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Wisconsin
Department of Commerce

SAFETY AND BUILDINGS DIVISION
Integrated Services
P. O. Box 2658
Madison, Wisconsin 53701-2658
TTY: Contact Through Relay

Jim Doyle, Governor
Richard J. Leinenkugel, Secretary

December 18, 2008

City of Madison Fire Department
Office of Fire Prevention
Mr. Edwin J. Ruckriegel
325 W. Johnson Street
Madison, Wisconsin 53703

Dear Mr. Ruckriegel:

Your municipality has been delegated the authority to conduct the plan reviews, acceptance inspections, periodic inspections and issuance of permits to operate for all means of conveyance covered by Chapter Comm 18, Elevators, Escalators, and Lift Devices, Wisconsin Administrative Code. The City of Madison will have the responsibility for plan review and all inspections related to elevators, escalators and lift devices within the municipal boundaries. We have received notification from the Department of Administration and the University of Wisconsin that they are in agreement with this delegation to include state-owned and university-owned properties.

Your delegation will be based on the following:

Administrative Expectations

1. Your department will be required to meet and maintain compliance with s. Comm 18.1016, for Agent Municipalities.
2. Product approval will remain under the auspices of the Department of Commerce.
3. The Madison Fire Department will provide consistent communications with the Department of Commerce to ensure all new conveyances are accounted for and included within our database. Applications for plan review will be forwarded to our Waukesha Office for entry into our tracking system and will be assigned a regulated object number which will be used by Madison and Commerce to identify the conveyance.
4. A comprehensive report listing all fees received from the annually issued permit to operate shall be sent to the Department on a quarterly basis along with the fee for each permit to operate as noted in s. Comm 2.15(3). The permit to operate fees submitted shall be those due upon the issuance of the annual permit within the previous 90 days.
5. All plan reviews are to be conducted within 15 working days.
6. All annual inspections shall be conducted within 90 days of the permit to operate expiration and follow up on all orders shall be completed within 60 days of issuance.
7. Your municipality shall follow, as a minimum, the plan examination and inspection procedures under s. Comm 18.

Department Oversight

1. The Department retains the authority for program oversight as noted in s. Stats. 101.12.
2. The Department will periodically monitor your program and request activity reports to ensure that the delegated responsibilities are being properly fulfilled.
3. Note that conditions of the delegation may change in the future with a 60-day notice. Your municipality may relinquish the delegated authority.
4. The department will monitor your hiring and training of competent staff to perform the required work.
5. Your municipality will ensure proper training and that required credentials are provided. Commerce will provide training to your staff based on the fee for special inspections as noted in Comm 2.04(2).
6. We do require that Madison elevator inspectors and related plan review staff attend agency provided continuing education and maintain the required Department Elevator Inspector license.

Based on your intended program start date of April 20, 2008, the Department will begin work on a press release announcing the program so that building designers and the elevator trades will know where to submit plans. Liaison with the Department of Commerce shall be through Dan Meneguin, Elevator Section Chief, who will coordinate the delegation of this conveyance plan review, inspection and permit to operate service.

If you have any questions related to this delegation, please feel free to contact Mr. Meneguin at (608)266-0056.

Sincerely,

Greg Jones

Greg Jones
Division Administrator

cc: Bob DuPont, Program Development Bureau
Randy Baldwin, Integrated Services Bureau
Dan Meneguin, Elevator Program Section Chief
Larry Swaziek, Elevator Program Manager
Debra Amesqua, Fire Chief, City of Madison
Joel Plant, Mayor's Office, City of Madison
Maci Paulsen, Assistant District Attorney, City of Madison