



December 13, 2022

Kimberly Lunda, Administrator/Clerk/Treasurer
Village of Bay City
W6275 Main Street
Bay City, WI 54723
kim@vil.baycity.wi.us

VIA EMAIL

Re: Village of Bay City Jurisdiction Request for Commercial Building Inspections

Dear Kimberly Lunda,

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), I delegate your municipality the primary responsibility to perform structural, HVAC, fire suppression, and fire alarm inspections of commercial buildings of all sizes in lieu of the Department.

As a condition of the delegation, you are 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 our agency retains jurisdiction for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials 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, please 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.

I understand that the primary enforcement contacts for your municipality, Todd Dolan and Vickie Lathe, with All Croix Inspections, have the proper certification to do so.

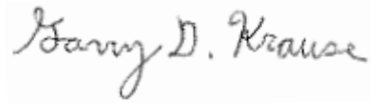
For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role.

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacketDelMuni.pdf>

Our commercial building inspector for your area, Joe Merchak, at (715) 821-1928, is available to assist in any questions or concerns your municipality may have with implementing these commercial building services and may contact your primary code official to discuss transitional and coordination items.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Garry D. Krause". The signature is written in a cursive style with a large, stylized 'G' and 'K'.

Garry D. Krause, Bureau Director, Technical Services Bureau

cc: All Croix Inspections