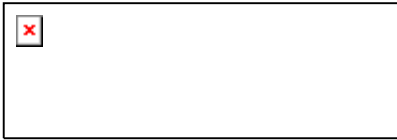


Jim Doyle, Governor
Richard J. Leinenkugel, Secretary



December 18, 2008

City of Madison Fire Department
Office of Fire Prevention
Mr. Edwin J. Ruckriegel
325 W. Johnson Street
Madison, Wisconsin 53703

Dear Mr. Ruckriegel:

I am pleased to inform you that your municipality has been delegated the authority to conduct the plan reviews, acceptance inspections, periodic inspections and issuance of permits to operate for all means of conveyance within the elevator object family. The City of Madison will have the responsibility for plan review and all inspections related to elevators, escalators and lift devices within the municipal boundaries. We have received notification from the Department of Administration and the University of Wisconsin that they are in agreement with this delegation to include State owned and University owned properties. Your delegation will be based on the following requirements:

Administrative Expectations

1. Your department will be required to meet and maintain compliance with s. Comm 18.1016 for agent municipalities.
2. Product approval will remain under the auspices of the Department of Commerce.
3. The Madison Fire Department will provide consistent communications with the Department to ensure all new conveyances are accounted for and included within our database. Applications for plan review will be forwarded to our Waukesha Office for entry into our tracking system and will be assigned a regulated object number which will be used to identify the conveyance.
4. A comprehensive report listing all fees received from the annually issued permit to operate shall be sent to the Department on a quarterly basis along with the Department required fee for each permit to operate as noted in s. Comm 2.15(3). The permit to operate fee submitted shall be those due upon the issuance of the annual permit within the previous 90 days.
5. All plan reviews are to be conducted within 15 working days.
6. All annual inspections shall be conducted within 90 days of the permit to operate expiration and follow up on all orders shall be completed within 60 days of issuance.

Department Oversight

1. Your municipality shall follow the plan examination and inspection procedures under s. Comm 18.
2. We shall periodically monitor your municipality and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality.
3. Note that conditions of our delegation may change in the future with a 60 day notice. Municipalities are always free to relinquish their delegated authority.
4. The Department shall retain the authority for program oversight as noted in s. Stats. 101.12.
5. I understand that you intend to hire adequate staff to perform the required work and you will ensure proper training and required credentials are provided. We do request that inspectors attend agency provided continuing education and maintain the required Department Elevator Inspector license.

With your intended program start date of April 20, 2008, we will begin work on a press release announcing this action so that building designers and the elevator trades will know where to submit plans.

Liaison with the Department shall be through Dan Meneguín, who shall represent the Department's interest in coordinating the delegation of this conveyance plan review, inspection and permit to operate service.

As an active member of our Wisconsin Building Safety Network, we look forward to continued success working with you.

Sincerely,

Greg Jones
Division Administrator

cc: Bob DuPont, Program Development Bureau
Randy Baldwin, Integrated Services Bureau
Dan Meneguín, Elevator Program Section Chief
Larry Swaziek, Elevator Program Manager
Debra Amesqua, Fire Chief, City of Madison