Wisconsin Department of Safety and Professional Services
Division of Industry Services
4822 Madison Yards Way
Madison WI 53705

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

**Tony Evers, Governor**
**Dawn B. Crim, Secretary**

February 21, 2020

Matt Giese
Village of Cottage Grove
221 E Cottage Grove
Cottage Grove, Wi 53527

Re: Application for Delegated Municipality Authority

Dear Mr. Giese,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation. Building plans for such buildings may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.12(3)(g), Wis Stats., to do inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As condition of the delegation, you are required to comply with the following:

- Forward to the department any revisions to the ordinance adopting this code.
- Submit to the department the fees specified in s SPS 302.31 (1)(h)
- Apply the corresponding requirements in s SPS 361.60 (5)(d) to (h) and (6)
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

In accordance with 2017 Wisconsin Act 198 the department will be implementing a five-year electronic renewal process, please continue to monitor department correspondence as further details regarding this process are communicated.
I understand that **Steve Gothard 608-617-0758** will be the primary code official responsible for enforcement and has the proper certification to do so.

Please contact **Branden Piper at (608) 267-9420** or branden.piper@wisconsin.gov with changes in your contact information.

For your convenience I have attached a link to our delegated agent welcome packet below,
This packet contains links to our administrative code, plan review application, submission and inspection checklists, sample letters, petition for variance application and a wealth of FAQs that you may find helpful in your new role.

https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacket2018.pdf
Our building inspection deputy for your area, **David Pedersen (608)-669-0372**, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.
Sincerely,

Johnny Winston Jr
Division Administrator