



Tony Evers, Governor
Dan Hereth, Secretary Designee

August 30, 2024

Dustin Grant, Director of Zoning and Land Conservation
Adams County
401 Adams Street
Friendship, WI 53934
Dustin.grant@co.adams.wi.us

VIA EMAIL

Re: Adams County Jurisdiction for Commercial Building Plan Review and Inspections

Dear Dustin Grant,

I am pleased to inform you that your county has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3)(b), the Department delegates your county 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 county. Per Wis. Stat. § 101.12(3g), the Department also delegates your county the responsibility to perform structural and HVAC plan review of commercial buildings which exceed the small commercial building size limitations.

A small commercial building includes the following:

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

At the time of this letter, your agency is exercising jurisdiction for such plan review within the City of Adams, Town of Adams, Town of Big Flats, Town of Colburn, Town of Dell Prairie, Town of Easton, Town of Jackson, Town of Leola, Town of Lincoln, Town of Monroe, Town of New Chester, Town of New Haven, Town of Preston, Town of Quincy, Town of Richfield, Town of Rome, Town of Springville, Town of Strongs Prairie, and Village of Friendship.

In addition, the Department delegates your county under Wis. Stat. § 101.12(3)(g) to perform structural, HVAC, fire suppression, and fire alarm inspections of commercial buildings without size limitations. At the time of this letter, your agency is exercising jurisdiction for such inspection within the City of Adams, Town of Adams, Town of Big Flats, Town of Colburn, Town of Dell Prairie, Town of Easton, Town of Jackson, Town of Leola, Town of Lincoln, Town of Monroe, Town of New Chester, Town of New Haven, Town of Preston, Town of Quincy, Town of Richfield, Town of Springville, Town of Strongs Prairie, and Village of Friendship.

An exception to this delegation is that the Department 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, your county is required to comply with the following:

- Submit to the Department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for plan reviews in which the building exceeds the small commercial building size limitations described above.
- Provide a report, at least quarterly, in an electronic-based format, to the Department for plan reviews in which the building exceeds the small commercial building size limitations described above.
- 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.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the county. 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 county 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 county is expected to continue responsibility for these services throughout the 30-day period.

The Department understands that the primary plan reviewer for extended plan reviews within your county, Kent Fish with General Engineering Company, has the proper certification to do so. In addition, the Department understands that the primary inspector for your county, Jeremy Phillis with General Engineering Company, 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.

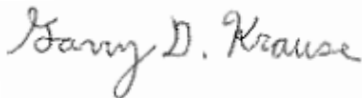
<https://dsps.wi.gov/Pages/Programs/DelegatedAgents>

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

Our commercial building inspector for your area, Jon Molledahl at 608-225-6520, 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,



Garry D. Krause, Bureau Director, Technical Services Bureau

cc: General Engineering Company
City of Adams
Town of Adams
Town of Big Flats
Town of Colburn
Town of Dell Prairie
Town of Easton
Town of Jackson
Town of Leola
Town of Lincoln
Town of Monroe
Town of New Chester
Town of New Haven
Town of Preston
Town of Quincy
Town of Rome
Town of Richfield
Town of Springville
Town of Strong's Prairie
Village of Friendship



Tony Evers, Governor
Dan Hereth, Secretary Designee

September 6, 2024

Karla Braunsky, Clerk/Treasurer
Town of Quincy, Adams County
2599 County Road Z
Friendship, WI 53934
quincyth@frontier.com

VIA EMAIL

Re: Town of Quincy, Adams County, Jurisdiction for Commercial Building Plan Review and Inspections

Dear Karla Braunsky,

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)(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. Per Wis. Stat. § 101.12(3g), the Department also delegates your municipality the responsibility to perform structural and HVAC plan review of commercial buildings which exceed the small commercial building size limitations.

A small commercial building includes the following:

- New buildings containing less than 50,000 cubic feet total volume.
- Additions to existing buildings where the total volume after construction of the addition is less than 50,000 cubic feet.
- Additions to existing buildings containing no more than 2,500 square feet, no more than one floor level, 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. § 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 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, your municipality is required to comply with the following:

- Submit to the Department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for plan reviews in which the building exceeds the small commercial building size limitations described above.
- Provide a monthly report in an electronic-based format to the Department for plan reviews in which the building exceeds the small commercial building size limitations described above.
- 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.

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 § 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.

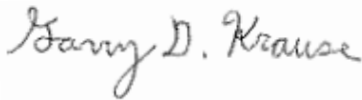
The Department understands that the primary plan reviewer for extended plan reviews within your municipality, Kent Fish with General Engineering Company, has the proper certification to do so. In addition, the Department understands that the primary inspector for your municipality, Jeremy Phillis with General Engineering Company, 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 application, 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, Jon Molledahl at 608-225-6520, 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: General Engineering Company



Tony Evers, Governor
Dan Hereth, Secretary

July 24, 2025

Jerri Johnson, Deputy Clerk/Treasurer
City of Adams
101 North Main Street, PO Box 1009
Adams, WI 53910
jjohnson@cityofadams-wi.gov

VIA EMAIL

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

Dear Jerri Johnson,

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)(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. § 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 §§ 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 § 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.

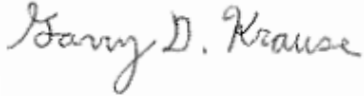
The Department understands that the primary code enforcement contact for your municipality, Stephanie Potter with MSA Professional Services, has the proper certification to do so.

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, sample plan review application, 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, Jon Molledahl at 608-225-6520, 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,

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: MSA Professional Services
Adams County