



Request for Delegated Municipal Authority

A municipality or agency may request to be delegated certain permitting, plan review, and inspection authority from the Wisconsin Department of Safety and Professional Services (Department). The types of delegation available, and requirements for such delegations, are identified below and on the following pages.

NOTE DELEGATION REQUIREMENTS HAVE CHANGED --- Submittal requirements vary based on the type of delegation requested. Please read the instructions carefully.

[Commercial Building \(Structural and HVAC\) Plan Review](#)

[Fire Suppression and Fire Alarm Plan Review](#)

[Commercial Building \(Structural, HVAC, Fire Suppression, and Fire Alarm\) Inspection](#)

[Commercial Electrical Permitting and Inspection](#)

[Commercial Plumbing Plan Review](#)

[Commercial Plumbing Inspection](#)

Note that a municipality has the authority to perform commercial plumbing inspections if the municipality utilizes a local inspector credentialed under [Wis. Admin. Code § SPS 305.625](#). Notify the Department on this application if your municipality does not have the staffing level to perform this responsibility.

[One- and Two-Family Dwelling \(UDC\) Permitting and Inspection](#)
Includes camping units.

[Private On-Site Wastewater Treatment System \(POWTS\) Plan Review](#)

[Conveyance Equipment Plan Review and Inspection](#)

[Manufactured Home Communities](#)

Commercial Building (Structural and HVAC) Plan Review

STEP 1: Check one.

1. Plan review of small commercial buildings, as defined below. [Wis. Stat. § 101.12(3)(b) and Wis. Admin. Code § SPS 361.60(2)(d)1]
- A new building or structure containing less than 50,000 cubic feet of total volume.
 - An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
 - An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
 - An alteration of a space in a building containing less than 100,000 cubic feet of total building volume.
2. **First- or Second-Class City Only:** Plan review for all size buildings within the City. [Wis. Stat. § 101.12(3m)(a)]
3. Plan review of building sizes other than those described above. [Appointed Agent per Wis. Stat. § 101.12(3g)]
- Fill in the desired enforcement responsibilities below:**
- _____

STEP 2: Code Enforcement Information. Municipalities performing the above responsibilities must utilize certified commercial building inspectors to perform the plan examination functions. Include this information below.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Building Inspector Credential #: _____

Phone: _____ Email: _____

Expanded Plan Review: Municipalities performing plan reviews of buildings larger than those defined as “small commercial buildings” must employ at least one individual that is a) registered as a Wisconsin architect or professional engineer, b) certified as a commercial building inspector, and c) performs or directly supervises the plan examinations. Include this information below.

Name of Wisconsin Architect or Professional Engineer: _____

Architect or Professional Engineer Credential #: _____

Commercial Building Inspector Credential #: _____

STEP 3: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code applicable chapters, b) duty of owners to submit for plan review, c) fee schedule or reference to fees, d) appeals process, and e) fines and penalties. A [model ordinance](#) is available, if needed.

STEP 4: Proceed to Last Page.

Fire Suppression and Fire Alarm (FS/FA) Plan Review

STEP 1: Check one.

1. Plan review of small commercial buildings, as defined below. [Appointed Agent per Wis. Stat. § 101.12(3g) and Wis. Admin. Code § SPS 361.60(2)(d)1]

 - A new building or structure containing less than 50,000 cubic feet of total volume.
 - An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
 - An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
 - An alteration of a space in a building containing less than 100,000 cubic feet of total building volume.

2. Plan review of all commercial buildings, without size limitations. [Appointed Agent per Wis. Stat. § 101.12(3g)]

STEP 2: Code Enforcement Information. Municipalities performing any of the above FSFA responsibilities must utilize certified commercial building inspectors and/or certified fire detection, prevention, and suppression inspectors to perform the plan examination functions. Include this information below.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Building Inspector or Fire Detection, Prevention, and Suppression Inspector Credential #: _____

Phone: _____ Email: _____

STEP 3: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code applicable chapters, b) duty of owners to submit for plan review, c) fee schedule or reference to fees, d) appeals process, and e) fines and penalties. A [model ordinance](#) is available, if needed.

STEP 4: Proceed to Last Page.

Commercial Building (Structural, HVAC, Fire Suppression, and Fire Alarm) Inspection

STEP 1: Check one.

