



Wisconsin Municipalities with Fire Suppression and Fire Alarm Plan Review Delegated Authority – March 21, 2023

NOTE: This list and the contact information are updated regularly. Please contact the Department if this list contains an error.

Wisconsin Administrative Code § SPS 361.60

This section establishes the manner under which cities, villages, towns and counties may examine building plans under s. [101.12\(3g\)](#), Stats. Municipalities delegated responsibilities under Wis. Admin. Code § SPS 361.60 may be delegated for one of the following:

1. Fire Suppression and Fire Alarm Plan Review of Small Commercial Buildings. This includes:

- New buildings containing less than 50,000 cubic feet total volume.
- Additions to existing buildings where the total volume after construction of the addition is less than 50,000 cubic feet.
- Additions to existing buildings containing no more than 2,500 square feet, no more than one floor level, 18-foot maximum roof span and 12-foot maximum exterior wall height.
- Alterations to existing buildings where the altered space is less than 100,000 cubic feet of total volume.

2. Fire Suppression and Fire Alarm Plan Review for Commercial Buildings of All Sizes.

3. Special Delegation. This includes a combination of delegation responsibilities not identified in one of the options above. See the municipality's linked PDF letter for specific delegation responsibilities.

See the following lists for other types of delegated authority:

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

[Commercial Building Inspections](#)

A municipality's plan review delegation applies to all types of buildings and structures specified in [Wis. Stat. § SPS 361.30](#) except state-owned buildings and structures. Note that per [Wis. Stat. § 101.12](#), an owner has the option of submitting projects that require plan review to either the municipality or the Department.

The following table identifies the municipalities that are delegated the primary responsibility to perform fire suppression and fire alarm plan review under Wis. Admin. Code § SPS 361.60. The list includes:

- Each municipality's responsibilities under its Wis. Admin. Code § SPS 361.60 delegation authority, as numbered above.
- A link to each municipality's delegated authority approval letter from the Department. (Click on the number in the Delegation Authority column to view the municipality's approval letter.)
- Municipal and plan reviewer contact information for each municipality. Note the municipality's delegation is not contingent on the specific individuals identified on this list or in the linked approval letter.

Contact the municipalities in the following list for fire suppression/fire alarm plan review, as appropriate. For projects within municipalities not listed below, contact the Department.

