



Tony Evers, Governor
Dan Hereth, Secretary

November 21, 2022

Vicky Miller, Development Specialist
City of Janesville
18 North Jackson Street
Janesville, WI 53548
millerv@janesvillewi.gov

VIA EMAIL

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

Dear Vicky Miller,

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) (a), (am), and (g), I delegate your municipality the primary responsibility to do 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 do 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 specified in Wis. Admin. Code § SPS 302.31(1)(g) for all projects.
- Provide a report, at least quarterly, in an electronic-based format, to the Department of all projects.
- 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. We do require that delegated municipal code officials 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.

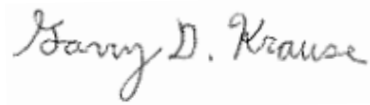
I understand that the primary plan reviewer for your municipality, John Eagon, has the proper certification to do so. In addition, I understand the primary inspector for your municipality, Randy Fowler, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role.
<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.

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: Randy Fowler, City of Janesville
Robert Kessenich, City of Janesville
Tom Clippert, City of Janesville
James Ponkauskas, City of Janesville
DA Mattox, E-Plan Exam