Wisconsin Department of Safety and Professional Services
Division of Industry Services
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Scott Walker, Governor
Dave Ross, Secretary

February 22, 2016

Email: dsps@wi.gov
Phone: 608-261-2112

Marty Olejniczak, Community Development Director
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Re: City of Sturgeon Bay Commercial Building Delegation Request

Dear Mr. Olejniczak,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.61, I delegate your municipality the primary responsibility to do building plan review and inspections as an appointed agent for projects 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.

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 conditions of the appointed agent status per SPS 361.61, the following shall be complied with:

1. Apply the corresponding requirements in s. SPS 361.60 (5) (d) to (h) and (6).
2. Submit to the department the fees specified in s. SPS 302.31 (1) (h).
3. Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
4. Forward to the department any revisions to the ordinance adopting this code.
5. 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 Brett Temme will be the primary code officials responsible for enforcement and has the proper certification to do so. It is further noted Adam Roder P.E., will provide large project plan review.

Please contact Jan Lin at (608)267-9706 or Jan.Lin@Wisconsin.Gov with changes in your contact information.

Our building inspection deputy for your area, Brian Noe, 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

Kirsten Reader
Administrator, Division of Industry Services

cc: Brian Noe
Amy Millard
Robin Zentner