



Tony Evers, Governor
Dan Hereth, Secretary

May 9, 2023

Todd Drew, Environmental Health Sanitarian
Menasha Health Department
100 Main Street
Menasha, WI 54952
tdrew@menashawi.gov

VIA EMAIL

Re: Menasha Health Department Jurisdiction Request for Manufactured Home Community Licensing and Regulation

Dear Todd Drew,

I am pleased to inform you that your agency has been delegated manufactured home community regulation authority. Per Wis. Stat. § 101.935(2)(e), the Department of Safety and Professional Services (The Department) delegates your agency the primary responsibility to issue permits to manufactured home communities within the limits of the City of Menasha. In addition, you are delegated the responsibility to perform inspections of manufactured home communities for the situations provided under Wis. Stat. § 101.935(2m).

The Department may, with notice, inspect a manufactured home community whenever the Department determines an inspection is appropriate.

As a condition of the delegation, you are required to comply with the following:

- Issue permits to manufactured home communities in accordance with Wis. Stat. § 101.935(2)(a).
- Conduct at least one Routine Inspection each fiscal year (July 1 – June 30) of every manufactured home community within your agency's jurisdiction.
- Submit on an annual basis, [Form SBD-5524-E](#), Reimbursement of State Fees from Agents, and the appropriate fees, to the Department.
- Electronically submit to the Department, on an annual basis, the [Agent Report](#) roster (.xlsx file) to identify manufactured home community permits within your jurisdiction.
- Notify the Department, in writing, at least 90 days prior to the date upon which your agency intends to relinquish the delegated responsibilities assumed under this section.
- Apply the corresponding delegated agent requirements included in the [Requirements for Delegated Health Departments](#) document.

The Department will periodically monitor or audit agencies and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by your agency. The Department requires that manufactured home communities are regulated under the jurisdiction of a local health department.

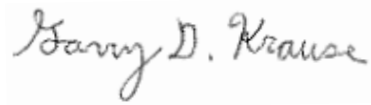
The Department will be implementing a five-year electronic renewal process. Please continue to monitor Department correspondence as further details regarding this process are communicated.

I understand that the primary enforcement contact for your agency is you, Todd Drew.

Our Manufactured Homes Unit is available at DspsSbManfHomes@wisconsin.gov to assist in any questions or concerns your agency may have with implementing these services.

The Manufactured Homes Unit 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: Kristine Hutter, City of Menasha
Manufactured Home Unit
Uniform Dwelling Code Consultant