Wisconsin Department of Safety and Professional Services
Division of Industry Services
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Phone: 608-266-2112
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Tony Evers, Governor
Dawn Crim, Secretary

Feb 21, 2019

Donald Houston
President-Board of Trustees
Village of Waterford
123 N River St
Waterford, WI 53185

Dear Mr. Houston,

I am pleased to inform you that your municipality has been delegated plumbing code enforcement authority per your request. Per Wisconsin State Statute, s.101.02(3) and s. SPS 382.20(2), I delegate your municipality the primary responsibility to do plumbing plan review for all commercial buildings, to be constructed within the limits of your municipality Per SPS 382.20 Table 2 and items designated with note c within Table 382.20-1, plumbing plans for such buildings may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.02(3) Wis. Stats., to do plumbing 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:

- 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)
- 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 Plumbing 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 **Kurt McMahon** will be the primary code official responsible for plumbing plan review and plumbing enforcement and is properly certified to do so.

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

DSPS Plumbing Section Chief, **Tom Braun (715) 634-5124** will be contacting your code official in the near future to discuss transitional coordination issues and training.

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

Sincerely,

Branden Piper
Director, Bureau of Field Services, Division of Industry Services

cc: Tom Braun, Section Chief, Plumbing and Pool Programs