



February 24, 2014

Keith Anderson, Fire/EMS Chief
Village of Shorewood Hills
810 Shorewood Boulevard
Madison, WI 53705-2115

Dear Chief Anderson,

The Department of Safety and Professional Services is in receipt of your delegation request for plan review and inspection services of fire protection systems and conveyance equipment to be performed by the City of Madison.

I am pleased to inform you that the Village of Shorewood Hills has been delegated appointed agent status in accordance with s. SPS 361.61, Wisconsin Administrative Code for fire protection system plan review and inspection within the Village of Shorewood Hills. The Village of Shorewood Hills will be delegated the responsibility to review plans and inspect installations of fire prevention, detection and suppression systems in all buildings, regardless of size and occupancy as prescribed by s. Comm 50.12(2)(k), Wis. Admin. Code. Be aware your current building review authorization issued October 29, 2001 restricts your commercial plan review to 5000 square feet total area and 10,000 square feet altered area. As such, building reviews of greater size performed by the Division of Industry Services requiring fire suppression or fire alarm reviews by DSPPS Industry Services are required to be honored by the Village of Shorewood Hills.

It is our understanding that City of Madison Fire Department will be performing the plan review duties. While appointed, the City of Madison Fire Department shall comply with s. SPS 361.61 as follows.

- (g) Collect the plan examination fees that the department would otherwise collect, as specified in SPS Table 302.31-3, and submit to the department the fees specified in SPS 302.31(1)(h).
- (h) Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
- (i) Notify the department, in writing, at least 30 days prior to the date upon which the Village of Shorewood Hills intends to relinquish the responsibilities assumed under this section.

Further, your request per SPS 318.1016 for approval to conduct elevator plan reviews, elevator inspections, periodic inspections and issue permits to operate is granted. It is our understanding that the City of Madison Fire Department will be performing the above listed duties. This shall be done in accordance with delegation between the City of Madison and Wisconsin DSPPS issued December 18, 2008.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings. Also, the department may revoke the agent appointment of any municipality where the plan examiners or inspectors do not meet the standards specified by the department, or where other requirements of this section are not met; s. SPS 361.61(4).

The Village of Shorewood Hills shall follow the standards developed by the Department of Safety and Profession Services for fire protection and conveyance plan examination, approval and inspection. This includes following of state codes and SPS adopted standards without exception. These standards have been developed to establish guidelines for enforcement of state codes and statutes. These guidelines are intended to bring about consistency in the plan examination and approval process for all building related systems installed throughout the state. Review the standard and evaluate your fire protection plan review resources to determine that the Village of Shorewood Hills shall meet this standard.

The Village of Shorewood Hills shall be charged with the coordination of all related review, inspection and enforcement responsibilities delegated to the Village of Shorewood Hills.

Be advised that pursuant to s. 101.12 (3)(am)4. the owner shall be provided the choice of submittal to either the Village of Shorewood Hills or the State of Wisconsin Department of Safety and Professional Services.

Should you have questions or concerns, please contact me at Thomas.Wightman@Wisconsin.gov or 608-267-9152.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Wightman", written in a cursive style.

Thomas Wightman,
Administrator
Division of Industry Services

Cc: Keith Anderson, Fire Chief
Berni Mattsson, Director, Technical Services Bureau
Robin Zentner, Director, Field Services Bureau
Ed Ruckriegel, City of Madison Fire Department