



Tony Evers, Governor
Dan Hereth, Secretary

April 13, 2023

Lisa Meinholz, Clerk
Town of Roxbury, Dane County
7167 Kippley Road
Sauk City, WI 53583
clerk@tn.roxbury.wi.gov

VIA EMAIL

Re: Town of Roxbury, Dane County, Jurisdiction Request for Commercial Electrical Permitting and Inspecting

Dear Lisa Meinholz,

I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code § 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. §§ 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 § 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. § 13.48(13).

As a condition of the delegation, you are 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.

Please note the following items to be addressed in your ordinance:

- Section 5.8 describes permit expiration. Note a permit issued under Wis. Admin. Code § SPS 316 shall expire 12 months after the date of issuance, if installation of the electrical wiring has not commenced, in accordance with [Wis. Admin. Code § SPS 316.012\(3\)\(b\)](#).
- Section 8.2 describes violation and penalty requirements. Note that UDC permits make be revoked under the requirements of [Wis. Admin. Code §§ SPS 320.11](#) or [SPS 320.10\(4\)\(b\)2](#).
- Per [Wis. Admin. Code § SPS 327.06\(1\)\(a\)2](#), your ordinance shall adopt SPS 327 if exercising jurisdiction over UDC permitting and inspections.

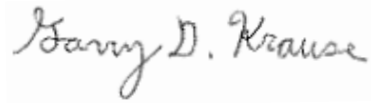
If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 316.011(1)(c) by providing the Department with a 60-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

The Department understands that Mark Porlier, with MSA Professional Services, is responsible for enforcement within your municipality and that they have the proper certification to do so.

Our electrical consultant for your area, Anthony Tadysak, at (262) 895-9078, 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,

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: MSA Professional Services