

General Engineering Company
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Portage, WI 53901



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October 24, 2018

Board of Directors/Administrator/Clerk

Re: Wisconsin Administrative Code Change
Commercial Electrical Inspections

Dear Municipality:

We would like to formally notify you of an upcoming change in State law that will affect commercial electrical work being performed in all Wisconsin municipalities. Starting January 1, 2020, any new or addition to existing commercial electrical work will be **required** to be permitted and inspected. Installations requiring inspection will include farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks or wharves and recreational vehicle parks. See enclosure SPS 316.011 (1) & (2).

“How is this going to affect our municipality?” You will have two choices:

Option #1 You can continue to allow GEC to serve your municipality by performing these commercial electrical inspections for you.

Option #2 You can allow the State, through a bidding process, to determine the fees and assign an inspection agency to your municipality.

The Pros and Cons:

Option #1 will provide continuity. You will have one inspection agency for both your residential and commercial inspections and you will have administrative input. This option will involve some reporting and licensing requirements by the State. There will also be small fee that is paid by the municipality to the State. GEC will be available to help you through this process.

Option #2 will require you to do nothing; the State will be responsible for the inspections. The State will likely bid this out to a private agency. This agency will retain 100% of the fees and be working for the State, not your municipality.

Timeline: If your municipality chooses Option #1, you must report this choice to the State by March 1, 2019. This early notification is meant to provide you the time to fully consider the options.

If you have any questions, please feel free to contact me at (608) 697-7777 or by email at mjankowski@generalengineering.net. You may also contact Dion Okeson, Commercial Electrical Inspector, at 608-697-3737 or by email at dokeson@generalengineering.net.

Sincerely,

GENERAL ENGINEERING COMPANY

Mark E. Jankowski
Director of Inspection Services
Certification #71861

MEJ/bkf

Enclosures

Portage

Black River Falls

La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grants & Funding Services • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



to building codes, “place of employment” does not include an adult family home, as defined in s. 50.01 (1), Stats., or, except for the purposes of s. 101.11, Stats., a previously constructed building used as a community-based residential facility, as defined in s. 50.01 (1g), Stats., which serves 20 or fewer residents who are not related to the operator or administrator.

(9) “Public building” has the meaning given in s. 101.01 (12), Stats.

Note: Under s. 101.01 (12), Stats., “public building” means any structure, including exterior parts of such building, such as a porch, exterior platform or steps providing means of ingress or egress, used in whole or in part as a place of resort, assembly, lodging, trade, traffic, occupancy or use by the public or by 3 or more tenants. When used in relation to building codes, “public building” does not include a previously constructed building used as a community-based residential facility as defined in s. 50.01 (1g), Stats., which serves 20 or fewer residents who are not related to the operator or administrator or an adult family home, as defined in s. 50.01 (1), Stats.

History: CR 16-093; cr. Register June 2018 No. 650, eff. 8-1-18; correction in (5) made under s. 13.92 (4) (b) 7., Stats., Register June 2018 No. 750.

SPS 316.007 Adoption of standards by reference.

(1) **PRIMARY STANDARDS.** The following standards are incorporated by reference into this chapter, subject to the modifications specified in this chapter:

(a) Except as provided under par. (am), National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02169-7471, telephone 800-344-3555, www.nfpa.org: NFPA 70 National Electrical Code, (NEC) – 2017.

Note: Copies of the standards are on file in the offices of the Department and the Legislative Reference Bureau. A copy of the code may be purchased from the organization listed or may be reviewed on the organization’s website at no cost if the person is a registered user for the site.

(am) Prior to January 1, 2020, for all electrical wiring, installations, equipment, and materials used in the construction of one- and 2- family dwellings, National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02169-7471, telephone 800-344-3555, www.nfpa.org: NFPA 70 National Electrical Code, (NEC) – 2011.

(b) If a requirement in the standards adopted in pars. (a) and (am) contain a cross-reference to another requirement modified by this chapter, the modification shall apply to the cross-reference unless specified otherwise in this chapter.

(2) **SECONDARY REFERENCES.** Any codes or standards referenced in the standards adopted in sub. (1) (a) and (am) shall apply to the prescribed extent of each such reference, except as modified by this chapter.

