



Tony Evers, Governor
Dawn Crim, Secretary

June 11, 2021

Annie Coyle, Clerk-Treasurer
Town of St. Joseph, St. Croix County
1337 County Road V
Hudson, WI 54016
clerk@townofstjoseph.com

VIA EMAIL

Re: Town of St. Joseph, St. Croix County Jurisdiction Request for Commercial Building Inspections

Dear Annie Coyle,

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 do inspections of all size buildings 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.

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 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 contact for your municipality, Todd Dolan with All Croix Inspections, has 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/WelcomePacket2020.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,

Lucas Dederich

Lucas Dederich, Section Chief, Field Operations

cc: Garry Krause, Bureau Director, Technical Services Bureau
Joe Merchak, Commercial Building Inspector, Field Services Bureau