



Tony Evers, Governor
Dan Hereth, Secretary Designee

September 27, 2023

Maria Hougan, Clerk/Treasurer
Town of Pleasant Springs, Dane County
2354 County Road N
Stoughton, WI 53589
clerktreasurer@pleasantsprings.org

VIA EMAIL

Re: Town of Pleasant Springs, Dane County, Jurisdiction for Commercial Building Inspections

Dear Maria Hougan,

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, you are 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 §70.19 of your ordinance specifies that your municipality will be responsible for plan examination. Per this letter, your municipality is delegated commercial building inspection responsibility but is not authorized to perform commercial building plan review. Revise your ordinance to address this issue and resubmit your updated ordinance to the Department.

An exception to this delegation is that our agency retains jurisdiction for all state-owned buildings.

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, 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.

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

For your convenience, see the below links to the Department's Delegated Agent website and Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, and a list of FAQs that may be helpful in this delegated agent role.

<https://dsps.wi.gov/Pages/Programs/DelegatedAgents>

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacketDelMuni.pdf>

Our commercial building inspector for your area, Tom Steiner at 608-235-0579, is available to assist in any questions or concerns your municipality may have with 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-colored background.

Garry D. Krause, Bureau Director, Technical Services Bureau

cc: Tom Steiner, DSPS Inspector
Steve Kittelson, Town of Pleasant Springs