

April 4, 2006

Mr. Larry N. Arft, City Manager  
City of Beloit  
100 State Street  
Beloit, Wisconsin 53511

Dear Mr. Arft,

I am pleased to inform you that the City of Beloit has been delegated appointed agent status by the Department of Commerce to perform commercial building plan examination and inspection in accordance with Wisconsin Administrative Code, Comm 61.61.

Your municipality is delegated the responsibility to review and inspect all building types and structures specified in s. Comm 61.30, except state-owned buildings and structures. Buildings and structures to be constructed within the limits of the City of Beloit may be submitted to the City of Beloit or to the State of Wisconsin Department of Commerce.

Plans and specifications as well as tracking of all components related to a project, including but not limited to trusses, precast concrete, laminated wood, or heating, ventilating and air conditioning, shall be the responsibility of the reviewing agency.

The plan examination responsibilities under this delegation do not include fire alarm systems, fire protection systems and health care facilities reviewed by the Department of Health and Family Services. Fire protection system review as described in the administrative rules under Table 61.30-3 shall be submitted to the State of Wisconsin Department of Commerce, Safety and Buildings Division. Under your delegation the City of Beloit shall be responsible for coordination of all related components submitted to the State of Wisconsin including but not limited to fire protection associated with plans reviewed by your municipality by contacting Henry Kosarzycki either by email at [hkosarzycki@commerce.state.wi.us](mailto:hkosarzycki@commerce.state.wi.us) or by telephone at 608-212-0138.

Your municipality will continue to provide inspections in lieu of the state for all commercial building projects in your municipality, regardless of size in accordance with state statute 101.12(3)(g).

Your municipality shall follow the plan examination and inspection procedures under Comm 61 subchapter III and s. Comm 61.41. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality and request activity reports to ensure that the municipality is properly fulfilling our delegated responsibilities. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

The City of Beloit shall also comply with the following provisions:

- Apply the corresponding requirements of s. Comm 61.60(5)(d) to (h) and (6).
- Submit to the department the fees specified in s. Comm 2.31(1)(h).
- Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.

- Notify the department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

I understand that Mr. John S. Eagon, AIA will be the primary contact regarding plan examination and inspections and holds the proper certification to do so.

We will begin work on a press release announcing this action so that individuals involved with commercial buildings in your community will understand your delegated agent status. Our agent monitor and auditor is Henry Kosarzycki and can be reached at 608-212-0138. He will be your primary contact and is available to further discuss procedures regarding review and inspection delegation in certified municipalities.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Gregory C. Jones  
Division Administrator

cc:

Henry Kosarzycki, Auditor and Agent Program Manager  
Robert DuPont, Director, Bureau of Program Development  
Randy Baldwin, Director, Bureau of Integrated Services  
Barbro McGinn, Office of Public Information