or the building official(s) where the work was performed. You may use the attached "Work History" form if you do not have a resumé with the information requested.

Insurance: Provide an insurance certificate from your insurance company indicating that your company has liability insurance in the amounts noted below, and which insurance certificate lists the City of Cody as a "certificate holder" (not "additional insured").

- Bodily injury liability insurance coverage of not less than one million dollars per person/occurrence; and,
- Property damage liability insurance coverage of not less than one million dollars for each occurrence.

Fee: The application must be accompanied by the \$200.00 application fee. Payment may be made to the City of Cody by cash, check, or credit card (Visa, MasterCard, Discover).

Certification: By signing this application form, I certify that:

- 1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
- 2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
- 3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this 1 day of November, 2025.

Name of Business: Rawlings Custom Woodcrafts

By: _____

Title/Office: _____

STATE _____

COUNTY _____

The foregoing instrument was acknowledged before me by _____
this ____ day of _____, 20 ____

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Contractor Licensing Board Review:

Review of this application includes an interview by the Building Official and/or Contractor Licensing Board. If Board review is required, they typically meet the 4th Thursday of each month at noon in the City Hall conference room (1338 Rumsey Avenue). Applications requiring Board review should be submitted at least ten days prior to the meeting. You may schedule an interview with the Building Official by calling (307) 527-3469, or emailing either Sean Collier at scollier@codywy.gov or Utana Dye at utanadye@codywy.gov

Office Use Only:

- Contractor license authorized as requested this ____ day of _____, 20____, by _____, Building Official.
- Application referred to Contractor Licensing Board. Meeting date: _____

WORK HISTORY:

Provide your personal work history to demonstrate that you have the minimum experience required and the knowledge, skills and proficiency needed to act in the capacity of a general contractor. Include only periods of active employment. Feel free to include any additional information or exhibits such as a work portfolio or project photos.

Employer #1 (current/most recent)
Name of Employer: Russell Creek Ranch
Dates of Employment: Sept 2024 to current Number of months of active employment: 12 ±
Position(s) Held/Primary Duties:
Care taking - general maintenance - Repairing Structures
Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:
Name: Frank Goodyear City: Scottsdale State: AZ Phone # or email: 602-574-8484

Employer #2
Name of Employer: V-P Ranch Dade Ranch
Dates of Employment: 1982 to present Number of months of active employment: 1
Position(s) Held/Primary Duties:
General Maintenance, core taking Building improvements, repairs, & New construction of the ranch. (Residential)
Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:
Name: Heidi Dominick City: Cody State: WY Phone # or email: 899-1490
Andrea Dominick 250-4330

Use additional sheet(s) as needed to show minimum months of experience required.

Employer #3

Name of Employer: Dale Nichols

Dates of Employment: 1 to present

Number of months of active employment: _____

Position(s) Held/Primary Duties:

Care taking - repair of structures, maintenance

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: Dale Nichols City: Titusville State: FL Phone # or email: 321-246-3216

Employer #4

Name of Employer: Meadowbrook Ranch

Dates of Employment: 2019 to present

Number of months of active employment: 6+ years

Position(s) Held/Primary Duties:

Care taking / Management, General maintenance, Structure repair

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: David Schebest City: Shakopee, Minn. State: OH Phone # or email: 216-215-3764

Use additional sheet(s) as needed to show minimum months of experience required.

Meeting Date: November 25, 2025 Department: Community Development Staff Reference: Sean Collier
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AGENDA ITEM SUMMARY REPORT

Shadow Construction, LLC - Specialty Contractor (Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) (New)

PROPOSED ACTION:

Approve or Deny Shadow Construction, LLC - Specialty Contractor license(Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) (New)

SUMMARY OF INFORMATION:

Shadow Construction, LLC - Specialty Contractor (Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) (New)

FISCAL IMPACT:

ATTACHMENTS:

1. Shadow Construction Specialty Contractor Application

Meeting Date: November 25, 2025
Department: Community Development
Staff Reference: Sean Collier

AGENDA ITEM SUMMARY REPORT

Shadow Construction, LLC - Specialty Contractor (Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) (New)

PROPOSED ACTION:

Approve or Deny Shadow Construction, LLC - Specialty Contractor license(Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) (New)

SUMMARY OF INFORMATION:

Shadow Construction, LLC - Specialty Contractor (Commercial Railings, Demo, Drywall, Framing, Insulation, Siding, Stucco/plaster, Windows/glass glazing) (New)

ATTACHMENTS:

1. Shadow Construction Specialty Contractor Application



**CITY OF CODY
SPECIALTY CONTRACTOR
LICENSE APPLICATION**

STAFF USE License Number: _____ Date Submitted: _____ Previously Licensed? <u>Y/N</u>

Applicant's Name (Qualifier): Wallace Godwin Business Name: Shadow Construction, LLC
 Physical Address: 143 Road 1AB City: Powell State: WY Zip: 82435
 Mailing Address: 143 Road 1AB City: Powell State: WY Zip: 82435
 Phone: 307-797-0427 Cell: _____ Email: shadowconstructionllc@gmail.com

Before completing the section below, please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: www.codywy.gov/111/Municipal-Code).