1. Inspection of small commercial buildings, as defined below. [Wis. Admin. Code § SPS 361.60(2)(d)1]
- A new building or structure containing less than 50,000 cubic feet of total volume.
 - An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
 - An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
 - An alteration of a space in a building containing less than 100,000 cubic feet of total building volume.
2. Inspection of all commercial buildings, without size limitations. [Wis. Admin. Code § SPS 361.60(2)(d)2]

STEP 2: Code Enforcement Information. Municipalities performing any of the above inspection responsibilities must utilize qualified individuals, as described herein. Do not submit this page without completing the below information.

Commercial Building: Individuals performing commercial building inspections must hold the Commercial Building Inspector credential.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Building Inspector Credential #: _____

Phone: _____ Email: _____

SFA: Individuals performing fire suppression or fire alarm inspections must hold the Commercial Building Inspector credential or the Fire Detection, Prevention and Suppression Inspector credential.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Building Inspector or Fire Detection, Prevention, and Suppression Inspector Credential #: _____

Phone: _____ Email: _____

HVAC: Individuals performing HVAC inspections must hold the Commercial Building Inspector credential.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Building Inspector Credential #: _____

Phone: _____ Email: _____

STEP 3: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code applicable chapters and b) fee schedule or reference to fees. A [model ordinance](#) is available, if needed.

STEP 4: Proceed to Last Page.

Commercial Electrical

STEP 1: Check to Request Commercial Electrical Delegation.

- Permitting and inspection for electrical wiring at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, wharves, and recreational vehicle parks. [[Wis. Admin. Code § SPS 316.011](#)]

STEP 2: Code Enforcement Information. Municipalities must utilize a certified commercial electrical inspector or contract with an inspection agency to perform the inspection functions. Include this information below.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Electrical Inspector Credential #: _____

Phone: _____ Email: _____

STEP 3: Electrical Inspection Agency Credential. Municipalities and contracted inspection agencies shall each hold a valid Electrical Inspection Agency credential. See the [DSPS Credential site](#) for information. [[Wis. Admin. Code §§ SPS 305.629 and 316.011\(1\)\(a\)1](#)]

Municipality's Electrical Inspection Agency Credential #: _____

Agency's Electrical Inspection Agency credential # (if contracting with an agency): _____

STEP 4: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code Chapter SPS 316, b) permitting requirements, c) electrical requirements, and d) fee schedule or reference to fees. A [model ordinance](#) is available, if needed.

STEP 5: Proceed to Last Page.

Commercial Plumbing

STEP 1: Check all that apply.

1. Plan review for all installations listed below [SPS Table 382.20-2]:
- New installations, additions, and alterations to drain systems, vent systems, water service systems, and water distribution systems involving 16 or more plumbing fixtures to be installed in connection with public buildings.
 - Grease interceptors to be installed for public buildings.
 - Garage catch basins, carwash interceptors and oil interceptors to be installed for public buildings and facilities.
 - Sanitary dump stations.
 - Piping designed to serve as private water mains.
 - Piping designed to serve as private interceptor main sewers greater than 4 inches in diameter when sized for gravity flow.
 - Stormwater systems, not including infiltration plumbing systems, involving 16 or more plumbing fixtures and serving a public building or facility where the drainage area is one acre or more.
 - Mixed wastewater holding device.

A municipality may also choose to perform expanded plan reviews. To request, check applicable options below.

2. All plumbing, new installations, additions and alterations, regardless of the number of fixtures involved, serving hospitals, nursing homes, ambulatory surgery centers, renal dialysis centers, community-based residential facilities (CBRF), and inpatient hospice. [SPS Table 382.20-1, Item 1]
3. Stormwater and clearwater detention, treatment, and infiltration plumbing systems servicing a public building or facility. [SPS Table 382.20-1, Item 6]
4. Onsite residential and commercial water reuse treatment systems designed to treat water for compliance with Table 382.70-1. [SPS Table 382.20-1, Item 7]
5. Mixed wastewater holding device. [SPS Table 382.20-1, Item 11]

STEP 2: Code Enforcement Information. Municipalities must utilize a certified commercial plumbing inspector with a master or journeyman plumber's license to perform the plan review functions. Include this information below.

