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SAFETY AND BUILDINGS DIVISION
201 West Washington Avenue
P.O. Box 2658
Madison, Wisconsin 53707

Wisconsin
Department of Commerce

August 13, 2001

City of Mequon
Inspection Division, Department of Engineering
Mr. Mark Westphal
11333 North Cedarburg Road 60W
Mequon, Wisconsin 53092

Dear Mr. Westphal:

I am pleased to inform you that your municipal delegation has been revised as an appointed agent in accordance with Wisconsin Administrative Code, s. Comm 50.22 and 66.24, for commercial building code enforcement. Your municipality will have primary responsibility for review of building and heating plans for all alterations involving less than 10,000 square feet area. Building plans for such projects that are located within your municipality may continue to be reviewed by your department. The City of Mequon also reserves the right to request additional plan review authority from the Department of Commerce under waiver per project.

Your municipality also remains authorized per state statute 101.12(3)(g) to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality. However, plan review for projects beyond the delegated agent limits will still be done by our agency.

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 (5) and (6) of s. Comm 50.21. Attached is our agency's Quality, Quantity & Time (QQT) standards developed for our plan review staff; which we would expect your staff to use as a guideline. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

I understand that Mr. Mark Westphal and Mr. Charles Nehls will remain responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building designers will know where to submit plans.

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

Sincerely,

Michael Corry
Administrator

cc:

Henry Kosarzycki, Municipality Monitoring Agent
Randy Baldwin, Integrated Services Bureau
Dan Graham, Field Operations Bureau
Dale Mitchell, Certified Municipalities Coordinator
Sherry Liantonio, Office of Public Information