Line	Municipality, County (DOA Code)	Delegation Authority	Municipal Contact	Plan Reviewer
1.	City of Altoona, Eau Claire County (18201)	2	Ann Lein, Deputy Clerk/Treasurer, at 715-839-6092 or cityhall@ci.altoona.wi.us	Matt Flatland (C. Altoona) at 715-271-6691 or mattf@ci.altoona.wi.us
2.	City of Appleton, In Multiple Counties (44201)	2	Kurt Craanen, Inspection Supervisor, at 920-832-6413 or kurt.craanen@appleton.org	Derek Henson at 920-832-3934 or Derek.Henson@appleton.org
3.	City of Beloit, Rock County (53206)	2	Julie Christensen, Community Development Director, at 608-364-6703 or christensenj@beloitwi.gov	Jason Griffin at 608-364-2900 or griffinjr@beloitwi.gov
4.	City of Burlington, In Multiple Counties (51206)	2	Diahnn Halbach, Clerk, at 262-342-1171 or dhalbach@burlington-wi.gov	
5.	City of Fitchburg, Dane County (13225)	2	Chad Brecklin, Administrator, at 608-270-4208 or chad.brecklin@fitchburgwi.gov	John Crook (C. Fitchburg) at 608-270-4240 or john.crook@fitchburgwi.gov
6.	City of Franklin, Milwaukee County (40226)	2	Tony Csavoj, Director of Inspection Services, at 414-425-0084 or tcsavoj@franklinwi.gov	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhogler@firesafetyfsci.com
7.	City of Glendale, Milwaukee County (40231)	2	Rachel A. Safstrom, Administrator, at 414-228-1705 or r.safstrom@glendalewi.gov	Richard (Todd) Doebler (SafeBuilt) at 414-639-6814 or rdoebler@safebuilt.com
8.	City of Greenfield, Milwaukee County (40236)	2	George Weber, Assistant Fire Chief, at 414-545-7946 or george.weber@gffd.us	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhogler@firesafetyfsci.com
9.	City of Janesville, Rock County (53241)	2	James Ponkauskas, Fire Chief, at 608-755-3050 or ponkauskasj@ci.janesvill.wi.us	DA Mattox (E-Plan Exam) at 414-736-4721 or damattox@eplanexam.com
10.	City of Kaukauna, In Multiple Counties (44241)	2	Jake Carrel, Fire Chief, at 920-766-6320 x1 or carreljj@kaukauna-wi.org	DA Mattox (E-Plan Exam) at 414-736-4721 or damattox@eplanexam.com
11.	City of La Crosse, La Crosse County (32246)	1	David Reinhart, Chief Building Inspector, at 608-789-7564 or reinhardt@cityoflacrosse.org	David Reinhart at 608-789-7564 or reinhardt@cityoflacrosse.org
12.	City of Madison, Dane County (13251)	2	Kyle Bunnow, Plan Review and Inspection Supervisor, at 608-266-6503 or kbunnow@cityofmadison.com	Bill Sullivan (C. Madison) at 608-261-9658 or wsullivan@cityofmadison.com
13.	City of Marshfield, In Multiple Counties (71251)	2	Jessica Schiferl, Clerk, at 715-486-2022 or Jessica.Schiferl@ci.marshfield.wi.us	Everett Mueller at 715-486-2092 or everett.mueller@ci.marshfield.wi.us
14.	City of Menomonie, Dunn County (17251)	2	Dave Kowieski, Chief Building Inspector, at 715-232-2221 or dkowieski@menomonie-wi.gov	Dave Kowieski at 715-232-2221 or dkowieski@menomonie-wi.gov
15.	City of Middleton, Dane County (13255)	2	Lorie Burns, Clerk, at 608-821-8350 or lburns@ci.middleton.wi.us	Jim Sjolander at 608-821-8397 or jsjolander@cityofmiddleton.us
16.	City of Milwaukee, In Multiple Counties (40251)	2	Erica Roberts, Commissioner of Buildings, at 414-286-6344 or errober@milwaukee.gov	Mark Gardetto at 414-286-3827 or mgarde@milwaukee.gov
17.	City of Mineral Point, Iowa County (25251)	2	Christy Skelding, Clerk/Treasurer, at 608-987-2361 or cityclerk@cityofmineralpointwi.gov	Don Leister (General Engineering) at 608-742-2169 or mjankowski@generalengineering.net
18.	City of New Richmond, St. Croix County (55261)	2	Michelle Scanlan, Clerk, at 715-246-4268 or mscanlan@newrichmondwi.gov	Ben Campbell (West Wisconsin Inspection Agency) at 715-556-3136 or ben.wwia@gmail.com
19.	City of Oak Creek, Milwaukee County (40265)	2	Catherine Roeske, Clerk, at 414-766-7023 or croeske@oakcreekwi.org	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhogler@firesafetyfsci.com
20.	City of Onalaska, La Crosse County (32265)	2	Troy Gudie, Fire Chief, at 608-738-2209 or tgudie@onalaskawi.gov	DA Mattox (E-Plan Exam), Professional Engineer and CBI, at 414-736-4721 or damattox@eplanexam.com
21.	City of Pewaukee, Waukesha County (67270)	2	Nick Fuchs, Planner and Community Development Director, at 262-691-9107 or fuchs@pewaukee.wi.us	Kevin Bierce (C. Pewaukee) at 262-533-2500 or kbierce@pewaukee.wi.us
22.	City of South Milwaukee, Milwaukee County (40282)	2	Karen Kastenson, Clerk/Comptroller, at 414-768-7499 or kkastenson@smwi.org	Kevin Schneider at 414-768-8191 or smfd929@gmail.com
23.	City of Sturgeon Bay, Door County (15281)	2	Marty Olejniczak, Community Development Director, at 920-746-6908 or mOlejniczak@sturgeonbaywi.org	Tim Dietman at 920-746-2405 or tdietman@sturgeonbaywi.org
24.	City of Sun Prairie, Dane County (13282)	2	Elena Hilby, Clerk, at 608-837-2511 or ehilby@cityofsunprairie.com	Joseph Monfre (C. Sun Prairie) at 608-825-1184 or jmonfre@cityofsunprairie.com

