

Wisconsin Department of Safety and Professional Services
Division of Industry Services
1400 East Washington Avenue
PO Box 7302
Madison WI 53703-7302



Phone: 608-266-2112
Web: <http://dsps.wi.gov>
Email: dsps@wisconsin.gov

Scott Walker, Governor
Dave Ross, Secretary

July 24, 2015

Email: dsps@wi.gov
Phone: 608-261-2112

Matt Heiser, Village Administrator
Village of Kewaskum
204 First Street
PO Box 38
Kewaskum, WI 53040

COPY

Re: Village of Kewaskum Commercial Building Delegation Request

Dear Mr. Heiser,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation. Building plans for such buildings may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.12(3)(g), Wis Stats., to do inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

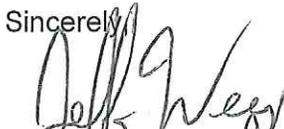
I understand that Gwenn Soldner will be the primary code officials responsible for enforcement and has the proper certification to do so.

Please contact Peggy Thran at (608)267-9706 or Peggy.Thran@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, Betty Wiese, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,


Jeff Weigand
Division Administrator

cc: Betty Wiese
Brian Ferris
 Robin Zentner

Application for Commercial Building Delegated Municipality Authority
10/31/2014

RECEIVED

MAY 18 2015

INDUSTRY SERVICES

Complete this application to request agent municipality delegation authority for commercial buildings from the State of Wisconsin Department of Safety & Professional Services, Division of Industry Services based on the request described below. See the attached list of delegated municipality general obligations. Please request our separate application for plumbing delegation.

You are requesting delegation (check one):

1. (Base Delegation) As a municipality (city, village, town or county) per s. SPS 361.60(5)(c) to do **plan review and inspections of small** commercial building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the municipality.
2. As a municipality (city, village, town or county) per s. SPS 361.60(5)(c) to do **plan review of small** commercial building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the municipality **and** authorization per s. 101.12(3)(g), Wis Stats., to do **inspections of all size** buildings in lieu of the department.
3. Per s. 101.12(3)(g), Wis Stats., to do **inspections only of all size** buildings within the municipality in lieu of the department.
4. As a **second class city** per s. SPS 361.60(5)(b) to do **plan review and inspections** for all the types of buildings and structures specified in s. SPS 361.30, except state-owned buildings and structures, to be constructed within the municipality. (Note that fees per s. SPS 302.31(1)(g) must be remitted to our agency for projects beyond the base delegation size limits.)
5. As an **appointed agent** per s. SPS 361.61 whereby a municipality (city, village, town or county) may request desired administrative responsibilities (e.g., fire sprinkler & fire alarm plan review only, or other expanded plan review beyond the limits outlined in options #1 & #2) and if approved by the department, receive in writing the prescribed responsibilities that are to be assumed. (Note that fees per s. SPS 302.31(1)(g) must be remitted to our agency for building projects beyond the base delegation size limits and for all fire protection systems.)
If appointed agent status is requested, fill in the desired enforcement responsibilities:

Ordinance: Attach your proposed or current ordinance showing: 1) adoption of the Wisconsin State Building Code, chs. SPS 361-366, 2) authorization of municipal code official to enforce, 3) duty of owners to submit for permits, 4) fee schedule or reference to fees to be set by resolution and 5) fines and penalties. Contact us for a model ordinance if desired.

Projects: Estimate the number of expected delegated projects per year:

For plan review: 10
For inspections: 10

Primary Enforcement Contact: Your primary certified commercial building inspector (CBI) for such enforcement is Gwenn Soldner, Credential # 171523 who can be reached at: 1115 S. Main Street, West Bend, WI 53095

(address, if different than municipality address below)
(phone number) 262-335-5140 (e-mail) soldnerg@ci.west-bend.wi.us

Your inspector has 10,400 hours of commercial building code enforcement experience in the past five years.

Additional Enforcement Staff: Please complete for all other certified commercial building inspectors (CBI) that will be involved.

Name	Credential#	Hours of Commercial Building Enforcement in Past 5 Years
Rob Chalifoux	170497	10,400

Additional Information:

Large Building Plan Review Delegation: For delegation type 4, and type 5 if desiring plan review authority for all buildings, indicate who is your Wisconsin-registered architect or engineer with the commercial building inspector credential that will oversee commercial building enforcement.

