



March 2, 2012

William Burns, Administrator
City of Verona
111 Lincoln St.
Verona, WI 53593

Dear Mr. Burns:

I am pleased to inform you that your municipality has been delegated additional commercial building code enforcement authority, in accordance with s. SPS 361.61, to provide plan review and inspections for all size projects in your municipality. An exception to this delegation is that our agency retains jurisdiction for plan review and inspection of all state-owned buildings. This delegation also does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation.

Per s. SPS 302.31(7)(h), you are obligated to remit to our agency on a quarterly basis a fee per T. SPS 302.31-3 for projects that exceed the size limits of s. SPS 361.60(5)(c). You are also obligated to retain a WI-registered architect or engineer, who also possesses the WI commercial building inspector credential, to perform or supervise the plan review of such projects.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time with proper notice.

I understand that Brian Flannery will be the primary code official responsible for enforcement and has the proper certification to do so. Your code official's contact information is:

Mailing Address: 111 Lincoln St., Verona WI 53593
Telephone: (608)845-0963 email: brian.flannery@ci.verona.wi.us

Please contact Gloria Kocovsky at (608)267-9706 or Gloria.kocovsky@wi.gov with changes in your contact information.

Our building inspection deputy for your area, Steve Gothard, (608)255-0568, will be contacting your code official in the near future to discuss transitional and coordination issues.

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

Sincerely,

A handwritten signature in blue ink that reads 'Nancy Mistele'.

Nancy Mistele
Division Administrator

cc: Steve Gothard
Brian Ferris
Tom Kasper