

Rental Weatherization Inspector Newsletter

June 2010

Fee Changes

- Comm 2.35 has been revised in the following areas:
- The fee for certificate transfer authorization stamp used to validate Certificates of Compliance has increased to \$43.00, plus shipping and handling fees and a \$2.50 credit card fee if you use a credit card. (See page four for link to rental weatherization forms, including Document Sales form for roddering materials and stamps.)
- The maximum fee for inspection and certification of rental units by the department or certified inspector shall be as follows:
 - 1. Up to 2 rental units \$250.00
 - 2. 3 to 8 rental units \$250.00 plus \$50 for each additional rental unit over 2 rental units
 - 3. Over 8 rental units **\$500.00** plus \$25 for each additional rental unit over 8 rental units
- The inspection and certification fee shall cover the cost of performing an initial inspection, which includes issuing a field inspection report explaining items of noncompliance and a final inspection, which includes the cost of the certification and preparation of the certificate. If, after an initial inspection, a notice of noncompliance is issued and, upon re-inspection, all of the required energy measures were installed, no additional charges may be made for any further inspections. If additional inspections are required due to noncompliant items not being corrected by the second inspection, an additional fee, based upon an actual cost basis, including salary and actual travel expenses, may be charged.

Unenforceable Requirements

- As previously communicated, we have determined that a previous code change deleted requirements: 1) for insulating floors over vented spaces and, 2) for general caulking and weatherstripping, beyond that required for storm door joints and for puttying or sealing glass panes into storm window frames. **Do not enforce requirements for insulating floors over vented areas or for more extensive caulking or sealing.** These requirements were erroneously omitted from the last Comm 67 revisions. Therefore, since they are not codified, we cannot enforce them. There are updated versions of the Certificate of Compliance, Field Inspection Report and brochure on S&B's WebSite and at Document Sales.

Inspector Responsibilities

- An inspector is required per Comm 67.06 (2)(a)2. to issue the certificate of compliance within **10 business days** of the determination that the building conforms to the energy efficiency requirements.
- An inspector is required per Comm 67.06 (2)(a)3. to file a copy of the certificate of compliance with the department within **15 business days** of determination that the building conforms to the energy efficiency requirements. Many inspectors are not adhering to these enforcement requirements. This is your responsibility as a credentialed rental weatherization inspector.
- When mailing, e-mailing (rwptech@commerce.state.wi.us) or faxing (608-283-7413) in your Field Inspection Report and Certificate of Compliance, you should have the Certificate of Compliance on the top and the Field Inspection Report and the other documentation following. If mailing you should **STAPLE ALL** documentation for each building/ unit/inspection together in the upper left hand corner.

- You also have the responsibility to fill out your forms completely. This includes providing a control number or stipulation or waiver number, when one exists, on the white department copy and looking up the numbers when necessary, by using the process below to access the full Rental Weatherization Program database. You can also use this database to search for stipulation holders needing your inspection services.

Website Search Procedures -

Rental Weatherization Property Searches – Go to our website at www.commerce.wi.gov/sb and choose "Programs" on the left side, then choose Rental Weatherization and then click on the binoculars symbol.

