



October 9, 2001

Ms. Christine Wilson, Director
City of Janesville
Department of Code Administration
18 North Jackson Street
Janesville, Wisconsin 53547-5005

Dear Ms. Wilson:

I am pleased to inform you that your municipality has been delegated responsibility as a second class city to perform plan examination and inspection in accordance with Wisconsin Administrative Code, s. Comm 50.21(5)(b) and 66.24, for commercial building code enforcement. Your municipality shall have primary responsibility for review of all the types of buildings and structures specified in s. Comm 50.12 (1), except state-owned buildings and structures. Buildings and structures to be constructed within the limits of the City of Janesville shall be submitted to the State of Wisconsin Department of Commerce or the City of Janesville Department of Code Administration. 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 City of Janesville Department of Code Administration shall be responsible for coordination of all related delegated responsibilities associated with plans reviewed by the Department of Code Administration including but not limited to fire protection. Your municipality has also been authorized per state statute 101.12(3)(g) to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality.

Your municipality shall follow the plan examination and inspection procedures under (5) and (6) of s. Comm 50.21. Attached is our agency's Quality, Quantity & Time (QQT) standards developed for our plan review staff; which we would expect your staff to use as a guideline. Municipalities may refer more complex projects to our agency as needed. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

We shall periodically monitor your municipality and according to Comm 50.21(2)(j) require activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. A second class city that is certified to perform the expanded plan examinations shall submit to the department the fees specified under Comm 2.31(1)(g).

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I understand that Mr. Randy Fowler, Mr. Greg Patmythes and Mr. John Eagon will be responsible for plan review and inspections and have the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building designers and owners will understand their plan submittal options.

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

Sincerely,

Michael F. Corry
Administrator

cc:

Henry Kosarzycki, Municipality Monitoring Agent
Randy Baldwin, Integrated Services Bureau
Dan Graham, Field Operations Bureau
Dale Mitchell, Certified Municipalities Coordinator
Sherry Liantonio, Office of Public Information