State of Wisconsin Department of Safety and Professional Services
Division of Industry Services

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Tony Evers, Governor
Dan Hereth, Secretary

September 29, 2026

SJ Johnson, Administrator
City of Rice Lake
30 East Eau Claire Street
Rice Lake, WI 54868
sjohnson@ricelakegov.org

Re: City of Rice Lake Jurisdiction for Plan Review of Small Commercial Buildings and Inspections of All Commercial Buildings

Dear SJ Johnson,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. sec. 101.12(3)(b), the Department delegates your municipality the responsibility to perform structural and HVAC plan review of small commercial building projects, as defined below, to be constructed within the limits of your municipality.

A small commercial building includes the following:

- New structures containing less than 50,000 cubic feet total volume.
- Additions to existing structures where the total volume after construction of the addition is less than 50,000 cubic feet.
- Additions to existing structures containing no more than 2,500 square feet of floor area and no more than one floor level provided an 18-foot maximum roof span and 12-foot maximum exterior wall height.
- Alterations of spaces involving less than 100,000 cubic feet of volume.

In addition, the Department delegates your municipality under Wis. Stat. sec. 101.12(3)(g) to perform structural, HVAC, fire suppression, and fire alarm inspections of commercial buildings without size limitations.

An exception to this delegation is that the Department retains jurisdiction of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency. Note the Department retains jurisdiction on all plans submitted and subsequently reviewed by the Department prior to issuance of this letter.

As a condition of the delegation, your municipality is required to comply with the following:

- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code sec. SPS 361.60 (5)(d)-(h) and (6).
- Notify the Department, in writing, immediately of any personnel changes to plan review or inspection staff.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. The Department requires delegated municipal code officials to hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

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.

If your municipality decides to relinquish jurisdiction, follow the provisions of Wis. Admin. Code sec. SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction. Your municipality is expected to continue responsibility for these services throughout the 30-day period.

The Department understands that the primary code enforcement contact for your municipality, William Koepp, has the proper certification to do so.

For additional resources on your delegated responsibilities, see the Department's Delegated Agent website where you will find resources such as a sample plan review application, submission and inspection checklists, sample letters, and FAQs that may be helpful in this delegated agent role.

Our commercial building inspector for your area, Joe Merchak at 715-821-1928, is available to assist in any questions or concerns your municipality may have with these commercial building services.

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

Sincerely,

Branden Piper, Division Administrator