_____ Architect or Engineer Reg.# _____

DSPS CBI Credential# _____ Date of Passage of DSPS or ICC CBI Exam _____

Fire Protection Delegation: For fire sprinkler and fire alarm plan review delegation, indicate who will be your reviewer(s) and what their credentials and experience are:

Name	Credential Types (WI Fire Sprinkler Contractor, WI Registered Fire Protection Designer, NICET Fire Alarm Systems & Water-Based Layout, NFPA CFPE, ICC F-3)	Hours of Fire Sprinkler Review/Design in Past 5 Years	Hours of Fire Alarm Review/Design in Past 5 Years
State of Wisconsin			

Comments: _____

I understand the attached applicable responsibilities and expectations for the type of delegation we are requesting and that they are municipal responsibilities, regardless of how we provide staffing for our enforcement program.

Matt Heiser _____ Village Administrator 05-06-2015
 Signature of Head Elected or Administrative Municipal Official Title Date

_____ Matt Heiser
 Name (printed) Kewaskum
 Municipality 204 First Street, PO Box 38
 Address Kewaskum, WI 53040
 City, Zip Code

Return to:
 Division of Industry Services
 Division Administrator
 PO Box 2658
 Madison, WI 53701-2658

ORDINANCE NO. 15-05

**ORDINANCE TO CREATE SECTION 14-7
OF CHAPTER 14 OF THE MUNICIPAL CODE (CODES ADOPTED BY REFERENCE)**

THE VILLAGE BOARD OF THE VILLAGE OF KEWASKUM, WASHINGTON COUNTY,
WISCONSIN, DO ORDAIN AS FOLLOWS:

Section 1. That Section 14-7 of Chapter 14 of the Municipal Code of the Village of Kewaskum, relating to Codes Adopted by Reference is hereby created as follows:

Sec. 14-7 Codes adopted by reference.

Wisconsin Administrative Code Building and Heating, Ventilating and Air Conditioning, requirements. Wisconsin Commercial Building Code Chs SPS 360-366.

Section 2. Severability. The several sections of this Ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the Ordinance. The remainder of the Ordinance shall remain in full force and effect. Any other Ordinances whose terms are in conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.

Section 3. This Ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Passed and adopted by the Village Board of the Village of Kewaskum, Washington County, Wisconsin, this 20th day of July, 2015.

Kevin Scheunemann
Village President

ATTEST:

Stephanie Justmann
Clerk/Deputy Treasurer

ARTICLE II. - ADMINISTRATION AND ENFORCEMENT

Sec. 14-56. - Department of building inspection created.

There is hereby created the department of building inspection.

(Code 1983, § 30.04)

Sec. 14-57. - Building inspector.

- (a) *Head of building inspection department.* The building inspector appointed by the village shall act as head of the building inspection department.
- (b) *Duties.* The building inspector is vested with the authority and responsibility to enforce all laws controlling safe building construction. He shall make periodic inspections of existing public buildings to determine their safety. He shall make inspections at the site of buildings damaged by any cause whatsoever to determine the safety of buildings affected thereby.
- (c) *Rights.* The building inspector or his authorized agent shall have the power and authority at all reasonable hours, for any proper purpose, to enter upon any public or private premises and make inspection thereof and to require the production of the permit for any building, plumbing, electrical or heating work being done or the required license therefor. No person shall interfere with or refuse to permit access to any such premises to the building inspector or agent thereof while in the performance of their duties.
- (d) *Records.* There shall be kept in the department of building inspection a record of all applications for building permits in a book for such purpose, and each permit shall be regularly numbered in the order of its issue. Also, a record showing the number, description and size of all buildings erected, indicating the kind of materials used and the cost of each building and aggregate cost of all buildings in the various classes, shall be kept. There shall be kept in the department of building inspection a record of all inspections made, of all removal and condemnation of buildings, and a record of all fees collected showing the date of their receipt. The building inspector shall make a written annual report to the village board relative to these matters.

(Code 1983, § 30.04)

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 Name (printed) Matt Heiser
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