

December 10, 2007

Mr. George Hank, Director
Neighborhood Preservation & Inspection Division
City of Madison
215 Martin Luther King, Jr. Boulevard
Madison, WI 53701-2984

Dear Mr. Hank,

I am pleased to inform you that the City of Madison has been delegated appointed agent status by the Department of Commerce to continue performing commercial building plan examination and inspection in accordance with Wisconsin Administrative Code, Comm 61.61 as well as associated petition for variance review.

The City of Madison is delegated the responsibility to continue the review and inspection of all building types and structures specified in s. Comm 61.30, except state-owned buildings and structures. Projects for buildings and structures to be constructed within the limits of the City of Madison shall be submitted to the City of Madison or to the State of Wisconsin Department of Commerce. The City of Madison is also delegated the responsibility to review petitions for variance on projects being reviewed by the city.

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 remain unchanged. Fire alarm systems and fire protection systems will continue to be reviewed by the City of Madison Fire Department. Health care facilities will continue to be reviewed by the Department of Health and Family Services.

Under your delegation the City of Madison shall be responsible for coordination of all related components including but not limited to fire protection associated with plans reviewed by your municipality.

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 61.51. 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 Madison 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 reports to the department of all projects completed under this section.
- 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. Harry Sulzer will remain the primary contact regarding review 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,

Greg 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