

December 22, 2003

Mr. Mark Rohloff, Administrator
Town of Grand Chute
1900 Grand Chute Boulevard
Grand Chute WI 54913-9613

Dear Mr. Rohloff,

I am pleased to inform you that the Town of Grand Chute 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 61.71.

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 Town of Grand Chute shall be submitted to the Town of Grand Chute or to the State of Wisconsin Department of Commerce.

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

The plan examination responsibilities under this delegation as addressed by your request letter do not include fire alarm systems, fire protection systems, IFC compliance and health care facilities reviewed by the Department of Health and Family Services.

Under your delegation the Town of Grand Chute shall be responsible for coordination of all related components including but not limited to fire protection associated with plans reviewed by your municipality.

Your municipality will continue to provide inspections in lieu of the state 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 61.51. 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 Town of Grand Chute shall also comply with the following provisions:

- Apply the corresponding requirements of s. Comm 61.70(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 Mr. Cary J. Nate will remain the primary contact regarding inspections and holds the proper certification to do so. It is also my understanding that Mr. Tony Fieweger, AIA will be the lead plan reviewer for the Town of Grand Chute.

We will begin work on a press release announcing this action so that individuals involved with commercial buildings in your community will understand your delegated agent status. Our agent monitor and auditor is Henry Kosarzycki and can be reached at 262.548.8615. He will be your primary contact and is available to further discuss procedures regarding review and inspection delegation in certified municipalities.

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

Sincerely,

Kimberly R. Walker
Administrator

cc: Henry Kosarzycki, Auditor and Agent Program Manager
Robert DuPont, Director, Bureau of Program Development
Randy Baldwin, Director, Bureau of Integrated Services
Sherry Liantonio, Office of Public Information