



April 24, 2023

Fortune Berg, Clerk  
Town of Shelby, La Crosse County  
2800 Ward Avenue  
La Crosse, WI 54601  
[fberg@townofshelby.com](mailto:fberg@townofshelby.com)

**VIA EMAIL**

Re: Town of Shelby, La Crosse County Jurisdiction Request for Fire Suppression and Fire Alarm Plan Review

Dear Fortune Berg,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), the Department delegates your municipality the primary responsibility to perform fire suppression and fire alarm plan review of commercial buildings of all sizes in lieu of the Department. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

An exception to this delegation authority 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.

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

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report, in an electronic-based format, to the Department for all projects.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60(5) (d)-(h).
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to plan review staff.

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 credential, 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.

The Department understands that the primary fire suppression and fire alarm plan reviewer for your municipality, Don Leister with General Engineering Company, has the proper certification to do so.

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

<https://dsps.wi.gov/Pages/Programs/DelegatedAgents>

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

The Department's fire suppression and fire alarm plan review staff is available at [dspsbfireprotech@wisconsin.gov](mailto:dspsbfireprotech@wisconsin.gov) 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 dark ink, reading "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: General Engineering Company