



Tony Evers, Governor
Dan Hereth, Secretary Designee

December 4, 2023

Kyle Bunnow, Plan Review and Inspection Supervisor
City of Madison
215 Martin Luther King Jr Blvd Suite 017
Madison, Wisconsin 53701
KBunnow@cityofmadison.com

VIA EMAIL

Re: City of Madison Jurisdiction for Second-Class City Plan Review and Inspections of Commercial Buildings

Dear Kyle Bunnow,

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

An exception to this delegation is that our agency retains jurisdiction for plan review and inspection 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 as described under Wis. Admin. Code § SPS 302.31(1)(g).
- Provide a report, at least quarterly, in an electronic-based format, to the Department of all projects reviewed under this delegation.
- 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 Section 29.19 of your ordinance adopts Wis. Admin. Code § SPS 361-365 but omits Wis. Admin. Code § SPS 366, Existing Buildings. Please revise your ordinance and provide a copy to the Department.

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, 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. Your municipality is expected to continue responsibility for these services throughout the 30-day period.

The Department understands that the primary plan reviewer and inspector for your municipality is you, Kyle Bunnow, and that you have the proper certifications 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.

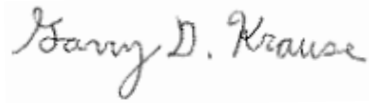
<https://dsps.wi.gov/Pages/Programs/DelegatedAgents>

<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