Category of License Requested: (Minimum Experience in Parenthesis)

This column is for work on any type of building or structure:

- Asbestos Abatement (24 months)
- Commercial Fire Suppression Systems (36 months)
- Commercial Railings (24 months)
- Conveyor Systems (36 months)
- Demolition (24 months)
- Drywall (24 months)
- Elevator Installation (48 months)
- Fencing (6 months)
- Framing (48 months)
- Ground stabilization/mud jacking (24 months)
- Insulation (24 months)
- Masonry (48 months)
- Refrigeration (24 months)
- Roofing (24 months)
- Sheet metal installation (24 months)
- Siding (24 months)
- Sign/Awning Installation (24 months)
- Steel fabrication/erection (48 months)
- Structural Concrete (48 months)
- Stucco/Plaster (12 months)
- Underground Utilities—sewer, water, conduit (12 months)
- Windows/Glass glazing (12 months)

This column is for work on residential buildings or structures subject to the IRC, only:

- Fire Suppression Systems (6 months)*
- Demolition (6 months)*
- Drywall (6 months)*
- Fencing (3 months)*
- Framing (12 months)*
- Insulation (6 months)*
- Masonry (6 months)*
- Roofing (6 months)*
- Sheet metal installation (6 months)*
- Siding (6 months)*
- Structural Concrete (6 months)*
- Stucco/Plaster (6 months)*
- Windows/Glass glazing (6 months)*
- Home Moving, Installation, & Relocation (6 Months)*

* Minimum experience need not be provided if the person has passed an ICC or State of WY exam for the trade, or if the Building Official or Contractor's Board is otherwise satisfied that the person has the knowledge and training necessary to perform the work in a competent manner.

(Over)

Work History: Provide a resumé of your personal work history demonstrating that you have the minimum relevant experience required and otherwise have the knowledge, skills and proficiency to perform the type of work requested. Include contact information for your employer(s) or the building official(s) where the work was performed. You may use the attached "Work History" form if you do not have a resumé with the information requested.

Insurance: Provide an insurance certificate from your insurance company indicating that your company has liability insurance in the amounts noted below, and which insurance certificate lists the City of Cody as a "certificate holder" (not "additional insured").

- Bodily injury liability insurance coverage of not less than one million dollars per person/occurrence; and,
- Property damage liability insurance coverage of not less than one million dollars for each occurrence.

Fee: The application must be accompanied by the \$200.00 application fee. Payment may be made to the City of Cody by cash, check, or credit card (Visa, MasterCard, Discover).

Certification: By signing this application form, I certify that:

- 1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
- 2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
- 3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this 18 day of November, 20 25.

Name of Business: Shadow Construction, LLC

By: Wallace Godwin

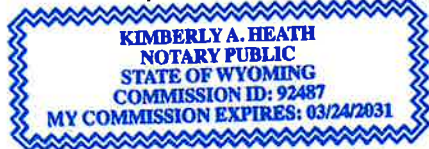
Title/Office: owner

STATE Wyoming

COUNTY Park

The foregoing instrument was acknowledged before me by Wallace Godwin this 18 day of November, 20 25

Witness my hand and official seal.



Kimberly A Heath
Notary Public

My Commission Expires: March 24, 2031

Contractor Licensing Board Review:

Review of this application includes an interview by the Building Official and/or Contractor Licensing Board. If Board review is required, they typically meet the 4th Thursday of each month at noon in the City Hall conference room (1338 Rumsey Avenue). Applications requiring Board review should be submitted at least ten days prior to the meeting. You may schedule an interview with the Building Official by calling (307) 527-3469, or emailing either Sean Collier at scollier@codywy.gov or Utana Dye at utanadye@codywy.gov

Office Use Only:

- Contractor license authorized as requested this ____ day of _____, 20____, by _____, Building Official.
- Application referred to Contractor Licensing Board. Meeting date: _____

To the City of Cody Building Dept. and Contractor Board:

My Name is Wallace Godwin, Shadow Construction, LLC.

