



SAFETY AND BUILDINGS DIVISION  
Program Development  
P. O. Box 2689  
Madison, Wisconsin 53701-2689  
TDD #: (608) 264-8777

Jim Doyle, Governor  
Mary P. Burke, Secretary

June 27, 2006

Town of Brookfield, Waukesha County  
Mr. Keith Henderson, Chairman  
645 North Janacek Road  
Brookfield, Wisconsin 53045

Dear Mr. Henderson,

I am pleased to inform you that the Town of Brookfield has been certified in accordance with Wisconsin Administrative Code, s. Comm 61.61, for commercial building code enforcement. Your municipality will have primary responsibility for the review of building and heating plans for interior tenant alterations and remodeling, for all commercial structures in the Town of Brookfield. Building plans for such buildings that are located within your municipality can be reviewed by your municipality or can be submitted to our agency. An exception to the delegation is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

As an appointed agent municipality Mr. Gary Lake, building inspector and zoning administrator in the Town of Brookfield will be responsible for inspection of commercial projects reviewed by the Town of Brookfield. Mr. Larry Weede will remain the state building inspector for all other commercial projects.

Your municipality shall follow the plan examination and inspection procedures under Comm 61 subchapter III. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality or request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. A certified municipality or county may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the department for review and approval.

I understand that Mr. Gary Lake will be responsible for plan review and inspection and has 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 owners and designers will know where to submit plans. Our agent municipality program manager Henry Kosarzycki is available to meet with you and your inspector to discuss our procedures for state reviews in delegated agent municipalities, he can be reached at 608-212-0138.

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

Sincerely,

Gregory C. Jones  
Division Administrator

cc: Gary Lake, Building Inspector / Zoning Administrator  
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