



**State of Wisconsin Department of Safety and Professional Services
Division of Industry Services**

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**Tony Evers, Governor
Dan Hereth, Secretary**

April 27, 2026

Caitlin Kincannon, Clerk
Town of Koshkonong, Jefferson County
W5609 Star School Road
Fort Atkinson, WI 53538
clerk@koshkonongwi.gov

Re: Town of Koshkonong, Jefferson County Jurisdiction for Commercial Building Inspections

Dear Caitlin Kincannon,

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)(g), the Department delegates your municipality the primary responsibility to perform structural, HVAC, fire suppression, and fire alarm inspections of small commercial buildings, as defined below, in lieu of the Department.

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.

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

- 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\(6\)](#).
- Notify the Department, in writing, immediately of any personnel changes to inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

An exception to this delegation is that the Department retains jurisdiction for all state-owned buildings. Note the Department retains jurisdiction on all projects under inspection by the Department prior to issuance of this letter.

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, 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, 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 code enforcement contact for your municipality, James Deluca with City of Fort Atkinson, 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, plan review 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, Jeff Lutzke at 608-228-7050, 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,

Branden Piper, Division Administrator

cc: Building Inspector, City of Fort Atkinson