

Memo

To: Village Board

Fr: Trevor Fuller, Director of Planning and Community Development

Re: ACTION RE: REQUEST FOR DELEGATED MUNICIPAL AUTHORITY BY THE WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES FOR COMMERCIAL BUILDING INSPECTION

Date: 13 January 2023

The Wisconsin Department of Safety and Professional Services (DSPS) requires a community to become a Delegated Municipal Authority (or “delegated”) to perform commercial building and electrical inspections and/or all commercial plan review without size limitations. The Village of Allouez is currently delegated for commercial electrical inspections, which makes us the Authority Having Jurisdiction (AHJ) and enables us to review the electrical work being done.

DSPS can provide the Village of Allouez with an inspector for commercial buildings, which includes Structural, HVAC, Fire Suppression, and Fire Alarm. However, the village still needs to employ or contract with an inspector for commercial plumbing and electric. Our current inspector is working toward getting the correct credentials to eventually do some of these inspections.

However, in the interim, the village will need to contract commercial inspection work out. Contracting all of the commercial inspections out and becoming a delegated community will make it a more efficient process for developers, contractors, businesses, and staff when scheduling an inspection. An individual or company calling for an inspection will have one call to make for inspections versus potentially three and can have the inspections all at once instead of trying to coordinate with multiple agencies for multiple inspections.

Staff recommends becoming a Delegated Municipal Authority to perform commercial building and electrical inspections without size limitations. Staff would like to continue to use DSPS for commercial plan review at this time, but may bring the topic of plan review back before the Village Board for consideration in the future.

The Village Board is asked whether or not to direct staff to request the Village of Allouez become a Delegated Municipal Authority to perform commercial building and electrical inspections without size limitations.