I write this cover letter in support of my request for the specialty commercial license I seek and why. As a residential contractor (IRC) I concentrate on remodel/renovations, I also provide a much-needed repair service for residence of Cody and surrounding areas in Park County (smaller repairs). I have throughout the years had to turn down work remodel/renovations, deck repair/replace in apartments due to commercial status, request for repairs or construct office walls, drywall work, change out exterior windows and doors in commercial establishment. I would like to expand my abilities and be able to provide such services as I provide in the residential side. I seek to be able to offer remodel/repair service in the commercial field with in the selected disciplines I am requesting. I do not seek to build any new structure or additions from ground breaking, all work to be confine to the existing structure. As with all present work I reference ICC code book before starting a job if I still have questions, I seek the advice and guidance from the building dept. Sean and Billy to make sure I stay within guidelines/ordinances set forth in relations to City of Cody and my license. If I can carry a specialty commercial license I will practice the same protocol.

Commercial work:

Under my Powell license I remodel, constructed walls, drywall, doors in a small office building on Hamilton Ave. where (State of Wyoming Parole Board resides today) under permit approved by Ben Hubbard, Ben inspected and passed the work performed.

I have enclosed reference letters as well as my work history/resume.

Thank you for reviewing my request,

Wallace Godwin

A handwritten signature in black ink that reads "Wallace Godwin". The signature is written in a cursive style with a large, prominent initial "W".

Shadow Construction, LLC



OCEAN REEF CLUB

3 October 2007

To Whom It May Concern:

For the past 14 years, Wallace Godwin has worked at the Ocean Reef Club in the Engineering Department. For 10 of those 14 years he has held the position of Chief Engineer. His duties as chief engineer consisted of coordinating contractors, subcontractors and the ORC engineering tradesmen in various types of new construction, renovation, repair and maintenance of the facilities at the Ocean Reef Club. His experience and knowledge in the building trades enhanced the quality of work performed by the contractors and personnel he directed.

Should you desire further verification of Wallace's qualifications, please contact me directly at 305-367-5919.

George Richards (handwritten signature)

George Richards
Director of Engineering

GR/ks

STATE OF FLORIDA
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this 3 day of October, 2007, by George Richards personally known to me or who have produced identification as

Karen E. Silva (handwritten signature)

Notary Public State of Florida



Printed Notary Signature
Commission No.:

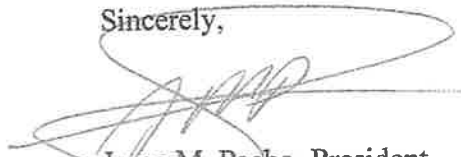
Pacho Enterprises, Inc.
P. O. Box 753
Key Largo, FL 33037
305 522-1263-cell

To whom it may concern:

This letter is in respect to the qualifications of Wallace Godwin for licensure with Monroe County in the construction trades. Mr. Godwin is personally known to me over a period of approximately 10 years. During that period of time he was employed by Ocean Reef Club as their chief engineer in charge of physical plant maintenance. In addition to those duties, he served as a liaison between the Club and various contractors and sub contractors who performed all types of construction work in and around Ocean Reef. These projects included all types of renovation work as well as new construction and covered every trade from carpentry through electrical, plumbing, A/C, impact glass windows and doors, hurricane shutters, etc.

It is my opinion that he is imminently qualified to hold the license which he is seeking. If I can be of any assistance please contact me at the above address or phone.

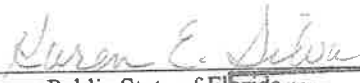
Sincerely,



Jorge M. Pacho, President
CGC026722 Florida Certified General Contractor

STATE OF FLORIDA
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this 3 day of October, 2007, by Jorge M. Pacho, personally known to me or who have produced _____ as identification.


Notary Public State of Florida
Notary Public State of Florida
Karen E Silva
My Commission DD633203
Expires 03/12/2011
Printed Notary Signature: _____
Commission No.: _____



OCEAN REEF CLUB®

PAUL M. G. ASTBURY
PRESIDENT

June 11, 2009

To Whom It May Concern:

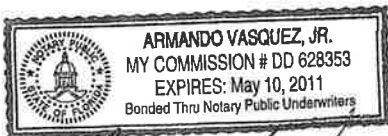
It is my pleasure to write about Wallace Godwin's expertise in general maintenance, from carpentry, painting and pool maintenance to the coordination of the many details in project management.

During Wallace's tenure at the Ocean Reef Club, from 1993 to 2007, I oversaw major renovations at the Club's Inn and other facilities. Wallace's invaluable experience and hands-on supervision, working with contractors, engineers and inspectors, contributed immensely to the successful completion of these projects. As Chief Engineer, Wallace also demonstrated a strong knowledge in the electrical, plumbing and welding fields, as well.

