



Tony Evers, Governor
Dan Hereth, Secretary

March 9, 2026

Amy Flok, Clerk/Treasurer
Town of Sevastopol, Door County
4258 State Highway 57
Sturgeon Bay, WI 54235
office@townofsevastopolwi.gov

VIA EMAIL

Re: Town of Sevastopol, Door County, Jurisdiction for Commercial Building Plan Review and Inspections

Dear Amy Flok,

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)(b), the Department delegates your municipality the responsibility to perform structural and HVAC plan review of small commercial building projects, as defined below, to be constructed within the limits of your municipality. Per Wis. Stat. § 101.12(3g), the Department also delegates your municipality the responsibility to perform structural and HVAC plan review of commercial buildings which exceed the small commercial building size limitations.

A small commercial building includes the following:

- New buildings containing less than 50,000 cubic feet total volume.
- Additions to existing buildings where the total volume after construction of the addition is less than 50,000 cubic feet.
- Additions to existing buildings containing no more than 2,500 square feet, no more than one floor level, 18-foot maximum roof span and 12-foot maximum exterior wall height.
- Alterations of spaces involving less than 100,000 cubic feet of volume.

In addition, the Department delegates your municipality under Wis. Stat. § 101.12(3)(g) to perform structural, HVAC, fire suppression, and fire alarm inspections of commercial buildings without size limitations.

An exception to this delegation is that the Department retains jurisdiction for plan review of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency. Note the Department retains jurisdiction on all plans submitted and subsequently reviewed by the Department prior to issuance of this letter.

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

- Submit to the Department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for plan reviews in which the building exceeds the small commercial building size limitations described above.
- Provide a monthly report in an electronic-based format to the Department for plan reviews in which the building exceeds the small commercial building size limitations described above.
- 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.

Please note the following items to be addressed in your ordinance. Provide the revised ordinance to the Department, when available.

- Section 4, F, specifies that plans only need to be submitted if they meet the size limitations identified. This specification conflicts with the Wisconsin Administrative Code which specifies the conditions when plan review is required. Additionally, this letter provides the Town with authority to review plans of buildings without size limitation.

- Section 4, T, specifies the Town's authority to grant variances from the building code. Note that this letter does not grant the Town authority to provide determination on requests for variance from the Wisconsin Administrative Code.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. The Department requires delegated municipal code officials to 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, 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. Your municipality is expected to continue responsibility for these services throughout the 30-day period.

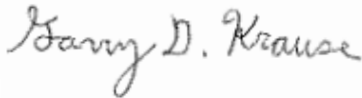
The Department understands that the primary plan reviewer for extended plan reviews within your municipality, DA Mattox with E-Plan Exam, has the proper certification to do so. In addition, the Department understands that the primary inspector for your municipality, Brett Guilette with Inspection Specialists, LLC, has the proper certification to do so.

For additional resources on your delegated responsibilities, see the Department's [Delegated Agent website](#) and [Welcome Packet](#). This packet contains links to the Wisconsin Administrative Code, sample plan review application, submission and inspection checklists, sample letters, and a list of FAQs that may be helpful in this delegated agent role.

Our commercial building inspector for your area, Chad Rothmeier at 608-438-5255, 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,



Garry D. Krause, Bureau Director, Technical Services Bureau

cc: E-Plan Exam
Inspection Specialists, LLC