



Tony Evers, Governor
Dan Hereth, Secretary

December 28, 2022

Julie Schmelzer, Administrator
Village of Sister Bay
2383 Maple Drive, PO Box 769
Sister Bay, WI 54234
julie.schmelzer@sisterbaywi.gov

VIA EMAIL

Re: Village of Sister Bay Jurisdiction Request for Commercial Building Plan Review and Inspections

Dear Julie Schmelzer,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do HVAC and structural plan review of all sized commercial buildings in lieu of the Department. In addition, your municipality has been delegated the responsibility to do structural, HVAC, fire suppression, and fire alarm inspections of all commercial buildings. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

An exception to this delegation is that our agency retains jurisdiction for plan review of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a report, at least quarterly, in an electronic-based format, to the Department of all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.

Please note that while your ordinance was reviewed for the requested commercial building delegation, the following items in your ordinance were found to conflict with Wis. Admin. Code § SPS 316 and your commercial electrical delegation, or SPS 327 and your UDC delegation. Revise your ordinance to address the items below and provide an updated copy to the Department.

- §14.4 specifies the scope of the chapter does not apply to agricultural buildings. Additionally, §14.5(c)(3) exempts agriculture buildings from requiring a building permit. Per [Wis. Admin. Code § SPS 316.012\(1\)\(a\)](#), an electrical permit is required for any project involving the installation of new or additions to any electrical service, feeder, or branch circuit serving a farm.
- §14.6 does not adopt SPS 327, Camping Units. Per [Wis. Admin. Code § SPS 327.06\(1\)\(a\)2](#), a municipality exercising UDC delegation under Wis. Admin. Code §§ SPS 320-325 shall also adopt SPS 327, Camping Units.
- §14.11(a) specifies permit expiration and extension requirements. Per [Wis. Admin. Code § SPS 316.12\(3\)\(b\)](#), an electrical permit shall expire 12 months after the date of issuance, if installation of the electrical wiring has not commenced.

The Department will periodically monitor municipalities and request activity reports to ensure that the 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.

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, please follow the provisions of Wis. Admin. Code § 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.

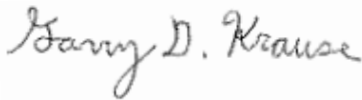
I understand that the primary plan reviewer for extended plan reviews within your municipality, DA Mattox with E-Plan Exam, has the proper certification to do so. In addition, I understand the primary inspector for your municipality, Brett Guilette with Inspection Specialists, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role.
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacketDelMuni.pdf>

Our commercial building inspector for your area, Chad Rothmeier, at (608) 438-5255, is available to assist in any questions or concerns your municipality may have with implementing these commercial building services and may contact your primary code official to discuss transitional and coordination items.

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

Sincerely,

A handwritten signature in cursive script that reads "Garry D. Krause". The signature is written in dark ink on a light background.

Garry D. Krause, Bureau Director, Technical Services Bureau

cc: DA Mattox, E-Plan Exam