



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

4822 Madison Yards Way, Madison, WI 53705
608.266.2112 | 877.617.1565 | dsps.wi.gov

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

August 10, 2026

Julie Mitchell, Administrator-Clerk-Treasurer
Village of Colfax
PO Box 417
Colfax, WI 54730
clerk@vi.colfax.wi.gov

Re: Village of Colfax Jurisdiction for Commercial Electrical Permitting and Inspecting

Dear Julie Mitchell,

I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code sec. SPS 316.011(1) to exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

Pursuant to Wis. Stat. secs. 101.02 (5) and (15) and 101.82 (2m), the Department delegates your municipality the primary responsibility to perform commercial electrical permitting and inspecting for all installations under Wis. Admin. Code sec. SPS 316.012(1)(a) to be constructed within the limits of your municipality. An exception to this delegation is that our agency retains jurisdiction for permitting and inspecting for all state-owned buildings pursuant to Wis. Stat. sec. 13.48(13). Note that the Department retains jurisdiction on all projects submitted to the Department for permit prior to issuance of this letter.

As a condition of the delegation, your municipality is required to comply with the following:

- Maintain your municipality's registration as an inspection agency.
- Provide the Department with a copy of any revisions to your municipality's electrical ordinance.
- Employ or contract with certified commercial electrical inspectors or independent inspection agencies.
- Provide the Department with any changes to the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality.

If your municipality decides to relinquish jurisdiction, follow the provisions of Wis. Admin. Code sec. SPS 316.011(1)(c) by providing the Department with a 60-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 60-day period.

The Department understands that Joshua Melstrom with Melstrom Inspections, LLC, is responsible for enforcement within your municipality and that they have the proper certification to do so.

Our electrical consultant for your area, Craig Mulder at 608-444-5701, is available to assist in any questions or concerns your municipality may have with these commercial electrical services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Branden Piper, Division Administrator

cc: Melstrom Inspections, LLC