

DEPARTMENT OF PLANNING AND COMMUNITY AND ECONOMIC DEVELOPMENT
Building Inspection Division
LL-100, Madison Municipal Building
(608) 266-4551

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www.cityofmadison.com/bi

George Hank, Director (608) 266-4849

Administration and management of Division policies and procedures, programs and operations. Staff support for the Housing Committee.

Plan Review and Inspection Service

Kyle Bunnow, Plan Review & New Construction Supervisor (608) 266-6503

All matters relating to new construction inspection problems, code interpretation and the assignment of staff support for the Building and Fire Code Review/Appeals Board.

- Asaph Lehman, Code Enforcement Officer 3
- Stephen Sundstrom, Code Enforcement Officer 3
- Steve Rewey, Code Enforcement Officer 3
- Will Henry, Code Enforcement Officer 3
- James Schwab, Electrical/Heating Inspector
- Gerry Noel, Electrical/Heating Inspector
- Jim Ruetten, Electrical/Heating Inspector
- Thane Sutter, Electrical/Heating Inspector
- Paul Kleinsteiber, Plumbing/Heating Inspector
- Sean Sutter, Plumbing/Heating Inspector
- Terry Smith, Plumbing/Heating Inspector
- Mike Van Erem, Plan Review Specialist 4
- Alan Harper, Plan Review Specialist 3
- Shannon Davis, Plan Review Specialist 2

All new buildings, (e.g., residential, commercial buildings and building sites) are inspected for compliance with numerous building codes in each of the three construction phases: site approval, plan approval, construction. The section reviews all building plans for new work. The inspections and plan reviews are performed by inspectors who try to ensure that all construction complies with the building codes by meeting with the building owner or contractor, when necessary, to explain requirements. Inspection resolves code violations and building complaints by issuing correction notices to the owner or contractor. In addition, provides commercial plan review, and building and heating inspections to Dane County customers.

This section also conducts individual inspections on buildings in the process of being sold at the request of owners or purchasers.

All matters relating to new construction mechanical inspection and the assignment of mechanical inspectors and code interpretation. Staff support for the Board of Building Code, Fire Code and Licensing Appeals.

This section enforces the heating, ventilating, electrical and plumbing permit applications and plans for new work. These reviews are performed by an inspector who works to ensure that all construction complies with code by meeting with the building owner or contractor when necessary. Inspections are

also made on those underground utilities which lie within private property lines to ensure that they are properly installed. All mechanical system installations are inspected before being covered. These inspections are made to determine that pipe, cable and duct size, and type of materials meet code. Inspections are also done for replacement work in Electric, Heating and Plumbing.

The inspectors also interpret the code and aid in problem solving and construction inquiries by assisting homeowners and contractors; they solve existing construction and maintenance problems by verifying that construction is performed according to mechanical codes.

The plumbing, heating and electrical inspectors provide contractor training sessions. These sessions are either conducted in the firms' shops or in general sessions.

Housing Inspection and Property Maintenance

Jose Maria Donoso, Housing Inspection Supervisor

(608) 266-4216

Minimum Housing Inspections

Supervision of systematic housing inspection of neighborhoods. Code enforcement and complaints.

- Vacant, Code Enforcement Officer 3
- Bob Ales, Code Enforcement Officer 3
- Brian Linaberry, Code Enforcement Officer 3
- C. Michael Stahl, Code Enforcement Officer 3
- Adrian Van Berkel, Code Enforcement Officer 3
- Vacant, Code Enforcement Officer 3
- David Wise, Code Enforcement Officer 3
- Scott Shearer, Code Enforcement Officer 2
- Vacant, Code Enforcement Officer 2
- Nadine Resler, Property Code Inspector 2
- Abbie Kurtz, Property Code Inspector 1
- Joel Green, Property Code Inspector 1

This section issues written notices of housing code violations to building owners of existing structures. The notices establish a deadline for repairs or corrections. The premises are reinspected after the deadline has expired to verify that the condition has been corrected. Conditions still in violation are sent to the City Attorney for court action.

