
August 26, 2005

City of Waupun
Building Inspections
Mr. Jon Dobbratz
201 East Main Street
Waupun, Wisconsin 53963

Dear Mr. Dobbratz:

I am pleased to inform you that your municipality has been delegated an appointed agent in accordance with Wisconsin Administrative Code, s. Comm 61.61, for commercial building code enforcement. Your municipality will have primary responsibility for review of building and heating plans for all alterations involving less than 100,000 cubic feet total volume. Building plans for such projects that are located within your municipality may continue to be reviewed by your department. The City of Waupun 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 described above 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 s. Comm 51.60 (5) and (6). 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. A certified municipality or county may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the department for review and approval.

I understand that Mr. Jon Dobbratz 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,

Ronald Lewis Buchholz, Architect, WSCPM
Acting Administrator

cc:

Henry Kosarzycki, Auditor and Agent Program Manager
Robert DuPont, Director, Bureau of Program Development
Randy Baldwin, Director, Bureau of Integrated Services
Claire Smith, Office of Public Information