- There are three ways to search for properties listed in the S&B Rental Weatherization Database. You can use STAMP NUMBER Form to search by Certification Number or Stipulation or Waiver Number, but not all three. You can use PROPERTY ADDRESS Form to search by using a combination of County, City, Street Number and Street Name.
- **How to search for properties by using Certification Number or Stipulation/Waiver Number.** Enter the certification or stipulation/waiver number in the correct field in Form 1 and click the submit button. A stipulation number will have an S at the start, e.g. S12345. A waiver number will have a W at the start, e.g. W12345.
- **How to search for properties by using a combination of County, City, Street Number and Street Name.** First select a county from the drop down list in Form 2, which will create a list of cities for the chosen county. Second, either keep the default value "Select All Cities" or choose a city from the list. Street name and street number are optional. For street name, you can enter part of a street name. For example, you can enter 'PARK' to search for PARK ST, PARK AV, etc. For street number you can also enter part of the street number. For example, you can enter '12' to find street number like 123, 1230, etc. The 'Number of records to list per page' is optional. The default is 10, so you will receive 10 records per page if you leave the field blank. The maximum number of records per page is 100.
- Be aware there may be variations of spellings or misspellings that can affect your search results.
- You also have the option to download the full county results as a csv file, which can be opened in a spreadsheet program. That enables you to save the full county file, or to search the spreadsheet for names.
- No results? This means there is no stipulation or waiver on record. Nor is there a previous certificate for this property. It could also mean that you did not search sufficiently, using all the address variables.
- Here is an explanation of terms seen on the table of results:
 - **Control #** is our file number for the property record.
 - **Authorization #** is the number of the Stipulation or Waiver stamp.
 - **Authorization expiration date** is the date the Stipulation or Waiver is due for compliance. The stipulation or waiver may expire, but it will remain active until it is complied with. An expired stipulation or waiver remains as an encumbrance on the title and the owner is subject to compliance.
 - **Property Status:**
 - **Active** means the stipulation or waiver needs compliance, either through a Certificate of Compliance from an inspector or a Satisfaction of Compliance issued by the Department of Commerce typically based on exclusion from the code.
 - **Inactive** means the file has been closed for some reason. If there is a Certificate of Compliance number showing in the very last column on the right, then the property

has received a Certificate of Compliance at some point. If they cannot not find the original certificate to have it recorded, then the customer should be referred to the Department for a Duplicate Certificate for \$50.00 or you may recertify the property for them.

If you get multiple selections for one property and it is not easily determined what has happened to that property, please don't hesitate to call the Department (608-267-2240) or e-mail us at rwptech@commerce.state.wi.us.

Selling Certificate of Compliance Stamps to Other Inspectors

- The Department is keeping track of when and who purchased stamps so when a Certificate of Compliance number is in question we can check to see who purchased it. If you sell a stamp to another inspector it is your responsibility to do two things. 1) Make sure the inspector holds a current, valid Rental Weatherization credential. 2) Notify the Department that you have sold a particular stamp(s), noting who you sold it to; when you sold it and the stamp number(s).

Each Building Requires a Certificate of Compliance

- Many inspectors are not certifying multiple buildings which are on one legal description properly. REGARDLESS of the legal description, you MUST certify each building individually. This means a stamp for each building you certify.

Increased Enforcement Actions

- All though the great majority of our inspectors are very conscientious about their responsibilities in the Rental Weatherization Program, the department does continue to audit properties certified by inspectors. In the past year we have permanently revoked two inspector's credentials.

Sign Up For Periodical Programmatic E-Mails

- Stay in touch with the program by going to our website, <http://commerce.wi.gov/SB/SB-RentalWeatherizationProgram.html> and sign up for the email list service.

Contact Information

Rental Unit Energy Efficiency Code Program
P. O. Box 7302, Madison, WI 53707

Madison office is located at:
201 West Washington Avenue
WHEDA Building, Fourth Floor
Madison, Wisconsin

Comm 67, PDF file

<http://www.legis.state.wi.us/rsb/code/comm/comm067.pdf>

For general information inquiries, and for faxing
Certificates of Compliance and field inspection reports,
please fax to: 608-283-7413

Delores Kolosovsky, Rental Energy Technician

Delores.Kolosovsky@wi.gov

608-267-2240 - Madison Office

Tom Kasper, Supervisor

Tom.Kasper@wi.gov

608-267-7586 - MADISON OFFICE

Joe Hertel, Program Manager

Joe.Hertel@wi.gov

608-266-5649 - Madison Office

Rental Energy Efficiency Materials and Stamp Orders

<http://commerce.wi.gov/SB/SB-DivForms.html#rental> (for Document Sales order form)

Document Sales 800-362-7253