



Tony Evers, Governor
Dan Hereth, Secretary Designee

August 1, 2024

Jezamil Arroyo Vega, Chief of Building Inspection
City of Milwaukee
841 North Broadway, Room 104
Milwaukee, WI 53202
javega@milwaukee.gov

VIA EMAIL

Re: City of Milwaukee Jurisdiction for First-Class City Plan Review and Inspections of Commercial Buildings

Dear Jezamil Arroyo Vega,

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)(a), the Department delegates your municipality the responsibility to perform structural and HVAC plan review of commercial buildings without size limitations. 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 our agency retains jurisdiction for plan review and inspection of all state-owned buildings.

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 (5)(d)-(h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection 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 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 plan reviewer for your municipality, Matthew Hansen, has the proper certification to do so. In addition, the Department understands that the primary inspector for your municipality, Jezamil Arroyo Vega, 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.

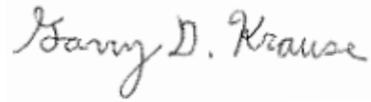
<https://dsps.wi.gov/Pages/Programs/DelegatedAgents>

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

Our commercial building inspector for your area, John Gibbs, at (414) 852-3694, is available to assist in any questions or concerns your municipality may have with 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 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