Name of Plumbing Plan Reviewer: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Plumbing Inspector Credential #: _____

Master or Journeyman Plumbers License #: _____

Phone: _____ Email: _____

Note that a municipality has the authority to perform commercial plumbing inspections in accordance with Wis. Admin. Code § SPS 305.625, **regardless of plan review authority**. Provide your inspector's information below or check the box to notify the Department if your municipality does not have the staffing level to perform this responsibility.

- Municipality does not perform commercial plumbing inspections.

Name of Plumbing Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Plumbing Inspector Credential #: _____

Phone: _____ Email: _____

STEP 3: Proceed to Last Page.

One- and Two-Family Dwelling (UDC)

STEP 1: Check to Request UDC Delegation.

- Permitting and inspections of one- and two- family dwellings and camping units. [[Wis. Admin. Code §§ SPS 320.06 and 327.06\(1\)](#)]

STEP 2: Code Enforcement Information. Check ONE method of enforcement to be used by the municipality and complete the required information. Note a municipality must utilize enforcement staff that maintains credentials for a) UDC Construction Inspector, b) UDC Electrical Inspector, c) UDC HVAC Inspector, and d) UDC Plumbing Inspector.

- Individual municipal enforcement.
- Joint municipal enforcement.
- Contract with certified UDC inspector or inspectors or independent inspection agency.
- Contract with another municipality.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Phone: _____ Email: _____

STEP 3: Act 211 Permitting System Option. As a municipality exercising UDC delegation, you are required to report certain permitting information directly to the Department. The Department understands the method of this report may vary depending on your UDC permitting process. Check ONE of the following permit reporting options. See the [UDC program website](#) for more information about these options.

- Option 1.** Customers submit permit applications electronically to the municipality through the DSPTS system. The municipality also reviews applications through the DSPTS system. Permit information is automatically provided to the DSPTS.
- Option 2.** Customers submit permit applications directly to the municipality, often via a paper application. The municipality uses a spreadsheet, provided by DSPTS, to record applicable permit data. The municipality uploads this document to the DSPTS system each month. The municipality can also view the permit information in the DSPTS electronic system.
- Option 3.** Municipalities that utilize a 3rd party permit system may interface directly with the DSPTS electronic system to automatically provide the required permit data.

STEP 4: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code Chapters SPS 320-325 and SPS 327, b) permitting requirements, c) building requirements, and d) fee schedule or reference to fees. A [model ordinance](#) is available, if needed

STEP 5: Proceed to Last Page.

Private On-Site Wastewater Treatment System (POWTS)

STEP 1: Check all that apply.

- 1. Plan review of POWTS that will completely utilize approved component manuals and products. [Wis. Admin. Code § SPS 383.22 Table 2]
 - Commercial Residential
 - At grade for a DWF up to: _____ gpd
 - Non-pressurized in-ground for a DWF up to: _____ gpd
 - Pressurized in-ground for a DWF up to: _____ gpd
 - Mound for a DWF up to: _____ gpd
 - Replacement septic and pump tanks for facilities with a design wastewater flow of up to: _____ gpd

- 2. Plan review of POWTS holding tanks based on $\geq 3,000$ gpd estimated flow utilizing approved component manuals and products. [Wis. Admin. Code § SPS 383.22 Table 2]

STEP 2: Code Enforcement Information. Municipalities must utilize a certified POWTS inspector and a certified soil tester. This requirement does not require the utilization of 2 individuals to perform plan review. Include this information below.

Name of Certified POWTS Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

POWTS Inspector Credential #: _____

Phone: _____ Email: _____

- Check if Soil Tester and POWTS Inspector are the same individual, otherwise provide the below information.

Name of Certified Soil Tester: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Soil Tester Credential #: _____

Phone: _____ Email: _____

STEP 3: Required Documentation.

- Information delineating how the plans are to be processed and reviewed.
- Information on how plan review decisions are to be recorded and maintained.

STEP 4: Proceed to Last Page.

Conveyance Equipment

STEP 1: Check all that apply.