I have relied upon Wallace's expert advice during the planning of personal projects and have confidence in his ability to tackle complex residential and industrial projects.

I offer my support in his continual pursuit of accreditation.

Sincerely,



Armando Vasquez, Jr.
State of Florida County of Monroe

35 OCEAN REEF DRIVE • KEY LARGO, FLORIDA 33037
PHONE (305) 367-5825 • FAX: (305) 367-2333
E-MAIL: PASTBURY@OCEANREEF.COM



OCEAN REEF CLUB

April 4, 2012

To Whom It May Concern:

Wallace Godwin was employed with the Ocean Reef Club, Inc. for over 10 years. He held the position of Chief Engineer for most of the time I worked with him. Wallace reported to the Director of Engineering who, in turn, reported to me.

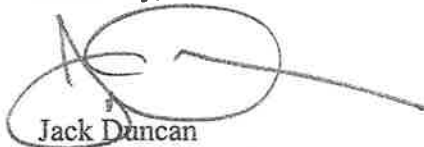
I had the pleasure of working directly with Wallace on numerous occasions and would be happy to be contacted about specific employment opportunities so I might give more information.

Wallace was responsible for both day-to-day maintenance work on our very large campus, as well as project work from time to time. Wallace performed all these tasks competently and with commitment and enthusiasm. He has demonstrated the ability to work under pressure and to plan and organize successfully to meet deadlines. His close attention to detail has resulted in solid good work. His interpersonal and communication skills have allowed him to develop good working relationships with both his colleagues and with management.

Wallace was a great asset to the Ocean Reef Club and I highly recommend him for employment.

Should you require any further information, please do not hesitate to contact me.

Sincerely,



Jack Duncan
Senior Vice President

WALLACE GODWIN

143 Road 1AB

Powell, Wyoming 82435

shadowconstructionllc@gmail.com

(307) 797-0427

PROPERTY MANAGER / CHIEF ENGINEER

MAINTENANCE DEPARTMENT HEAD

ICC National Residential Building Contractor ©

Property Manager/Chief Engineer/Department Head with 30-years of hands-on experience overseeing all phases of infrastructure/maintenance operations for multimillion dollar commercial and private properties. Experience defining maintenance strategies, designing long and short-range projects, delivering high quality results on-time and within budget. Comprehensive knowledge and practical skills in construction, HVAC, plumbing, electrical and other trades. Advanced knowledge and proficiency in several computer applications. History of excellence in interpersonal communication, relationship development and establishing rapport with clients, tenants and employees.

- *Project Design/Management*
- *Construction/Demolition Projects*
- *Infrastructure Improvement*
- *Environmental Remediation*
- *Site Safety/OSHA Compliance*
- *Subcontractor Supervision*
- *Budgeting & Cost Controls*
- *Bidding/Estimating/Proposals*
- *Crew Training/Supervision*

PROFESSIONAL EXPERIENCE

SHADOW CONSTRUCTION, LLC (Wyoming) - **Owner/Operator** 2014 – Present

- Pathfinder Ranches: construction/renovations
- New construction, renovation, custom cabinets and furniture
- Registered with the "State of Wyoming" IN GOOD STANDING

ALL SOUTHERN LLC (Key Largo, Florida) – **Owner/Operator** 2007 – 2014

- Property management of private residences and yachts from 350K to 10-million plus. Perform duties from preventative maintenance to full renovations.
- Project management, bidding, negotiation and permitting.
- Design home additions and renovations working with architects, designers, contractors and clients.
- Perform construction through to Certificate of Occupancy (CO) including carpentry, plumbing, electrical, drywall, plaster, painting, flooring, tile and furniture work.
- Responsible for reviewing and approving contractor requests for payment. Inspect all aspects of job sites and work to ensure quality and safety is maintained.
- Perform maintenance on mechanical, electrical, water treatment systems, pumps, HVAC, refrigeration equipment and small engines.
- Carry out weekly building inspections, building maintenance, package shipping/receiving, monitoring of pools for chemical balance, cleanliness and proper operation. Perform landscape service, lighting installation.
- Hurricane prep, shutter, plywood and Kevlar installation/take down and clean up.
- Vessel maintenance and cleaning (Tender boats to Yachts). Maintain current registration, Coast Guard approved equipment, transport vessels (land and sea), schedule major repairs and/or modifications.
- Sea wall repair, dock repair, painting and lighting installation.

