



STATE OF WISCONSIN

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MEMORANDUM

DATE: May 15, 2013
TO: Inspection of Contractor/Service Agents
FROM: Rick Merkle, Bureau Section Chief
SUBJECT: COMPLIANCE INVESTIGATIONS

When an inspection contractor or service agent is unable to gain compliance, the contractor-service agent may refer that conveyance to the department for enforcement actions. Any conveyance referred to the state for enforcement action shall meet the following criteria.

First inspection:

Compliance dates for orders issued shall not exceed 25 business days. Shorter compliance times may be used where warranted. Orders shall include a notice to the owner that prohibits operation of the conveyance with an expired Permit to Operate per SPS 318.1014.

Second inspection:

A second inspection of the conveyance shall be made within 5 business days of the compliance date established from the first inspection. Reissue orders that have not been complied with from the first inspection. Compliance dates shall not be extended and shall remain the same as from the first inspection. Chronological order form and owner verification shall be completed. A reinspection shall be scheduled for not more than 10 business days from this inspection.

Third inspection:

A third inspection of the conveyance shall be made within 10 business days of the second inspection. If compliance has not been obtained the inspection contractor may, within two days of completing the third inspection refer the inspection to the department. All referrals shall include a completed chronological order form and owner verification form. All referrals shall be submitted to David Holmes to be processed.

- This policy does not include locked and/or vacant buildings, facilities or residences. The contractor is responsible for getting owner information as would the State, by contacting the City Clerks office (Property of Deeds)
- This policy does not include buildings, facilities or residences identified as "No Access". (Same as above)