Wisconsin Department of Safety and Professional Services
Division of Industry Services
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Madison, WI 53705

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Tony Evers, Governor
Dan Hereth, Secretary

March 24, 2025

VIA EMAIL

Andrea Neumann, Clerk/Treasurer
Town of Star Prairie, St. Croix County
2118 Cook Drive
Somerset, WI 54025
Clerk2118@gmail.com

Re: Town of Star Prairie, St. Croix County, Jurisdiction for Commercial Building Inspections

Dear Andrea Neumann,

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(3)(g), the Department delegates your municipality the primary responsibility to perform structural, HVAC, fire suppression, and fire alarm inspections of commercial buildings of all sizes in lieu of the Department.

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 § SPS 361.60(6).
- Notify the Department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

Please note that your building fee schedule does not include a fee for commercial building permits or inspections.

An exception to this delegation is that the Department retains jurisdiction for all state-owned buildings. Note the Department retains jurisdiction on all projects under inspection by the Department prior to issuance of this letter.

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, or the Fire Detection, Prevention, and Suppression Inspector if applicable, 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 § 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.

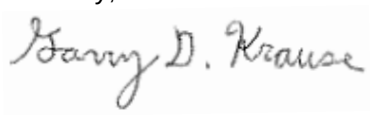
The Department understands that the primary code enforcement contact for your municipality, Todd Dolan with All Croix Inspections, Corp., has the proper certification to do so.

For additional resources on your delegated responsibilities, see the Department's Delegated Agent website and Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review submission and inspection checklists, sample letters, and a list of 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,



Garry D. Krause, Bureau Director, Technical Services Bureau

cc: All Croix Inspections, Corp.