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Wisconsin
Department of Commerce

SAFETY AND BUILDINGS DIVISION
Program Development
P. O. Box 2689
Madison, Wisconsin 53701-2689
TDD #: (608) 264-8777

Jim Doyle, Governor
Jack L. Fischer, A.I.A., Secretary

February 1, 2008

Merrell P. Runquist, Town Chairman
Town of Gibraltar, Door County
PO Box 850
Fish Creek, WI 54212

Dear Mr. Runquist,

I am pleased to inform you that the Town of Gibraltar has been delegated agent status in accordance with Wisconsin Administrative Code, s. Comm 61.60(5)(c), for commercial building code enforcement. Your municipality will have primary responsibility to do plan review and inspections of small commercial building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting 100,000 cubic feet or less) and authorization per s. 101.12(3)(g), WI stats., to do inspections only of all size buildings in lieu of the department. Building plans for such buildings that are located within your municipality can be reviewed by your municipality or can be submitted to our agency.

Your municipality has also been delegated the responsibility for inspecting all commercial buildings located within the Town of Gibraltar. An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

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 or request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. A certified municipality or county may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the department for review and approval.

I understand that Brett Temme (Independent Inspection, Ltd) will be responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors fulfill continuing education obligations to maintain their certification.

We will begin work on a press release announcing this action so that building owners and designers will know where to submit plans. Our agent municipality program manager Henry Kosarzycki is available to meet with you and your inspector to discuss our procedures for state reviews and inspections in delegated agent municipalities, he can be reached at 608-212-0138.

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

Sincerely,

Gregory C. Jones

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