Line	Municipality, County (DOA Code)	Delegation Authority	Municipal Contact	Plan Reviewer
25.	City of Tomah, Monroe County (41286)	2	Shane Rolff, Zoning Administrator/Building Inspector, at 608-374-7429 or srolff@tomahonline.com	Shane Rolff at 608-374-7429 or srolff@tomahonline.com
26.	City of Verona, Dane County (13286)	2	Holly Licht, Clerk, at 608-848-9941 or holly.licht@ci.verona.wi.us	Alex Miller at 608-845-9401 or veronafire@hotmail.com
27.	City of Waukesha, Waukesha County (67291)	2	Gina Kozlik, Clerk, at 262-524-3550 or gkozlik@waukesha-wi.gov	Kristin Stone at 262-524-3530 or kstone@waukesha-wi.gov
28.	City of Wauwatosa, Milwaukee County (40291)	3	Karl Schreiber, Building and Safety Manager, at 414-479-8913 or kschreiber@wauwatosa.net	Dan Schmocker at 414-471-8490 or Dschmocker@wauwatosa.net
29.	City of West Allis, Milwaukee County (40292)	2	Michael Wright, Fire Inspector, at 414-302-8901 or mwright@westalliswi.gov	Michael Wright at 414-302-8901 or mwright@westalliswi.gov
30.	City of West Bend, Washington County (66291)	2	Todd Meeks, Superintendent, at 262-335-5140 or inspect@ci.west-bend.wi.us	Todd Meeks at 262-335-5140 or inspect@ci.west-bend.wi.us
31.	City of Wisconsin Dells, In Multiple Counties (11291)	2	Kheli Mason, Zoning Administrator, at 608-253-2542 x414 or kmason@dellscitygov.com	Kheli Mason at 608-253-2542 x414 or kmason@dellscitygov.com
32.	Town of Arbor Vitae, Vilas County (63002)	1	Mary Reuland, Clerk, at 715-356-3120 or townofav@frontier.com	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
33.	Town of Avon, Rock County (53002)	1	Stephanie Schwartzlow, Clerk, at 608-289-3649 or clerk@townofavonwi.gov	Brian Flannery at 608-558-1833 or Brianflannery@outlook.com
34.	Town of Blooming Grove, Dane County (13008)	2	Mike Wolf, Clerk/Treasurer/Administrator, at 608-223-1104 or bgadmin@blmgrove.com	Bill Sullivan (C. Madison) at 608-261-9658 or wsullivan@cityofmadison.com
35.	Town of Clayton, Polk County (48016)	2	Tracy LaBlanc, Clerk, at 715-948-2564 or tclayton@amerytel.net	James Price Jr at 715-822-8537 or james@alder-eng.com
36.	Town of Clear Lake, Polk County (48018)	2	Janelle Johnson, Clerk, at 715-948-2189 or ejjljohnson@yahoo.com	Craig Moriak at 715-641-0196 or moriak.ent@gmail.com
37.	Town of Delafield, Waukesha County (67004)	2	Daniel Green, Administrator/Clerk/Treasurer, at 262-646-2398 or dgreen@townofdelafield.org	Otto Letzelter (SafeBuilt) at 262-955-3014 or oletzelter@cgasolutions.com
38.	Town of Fond du Lac, Fond du Lac County (20018)	2	Patti S. Supple, Clerk, at 920-923-1327 or clerk@townofFDL.com	Tom Westlund (SafeBuilt) at 715-413-2823 or twestlund@safebuilt.com
39.	Town of Grafton, Ozaukee County (45008)	2	Bonnie Bartel, Treasurer, at 262-377-8500 or bbartel@townofgrafton.org	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhoegler@firesafetyfsci.com
40.	Town of Hazelhurst, Oneida County (43008)	1	Ted Cushing, Chair, at 715-356-5800 or hazelwi@frontier.com	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
41.	Town of Lake Tomahawk, Oneida County (43010)	1	George DeMet, Chair, at 715-277-2257 or clerk@laketomahawkwi.org	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
42.	Town of Minocqua, Oneida County (43016)	1	Mark Hartzheim, Chair, at 715-356-5296 or chairman@townofminocqua.org	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
43.	Town of Osceola, Polk County (48042)	2	Jo Everson, Clerk, at 715-755-3060 x1 or townofosceola@yahoo.com	Ben Campbell (West Wisconsin Inspection Agency) at 715-556-3136 or ben.wwia@gmail.com
44.	Town of Rubicon, Dodge County (14038)	2	Cindy Whitbeck, Clerk, at 262-673-3413 or townofrubicon@live.com	Mark Jankowski (General Engineering) at 608-742-2169 or mjankowski@generalengineering.net
45.	Town of Seneca, Green Lake County (24020)	1	Cindy Wiegel, Clerk, at 920-361-2976 or clerk@townofseneca.wi.gov	Susan Leahy (Grand Valley Inspections) at 920-229-6360 or gvinspection@gmail.com
46.	Town of Sheboygan, Sheboygan County (59024)	2	Peggy Fisher, Clerk, at 920-451-2320 or peggy@townofsheboygan.org	Otto Letzelter (SafeBuilt) at 262-955-3014 or oletzelter@cgasolutions.com
47.	Town of Spring Green, Sauk County (56032)	1	Vicki Terpstra, Clerk, at 608-588-3235 or vicki.terpstra@tn.springgreen.wi.gov	Tracy Johnson (Johnson Inspection, LLC) at 608-444-0372 or johnsoninspection@gmail.com
48.	Town of St. Croix Falls, Polk County (48044)	2	Janet Krueger, Clerk, at 715-483-1851 or tscf@townofstcroixfalls.org	Ben Campbell (West Wisconsin Inspection Agency) at 715-556-3136 or ben.wwia@gmail.com

