

January 28, 2008

Mr. David De Angelis, Village Manager
Village of Elm Grove, Waukesha County
13600 Juneau Blvd.
Elm Grove WI 53122-0906

Dear Mr. De Angelis,

I am pleased to inform you that the Village of Elm Grove has been delegated appointed agent status by the Department of Commerce to perform commercial building plan examination and inspection in accordance with Wisconsin Administrative Code, Comm 61.61.

Your municipality is delegated the responsibility to review and inspect all building types and structures specified in s. Comm 61.30, except state-owned buildings and structures. Buildings and structures to be constructed within the limits of the Village of Elm Grove shall be submitted to the Village of Elm Grove or to the Department of Commerce.

Plans and specifications as well as tracking of all components related to a project, including but not limited to trusses, precast concrete, laminated wood, or heating, ventilating and air conditioning, shall be the responsibility of the reviewing agency.

Under this delegation as addressed by your request letter, the Village of Elm Grove shall be responsible for the coordination of plan review and inspections of all related systems including fire protection per Comm 61.30(3) reviewed by your municipality.

Your municipality will provide inspections in lieu of the department for all commercial building projects in your municipality, regardless of size in accordance with state statute 101.12(3)(g).

Your municipality shall follow the plan examination and inspection procedures under Comm 61 subchapter III and s. Comm 61.41. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality and request activity reports to ensure that the municipality is properly fulfilling our delegated responsibilities. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

The Village of Elm Grove shall also comply with the following provisions:

- Apply the corresponding requirements of s. Comm 61.60(5)(d) to (h) and (6).
- Submit to the department the fees specified in s. Comm 2.31(1)(h).
- Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
- Notify the department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

I understand that Brian Bartling (IIL) will be the primary contact regarding inspections and holds the proper certification to do so. It is also my understanding that Shelly Paige, a registered architect and commercial building inspector will perform or directly supervise the plan examinations for the Village of Elm Grove.

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We will begin work on a press release announcing this action so that individuals involved with commercial buildings in your community will understand your delegated agent status. Our agent monitor and auditor is Henry Kosarzycki and can be reached at 608-212-0138. He will be your primary contact and is available to further discuss procedures regarding review and inspection delegation in certified municipalities.

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

Sincerely,

Gregory C. Jones
Division Administrator

cc: Henry Kosarzycki, Auditor and Agent Program Manager
Robert DuPont, Director, Bureau of Program Development
Randy Baldwin, Director, Bureau of Integrated Services
Amanda Jutrzonka, Office of Public Information