This section also provides for targeted systematic code enforcement. Using established criteria to identify areas in most need of code enforcement and rehabilitation, the Community Development Authority has established areas to be inspected. The section also works with the Police Department to identify residential areas under pressure from drug crime. Intense inspection activities are focused on these troubled neighborhoods and work is coordinated with neighborhood groups as well as other City departments. The minimum housing section also administers the graffiti co-payment program where the City pays for the graffiti removal after the owner pays the first \$100.00.

Code enforcement officers inspect existing structures to assure that living units conform with the City of Madison Housing codes. Specific functions include administering codes consistent with laws and court interpretations so as to gain compliance with minimum of public irritation; enforcing codes on a fair and equal basis; finding ways to assist owners and contractors in completing work in accordance with codes; assisting other agencies in upgrading residential property and its maintenance; and, reviewing codes on a continual basis to assure that they represent the best uses of techniques and material, and offer a

maximum of public protection. Property Code Inspectors respond to all environmental (i.e., grass, snow, trash, graffiti removal) complaints in the City of Madison.

- Vacant, Weights and Measures Inspector 3
- Glenn Wood, Weights and Measures Inspector 2
- Chris Tourdot, Weights and Measures Inspector 2

The Weights and Measures Inspector works to ensure accurate metering of all scales and measures and scanners used by Madison's merchants by conducting periodic inspections of these devices. Inspectors also ensure accurate metering of taxi and fuel oil delivery vehicles operating in the City by annually testing meters. When errors are found, written correction orders are issued. Also periodic inspection of scales, measuring devices, and package weights in retail stores are conducted routinely and in the City of Madison in order to ensure that the packaging, weighing and measuring of solid and liquid products comply with the requirements of the National Bureau of Standards, the State of Wisconsin Standards of Weights and Measurements and Chapter 22 of the Madison General Ordinances.

Zoning and Signs Service

Matt Tucker, Zoning Administrator

(608) 266-4569

All matters relating to zoning and sign enforcement. Staff support for Zoning Board of Appeals. Counsels applicants on Plan Commission applications and zoning appeals and problems. Zoning code interpretation.

- Jenny Kirchgatter, Assistant Zoning Administrator
- Jacob Moskowitz, Assistant Zoning Administrator
- Vacant, Zoning Code Enforcement Officer 2
- Chrissy Thiele, Zoning Code Enforcement Officer 2
- Donna Magdalena, Zoning Code Enforcement Officer 1
- Trent Schultz, Zoning Code Enforcement Officer 1
- Jordan Poole, Zoning Code Enforcement Officer 1

This section reviews applications for all building permits and issues zoning certificates if the plans comply with applicable codes. Certificates of occupancy are issued when the projects comply with State and local codes. This section also issues flood plain certificates as required.

This section conducts inspections of structures and land uses to ensure code compliance; issues written instructions to correct observed violations; maintains permanent records of zoning ordinances, including all maps, conditional restrictions, variances and appeals; and processes these records including receiving and filing of all amendments to the zoning ordinances; receiving and forwarding to the Planning Division and City Plan Commission all applications for conditional uses; and receiving and forwarding to the Zoning Board of Appeals all Zoning Appeals applications for variance and area exceptions. This section also receives, reviews, issues and files all applications to sign permits. Owners receive written notice of observed violations.

The Zoning Section makes recommendations to the City Plan Commission for revising provisions of Zoning Ordinance which are vague or ineffective; assists City agencies, building inspectors and the general public in matters pertaining to zoning and flood plain regulations by maintaining a telephone information services; and inspect parking lots to ensure conformity with plans approved by other City agencies. This section is responsible for staff support to the Zoning Board of Appeals.

Support Services

Gabriela Arteaga, Program Assistant 3

(608) 266-4555

Supervises Inspection Division Clerical Staff.

- Katie Mooney, Information Clerk
- Lisa Antony, Information Clerk
- Cary Perzan, Administrative Clerk 1
- Nancy Kelso, Administrative Clerk 1
- Amanda Hoadley, Administrative Clerk 1

The Clerical Section is responsible for the work of the Inspection Division. They also act as backup for other clerical sections in the Department of Planning and Community and Economic Development.

Licensing of Heating, Electrical and Sign contractors is handled by the Clerical Section. Annual licensing of businesses using weights or measuring devices.