OCEAN REEF CLUB (Key Largo, Florida) – **Chief Engineer** 1993-2007

- Oversaw the daily operation and maintenance for engineering of ORC's: 350 hotel rooms, 150 vacation rentals, 10 conference halls, 2 office buildings, 9 restaurants, 9 contract retail shops, 7 ORC retail shops, 5 bars/lounges, 2 fitness centers, 1 spa, marina building (boat storage and floating dock), airport building, staff housing, seawall, connecting utilities (water, sewer, electric) and property lighting.
- Developed and implemented operational procedures, establishing quality targets and maintaining records of operations.
- Hired, trained and supervised maintenance teams. Trained teams in heating and air conditioning operations and safety precautions, plumbing, electrical, carpentry, painting and other trades.
- Directed and scheduled all daily maintenance and repair activities, ensuring projects completed on time and within budget. Inspected and scheduled maintenance on guestrooms, public spaces, restaurants and utility buildings as required.
- Scheduled and directed all in-house construction projects start to finish: hotel, restaurant, rental homes.
- Negotiated property and building repair agreements with selected contractors.
- Worked with contractors to ensure all projects resulted in high quality outcomes.
- Served as liaison to county and state agencies in obtaining necessary permits. Communicated with health department representatives regarding restaurants and hotels to ensure quality and safety standards are maintained and up to date.
- Insured all associates complied with local, state and federal rules/regulations (OSHA, EPA and ADA).
- Participated with other management in the planning of new construction and major repair work.

- Knowledge of construction blueprints and specifications.
- Created hurricane preparedness and clean up manual that was revised annually for ORC .
- Assisted in developing and implementing energy management systems.
- Maintained staff and tenant relations, investigating issues and complaints, and serving as a liaison to ORC.
- Served on Safety and Ad Hoc committees
- Managed operation of all ORC pools. Designed and installed pool filtration and discharge systems for Villa pools.
- Implemented Ving Guard Security System for ORC hotels and club facilities. Controlled security levels for management, staff, contractors and guests.
- Implemented and directed preventative maintenance programs for all ORC facilities and equipment. Set quality control guidelines for maintenance and repairs.
- Coordinated with FKEC Florida Keys Electric Company for shutdowns and power grid upgrades. Assisted in power outages.

PROJECT HIGHLIGHTS

LAMBORGHINI AUTO SHOW – **Liaison/Coordinator**

- Created floor plans for weight loads of cars and set placements. Designed two motor lifts to suspend a Lamborghini Gallardo off the ground and on its side to transport through narrow hallways of conference building for display in main hall. Designed electric conversion from EU to US power connections for Lamborghini event.

OCEAN REEF (FKAA WATER MAIN PROJECT) – **Field Supervisor**

- Field supervised contractors on behalf of the Ocean Reef Club on multimillion dollar Florida Keys Aqueduct Authority project. Replaced 6 inch line potable water mains within the ORC perimeter.

THE ANNUAL “FESTIVAL ON THE GREEN” & CONCERTS - **Supervisor/Coordinator**

- Designed electrical systems, food venues, rides, facilities placement for concerts and festivals. Supervised stage set up, Jumbo Trons, lighting, seating and tent arrangements for performers: Ray Charles, Diana Ross, The Temptations, Blood Sweat & Tears, Cool & The Gang, Frankie Valli & The Four Seasons.
- Coordinated and directed engineering staff for " NEW YEARS EVE GALA" concert and festivities. Set up power supplies and amenities.

KEY SKILLS

- Computer: Design CAD, Home Punch Pro, AutoCAD 13, Turbo CAD, Microsoft Office (Word, Excel, Outlook), Visio, Quicken, QuickBooks
- AV Systems and Electronics
- Welding fabrication, MIG, TIG, ARC soldering
- Blueprints/Specifications
- Locksmith: installation, rekey, master system (past license)
- Heavy equipment operation: backhoes, excavator, bulldozers, skid-steer, front-end loaders, road grader, cranes, forklifts
- Irrigation system design/installation/repair
- Landscape lighting design/installation/repair
- Refrigeration/plumbing/HVAC
- Carpentry/painting/electrical/plumbing and construction

AWARDS & CERTIFICATES

(PAST & PRESENT)

National Residential Building Contractor ©

Participating Member #10076297 International Code Council

Several "Manager of the Quarter" and "Manager of the Month" awards from Ocean Reef Club.

Several "Manager of the Month Nominations" from Ocean Reef Club.

Engineering "Reef Team" of the Quarter

NRPA (National Recreation and Park Association) Certified Aquatic Facility Operation

ACCA Refrigerant Transition and Recovery Certification (type 1&2) EPA

HMEA (Hotel Motel Engineers Association)

OSHA Training

