

September 25, 2008

Mr. Carl S. Bents, Mayor  
City of Cumberland (Barron County)  
PO Box 155  
Cumberland WI 54829

Re: Additional Commercial Building Agent Delegation

Dear Mayor Bents,

I received your request letter dated Sept. 19, 2008 for additional commercial building agent delegation, and I am pleased to inform you that the City of Cumberland meets the requirement for the additional delegation, and therefore, has been delegated appointed agent status by the Department of Commerce to perform commercial building plan examination and inspection in accordance with Wisconsin Administrative Code, Comm 61.61.

Your municipality is delegated the responsibility to review and inspect all building types and structures specified in s. Comm 61.30, except state-owned buildings and structures. Buildings and structures to be constructed within the limits of the City of Cumberland shall be submitted to the City of Cumberland or to the Department of Commerce.

Plans and specifications as well as tracking of all components and systems related to a project, including but not limited to trusses, precast concrete, laminated wood, or heating, ventilating and air conditioning and fire protection, shall be the responsibility of the reviewing agency.

Your municipality will provide inspections in lieu of the department for all commercial building projects in your municipality, regardless of size in accordance with state statute 101.12(3)(g).

Your municipality shall follow the plan examination and inspection procedures under Comm 61 subchapter III and s. Comm 61.41. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality and request activity reports to ensure that the municipality is properly fulfilling our delegated responsibilities. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

The City of Cumberland shall also comply with the following provisions:

- Apply the corresponding requirements of s. Comm 61.60(5)(d) to (h) and (6).
- Submit to the department the fees specified in s. Comm 2.31(1)(h).
- Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
- 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.

I understand that James M. Price, Jr. (Alder Eng. Corp) will be the primary contact regarding inspections and holds the proper certification to do so. It is also my understanding that John E. Brandt, a professional engineer will directly supervise the plan examinations for the City of Cumberland.

Henry Kosarzycki will continue to be your agent monitor and auditor and can be reached at 608-212-0138 and is available for further discuss procedures regarding review and inspection delegation in certified municipalities.

The Division of Safety and Buildings looks forward to continuing to work with you.

Sincerely,

Noreen Ray  
Contract Specialist  
Dept of Commerce/Safety & Buildings Division  
608-267-7201

cc: Henry Kosarzycki, Auditor and Agent Program Manager  
James M. Price, Jr. (Alder Engineering Corp.)