Wisconsin Department of Safety and Professional Services
Division of Industry Services
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Scott Walker, Governor
Laura Gutiérrez, Secretary

June 9, 2017

Mark Fitzgerald, Village Manager
Village of Menomonee Falls
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051-3140

Re: Village of Menomonee Falls Commercial Building Delegation Request

Dear Mr. Fitzgerald,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wisconsin State Statute, s. 101.12(3) and 101.02(3), I delegate your municipality the primary responsibility to do building, heating, ventilating and air conditioning plan review for all commercial buildings to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review or inspection, you may request this 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 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:

- Submit to the department the fees specified in s. SPS 302.31 (1) (h) for all projects.
- Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
- Forward to the department any revisions to the ordinance adopting this code.
- 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.

I understand that Martin Montoya will be the primary code officials responsible for enforcement and has the proper certification to do so. This delegation updates the March 31, 2003 correspondence that authorized lower level delegation, copy enclosed.

Please contact Peggy Thran at (608)266-1352 or Peggy.Thran@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, Steve Gothard 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,

Kirsten Reader
Administrator, Division of Industry Services

cc: Steve Gothard, State Inspector
Robin Zentner, Section Chief, Commercial Building Inspection