



## STATE OF WISCONSIN

Department of Safety and Professional Services

INDUSTRY SERVICES DIVISION

Administrator's Office

P. O. Box 2599

Madison, Wisconsin 53701-2599

**Governor Scott Walker**

**Secretary Dave Ross**

TTY: Contact Through Relay

December 28, 2012

Steven J. Hook, Chief  
West Allis Fire Department  
7332 West National Ave.  
West Allis, WI 53214

Dear Chief Hook:

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.61, I delegate your municipality the primary responsibility to do plan review for fire sprinkler systems and fire alarm systems in new buildings or additions of up to 12,000 square feet and alterations of such systems in any size buildings within your municipality.

An exception to this inspection authority delegation is that our agency retains jurisdiction for all state-owned buildings and non-water based fire suppression systems, as well as projects for which the owner chooses to submit plans to our agency.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

Per s. SPS 302.31(7)(g), 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).

I understand that Assistant Chief Martin King will provide plan review services in your municipality. If there is a change in your plan review staffing, please contact us.

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

The Division of Industry Services looks forward to working with you.

Sincerely,

Kelli Kaalele  
Division Administrator

cc: Gloria Kocovsky  
John Spalding