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49.	Town of Woodruff, Oneida County (43040)	2	Michael Timmons, Chair, at 715-356-9421 or chairman@townofwoodruff.org	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
50.	Village of Albany, Green County (23101)	1	Laurie Keppers, Clerk, at 608-862-3240 or villageclerk@albanywi.com	Brian Flannery at 608-558-1833 or Brianflannery@outlook.com
51.	Village of Ashwaubenon, Brown County (05104)	2	Aaron Schuette, Community Development Director, at 920-593-4405 or aschuette@ashwaubenon.gov	Katie Lima at 920-593-4494 or build@ashwaubenon.com
52.	Village of Bayside, In Multiple Counties (40106)	2	Leah Hofer, Village Manager Assistant, at 414-206-3913 or lhofer@baysidewi.gov	Dan Povolo (SafeBuilt) at 608-208-2516 or dpovolo@safebuilt.com
53.	Village of Blanchardville, In Multiple Counties (33108)	2	Amy Barnes, Clerk/Treasurer, at 608-523-4521 or blanchvilclerk@tds.net	Don Leister (General Engineering) at 608-742-2169 or mjankowski@generalengineering.net
54.	Village of Bristol, Kenosha County (30104)	2	Randy Kerkman, Administrator, at 262-857-2368 or admin@villageofbristol.org	Randy Kerkman at 262-857-2368 or admin@villageofbristol.org
55.	Village of Brown Deer, Milwaukee County (40107)	2	Nate Piotrowski, Community Development Director, at 414-371-3061 or npiotrowski@browndeerwi.org	Mike Moore (SafeBuilt) at 262-202-4358 or mmoore@safebuilt.com
56.	Village of Caledonia, Racine County (51104)	2	Joslyn Hoeffert, Clerk, at 262-835-6414 or jhoeffert@caledonia-wi.gov	Otto Letzelter (SafeBuilt) at 262-955-3014 or oletzelter@cgasolutions.com
57.	Village of Elm Grove, Waukesha County (67122)	2	Tom Harrigan, Zoning and Planning Administrator, at 262-782-6700 or tharrigan@elmgrovewi.org	Otto Letzelter (SafeBuilt) at 262-955-3014 or oletzelter@cgasolutions.com
58.	Village of Fall Creek, Eau Claire County (18127)	2	Renee Roemhild, Clerk/Treasurer, at 715-877-2177 or rroemhild@fallcreekwi.gov	Fred Dahlke (V. Fall Creek) at buildinginspector@fallcreekwi.gov
59.	Village of Fontana-on-Geneva-Lake, Walworth County (64126)	2	Theresa Loomer, Administrator/Clerk, at 262-275-6137 or theresa@villageoffontana.com	Otto Letzelter (SafeBuilt) at 262-955-3014 or oletzelter@cgasolutions.com
60.	Village of Germantown, Washington County (66131)	2	Jeff Retzlaff, Planning and Zoning Administrator, at 262-250-4735 or jretzlaff@village.germantown.wi.us	Allan Schmuck (SafeBuilt) at 262-346-4460 or aschmuck@safebuilt.com
61.	Village of Grafton, Ozaukee County (45131)	2	Matthew Karpinski, Assistant Fire Chief (FDPSI), at 262-375-5300 or mkarpinski@village.grafton.wi.us	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhogler@firesafetyfsci.com
62.	Village of Greendale, Milwaukee County (40131)	2	Melanie Van Kauwenberg, Clerk, at 414-423-2100 or melanie@greendale.org	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhogler@firesafetyfsci.com
63.	Village of Greenville, Outagamie County (44122)	1	Wendy Helgeson, Clerk, at 920-757-5151 or whelgeson@greenvillewi.gov	Ryan Geiger (V. Greenville) at 920-757-5151 or rgeiger@greenvillewi.gov
64.	Village of Hammond, St. Croix County (55136)	2	Sandi Hazer, Clerk, at 715-796-2727 or clerk@hammondwi.org	Brian Wert (Brian Wert Inspection Agency) at 715-386-5410 or bagency@sbcglobal.net
65.	Village of Lake Delton, Sauk County (56146)	2	James Bowen, Deputy Fire Chief, at 608-393-4400 or jbowen@lakedeltonfd.org	DA Mattox (E-Plan Exam) at 414-736-4721 or damattox@eplanexam.com
66.	Village of McFarland, Dane County (13154)	2	Cassandra Suettinger, Clerk, at 608-838-3153 or cassandra.suettinger@mcfarland.wi.us	Mark Jankowski (General Engineering) at 608-742-2169 or mjankowski@generalengineering.net
67.	Village of Menomonee Falls, Waukesha County (67151)	2	Amy Dishinger, Clerk, at 262-532-4205 or adishinger@menomonee-falls.org	Steve Gothard (General Engineering) at 608-617-0758 or sgothard@generalengineering.net
68.	Village of Necedah, Juneau County (29161)	2	Roger Herried, Administrator, at 608-565-2261 or roger.herried@necedah.us	Don Leister (General Engineering) at 608-742-2169 or mjankowski@generalengineering.net
69.	Village of Pewaukee, Waukesha County (67171)	2	Scott Gosse, Clerk, at 715-344-7684 or sgosse@villageofpewaukee.com	DA Mattox (E-Plan Exam) at 414-736-4721 or damattox@eplanexam.com
70.	Village of Salem Lakes, Kenosha County (30179)	2	Mike Murdock, Clerk, at 262-843-2313 x5331 or mmurdock@voslwi.org	Tom Westlund (SafeBuilt) at 715-413-2823 or twestlund@safebuilt.com
71.	Village of Saukville, Ozaukee County (45181)	2	Dawn Wagner, Administrator, at 262-284-9423 or dwagner@village.saukville.wi.us	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhogler@firesafetyfsci.com
72.	Village of Shorewood Hills, Dane County (13181)	2	David Sykes, Clerk, at 608-267-2680 or dsykes@shorewood-hills.org	Bill Sullivan (C. Madison) at 608-261-9658 or wsullivan@cityofmadison.com

