



**State of Wisconsin Department of Safety and Professional Services
Division of Industry Services**

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**Tony Evers, Governor
Dan Hereth, Secretary**

July 17, 2026

Jeff Thoma, Building Inspector
City of Cedarburg
W63N645 Washington Avenue, PO Box 49
Cedarburg, WI 53012
jthoma@cityofcedarburg.wi.gov

Re: City of Cedarburg Jurisdiction for Commercial Building Plan Review and Inspections

Dear Jeff Thoma,

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. 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:

- 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, DA Mattox with E-Plan Exam, has the proper certification to do so. In addition, the Department understands that the primary inspector for your municipality, Tom Martin, 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, Jeff Lutzke at 608-228-7050, 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,

Branden Piper, Division Administrator

cc: E-Plan Exam