



Scott Walker, Governor
Laura Gutierrez, Secretary

October 20, 2017

Email: dsps@wi.gov
Phone: 608-261-2112
Fax: 608-267-9723

William Vanda, Town Chairman
Town of Clayton
164 70th Avenue
Clayton, WI 54004

Re: Town of Clayton Commercial Building Delegation Request (Revised)

Dear Mr. Vanda,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the limits of your municipality. This delegation does include fire sprinkler or fire alarm inspection delegation, which you requested. Building plans for such delegated reviews may be submitted by the owner to your municipality or our agency. I also authorize your municipality per s. 101.12(3)(g), Wis. Stats., to do inspections of all size buildings in lieu of our department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

We will periodically monitor municipalities and request activity reports to ensure that our 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. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that James Price will be the primary code officials responsible for enforcement and has the proper certification to do so.

Please contact Peggy Thran at (608)266-1352 or Peggy.Thran@wisconsin.gov with changes in your contact information.

Our building inspection deputy for your area, Joe Merchak, will be contacting your code official in the near future to discuss transitional and coordination issues.

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

Sincerely,

Chris Joch, Administrator
Division of Industry Services

cc: Amy Millard, Director, Technical Services
Robin Zentner, Section Chief, Commercial Building Inspection



Tony Evers, Governor
Dawn Crim, Secretary

September 2, 2020

Tracy LaBlanc, Clerk
Town of Clayton, Polk County
462 105th Ave
Clayton, WI 54004
tclayton@amerytel.net

VIA EMAIL

Re: Town of Clayton, Polk County Jurisdiction Request for Fire Suppression and Fire Alarm Inspection

Dear Tracy LaBlanc,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. §§ 101.02(3) and 101.12(3), I delegate your municipality the primary responsibility to do inspection of all size buildings for fire suppression and fire alarm projects in lieu of the Department.

An exception to this delegation is that our agency retains jurisdiction for plan review and inspection for 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)(h) for all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Provide a monthly report to the Department for all projects completed under this Section, in an electronic-based format.
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

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, or the Fire Detection, Prevention, and Suppression Inspector, if applicable, 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 enforcement contact for your municipality, James Price, has the proper certification to do so.

Our commercial building inspector for your area, Joe Merchak, at (715) 821-1928, is available to assist in any questions or concerns your municipality may have with implementing these fire suppression and fire alarm services.

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

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive script.

Michael D. McNally Jr.

Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau
Joe Merchak, Commercial Building Inspector, Technical Services Bureau