



Tony Evers, Governor
Dan Hereth, Secretary

November 17, 2025

Andrew Dane, Community Development Director
City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952
adane@menashawi.gov

VIA EMAIL

Re: City of Menasha Jurisdiction for Commercial Plumbing Plan and Specification Review

Dear Andrew Dane,

I am pleased to inform you that your municipality has been delegated commercial plumbing code enforcement authority per your request. Per Wis. Stat. § 145.02(5)(a) and Wis. Admin. Code § SPS 382.20(2), the Department delegates your municipality the primary responsibility to do plan review for the following plumbing installations identified in Wis. Admin. Code § SPS, Table 382.20-2:

1. New installations, additions, and alterations to drain systems, vent systems, water service systems, and water distribution systems involving 16 or more plumbing fixtures to be installed in connection with public buildings. ^{a,b}
2. Grease interceptors to be installed for public buildings.
3. Garage catch basins, carwash interceptors, and oil interceptors to be installed for public buildings and facilities.
4. Sanitary dump stations.
5. Piping designed to serve as private water mains.
6. Piping designed to serve as private interceptor main sewers greater than 4 inches in diameter when sized for gravity flow.
7. Stormwater systems, not including infiltration plumbing systems, involving 16 or more plumbing fixtures and serving a public building or facility where the drainage area is one acre or more.
8. Mixed wastewater holding device.

^aFor the purposes of plan review submittal, water heaters, floor drains, storm inlets, roof drains, multi-purpose piping, fire sprinklers, and hose bibbs are to be included in the count. For a phased project such as a mall or office complex, fixture count includes all proposed fixtures connected to a common building sanitary sewer, a common water service, and all storm sewers serving the building.

^bFor the purpose of plan submittal, public buildings do not include zero-lot-line row houses where each living unit is served by an individual water service and an individual building sewer.

An exception to this delegation is that our agency retains jurisdiction for plan review for all state-owned buildings. Note the Department retains jurisdiction on all plans submitted to the Department prior to issuance of this letter.

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

- Notify the Department, in writing, immediately of any personnel changes to plan review 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. The Department requires delegated municipal code officials to hold the Wisconsin Commercial Plumbing Inspector certification, hold the Master Plumber or Journeyman Plumber certification, and attend agency-approved continuing education to maintain their certifications.

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.

The Department understands that the primary plumbing plan reviewer for your municipality, Wes Grube, has the proper certifications to do so.

Our plumbing consultant for your area, Matt Marciniak at 920-492-7186, is available to assist in any questions or concerns your municipality may have with these plan review 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