- 1. Plan review and permitting of conveyance equipment within small commercial buildings. [Wis. Stat. § 101.12(3)(b)]
- 2. Inspections of, and inspection reports for, conveyance equipment within small commercial buildings. [Wis. Stat. § 101.12(3)(g)]
- 3. Inspections of, and inspection reports for, conveyance equipment within all sized buildings. [Wis. Stat. § 101.12(3)(g)]
- 4. **First- or Second-Class City Only**: Plan review for all size buildings and inspections for all size buildings. [Wis. Stat. §§ 101.12(3)(a)&(am) and Wis. Admin. Code § SPS 361.60(5)(a-b)]

Small commercial buildings include projects within the following size limitations:

- A new building or structure containing less than 50,000 cubic feet of total volume.
- An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
- An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
- An alteration of a space in a building containing less than 100,000 cubic feet of total building volume.

STEP 2: Code Enforcement Information. Municipalities performing any of the above responsibilities must utilize certified elevator inspectors to perform the plan examination and inspection functions. Include this information below.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Elevator Inspector Credential #: _____

Phone: _____ Email: _____

First- or Second-Class City Plan Reviewer: First- and second-class cities must employ at least one individual that is registered as a Wisconsin architect or professional engineer to perform or directly supervise the plan examinations. Include this information below.

Name of Wisconsin Architect or Professional Engineer: _____

Architect or Professional Engineer Credential #: _____

STEP 3: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code applicable chapters, b) duty of owners to submit for permits, c) fee schedule or reference to fees, d) appeals process, and e) fines and penalties. A [model ordinance](#) is available, if needed.

STEP 4: Proceed to Last Page.

Manufactured Home Communities

STEP 1: Check to Request Delegation.

- Permitting and inspections of manufactured home communities. [[Wis. Stat. § 101.935](#)]
 - Delegations are issued to local health departments only.
 - Detailed requirements of a delegated agent are described under the [Requirements for Delegated Health Departments](#) document.

STEP 2: Code Enforcement Information. Inspections of manufactured home communities shall be made by persons knowledgeable of Wis. Admin. Code § SPS 326. Include the primary inspector's information below.

Name of Inspector: _____

Contracted Agency that Employs Inspector (if applicable): _____

Phone: _____ Email: _____

STEP 3: Required Documentation.

- Current enforcement plan delineating how manufactured home community permits are processed and the process for completing manufactured home community inspections.
- Sample inspection report forms.
- Fee schedule for manufactured home permits.
- Completed [Agent Report](#) roster (.xlsx file) to identify current manufactured home community permits and inspections.
- Copies of permits, renewal applications, and inspection reports for the 2020-2022 time period.

STEP 4: Proceed to Last Page.

Primary Contact. The Department will list the delegated municipality/agency contact(s) on its public delegated agency lists. List individual(s) **EMPLOYED BY** the delegated agency that oversee the delegated responsibilities. **DO NOT** list individuals that are not directly employed by the municipality/agency.

Name of Municipality's Primary Contact: _____	
Position Title: _____	
Programs Managed: _____	
Phone: _____	Email: _____
Name of Municipality's Contact: _____	
Position Title: _____	
Programs Managed: _____	
Phone: _____	Email: _____

Note additional information may be requested to complete delegation application review.

Municipal Responsibilities.

- I understand the applicable responsibilities and expectations for the type of delegation we are requesting and that they are municipal/agency responsibilities, regardless of how we provide staffing for our enforcement program.
- I understand that we will promptly notify the Department of changes in enforcement staff.
- I understand that if we are to relinquish a delegated responsibility, we will provide the Department with the required notice as described in the appropriate Wis. Admin. Code chapter.
- I understand the reporting and fee submission requirements of the specified program for which I'm receiving delegation. Fees are described under Wis. Admin. Code § SPS 302.
- I understand it is a municipality/agency responsibility to ensure there is no conflict of interest between project submitters/designers and the reviewing/inspecting agency. This includes not permitting a plan review/inspection agency to perform delegated responsibilities on a project for which the agency also submitted or designed.
- I understand the Department has authority to audit and revoke delegation for failure to perform required duties.

Signature of authorized Municipal/Agency Official	Title	Date
Name (printed)		
Municipality/Agency		
Email Address	Phone Number	
Address, City, Zip Code		

Submit completed form and required documentation to:
 Etta Strey, Division of Industry Services, at Etta.Strey@wisconsin.gov