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73.	Village of Sister Bay, Door County (15181)	2	Julie Schmelzer, Administrator, at 920-854-4118 or julie.schmelzer@sisterbaywi.gov	Brett Guilette (Inspection Specialists), CBI, CPI, UDC, at 920-495-3232 or brettg.isllc@gmail.com
74.	Village of Summit, Waukesha County (67172)	2	Debra Michael, Clerk, at 262-567-2757 or administrator@summitvillage.org	Mike Sindorf (V. Summit) at 262-490-4141 or BI@summitvillage.org
75.	Village of Thiensville, Ozaukee County (45186)	2	Andy Lafond, Director of Community Services, at 262-242-3720 or alafond@village.thiensville.wi.us	Matt Mertens (NSF) at 414-357-0113 or mmertens@nsfire.org
76.	Village of Waterford, Racine County (51191)	2	Rachel Ladewig, Clerk, at 262-534-3980 x223 or rladewig@waterfordwi.org	Dan Povolo (SafeBuilt) at 608-208-2516 or dpovolo@safebuilt.com
77.	Village of West Milwaukee, Milwaukee County (40191)	2	Kim Egan, Administrator, at 414-645-1530 or kim.egan@westmilwaukee.org	Mike Moore (SafeBuilt) at 262-202-4358 or mmoore@safebuilt.com