(3) **ALTERNATE STANDARDS.** Any alternate standard that is equivalent to or more stringent than a standard incorporated by reference or otherwise referenced under this chapter may be used in lieu of the incorporated or referenced standard if the alternate standard is accepted in writing by the department.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90; am. (1), Register, March, 1994, No. 459, eff. 4-1-94; am. (1), Register, August, 1996, No. 488, eff. 9-1-96; r. and recr., Register, September, 1999, No. 525, eff. 10-1-99; CR 02-072: r. (1), renum. (2) to be Comm 16.12 and am. Register April 2003 No. 568, eff. 5-1-03; CR 05-010: am. Register August 2005 No. 596, eff. 9-1-05; CR 08-047: renum. from Comm 16.12 and am. Register February 2009 No. 638, eff. 3-1-09; CR 13-042: r. and recr. Register November 2013 No. 695, eff. 12-1-13; CR 16-093: renum. from SPS 316.014 and am. (1) (intro.), (a), cr. (1) (am), am. (1) (b), (2) Register June 2018 No. 650, eff. 8-1-18.

Subchapter II — Administration and Enforcement

SPS 316.011 Administration. (1) **MUNICIPAL ADMINISTRATION.** (a) *Jurisdiction conditions.* Pursuant to s. 101.86 (1), Stats., municipalities may exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks provided the municipality complies with all of the following:

1. The municipality holds a registration issued by the department as an inspection agency for the purpose of issuing permits and inspecting electrical wiring at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

Note: Subd. 1. is created eff. 3-1-19 by CR 16-093.

2. The municipality notifies the department at least 60 days prior to the date upon which the municipality intends to assume the jurisdiction.

3. The municipality provides the department with a copy of its electrical ordinances and subsequent revisions to the ordinances.

4. The municipality’s ordinances adopt this chapter in its entirety.

5. The municipality employs or contracts with certified commercial electrical inspectors or independent inspection agencies to perform electrical inspection activities.

6. The municipality provides the department with the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality, if applicable.

Note: Section 13.48 (13), Stats., exempts state buildings from local ordinances or regulations relating to building construction, permits, and similar restrictions.

Note: These provisions do not limit municipal authority to implement regulatory oversight for other electrical wiring installations at other locations not addressed under this section. The permitting and inspection of electrical wiring installations for the construction of new one- and 2- family dwellings are addressed under ch. SPS 320.

(b) *County.* Ordinances enacted by a county under this subsection establishing electrical inspection functions may not prevent or prohibit a municipality within that county from assuming those functions at any time.

Note: Pursuant to s. 101.86 (1) (a), Stats., a county ordinance shall apply in any city, village or town which has not enacted such an ordinance.

(c) *Relinquishing of jurisdiction.* A municipality shall notify the department, in writing, at least 60 days prior to the date upon which the municipality intends to relinquish jurisdiction responsibilities.

(2) **DEPARTMENT ADMINISTRATION.** (a) In municipalities not exercising jurisdiction under sub. (1), the department shall provide permit and inspection services for the installation of electrical wiring on farms and in public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

(b) Pursuant to ss. 101.02 (5) and (15) and 101.82 (2m), Stats., municipalities engaging in providing plan review, permit issuance, or inspections regarding electrical wiring under the scope of this chapter as a designated inspection agency may be monitored or audited by the department for compliance with administrative requirements of this chapter and s. SPS 305.627.

Note: Sub. (2) is created eff. 1-1-2020 by CR 16-093.

History: CR 16-093: cr. Register June 2018 No. 650, eff. 8-1-18, except (1) (a) 1., eff. 3-1-19, and (2), eff. 1-1-20.

SPS 316.012 Permits. (1) (a) Except for an electrical wiring project described in s. 101.875 (2), Stats., and as provided in par. (b), no electrical wiring project may commence unless the owner of the premises where the installation is to occur or their agent holds a permit from the designated inspection agency if the project involves the installation of new or an addition to any electrical service, feeder, or branch circuit serving any of the following:

1. A farm.
2. A public building, structure, or premises.
3. A place of employment.
4. A campground.
5. A manufactured home community.
6. A public marina, pier, dock, or wharf.
7. A recreational vehicle park.

(b) Under emergency conditions, the necessary electrical wiring may commence without obtaining a permit, provided the owner of the premises where the installation is to occur or their agent submits a permit application to the inspection agency designated by the department to provide electrical inspections for the

Option #1

1. **The State requires that the municipality hold a registration as an inspection agency.** This is a new requirement and will only affect commercial electrical inspections. The municipality will have to complete form 3215 application and remit a fee of \$55.00. This form is enclosed and is also available on the DSPS website. <https://dsps.wi.gov/Credentialing/Health/fm3215.pdf> This form is required to be submitted to the state prior to March 1, 2019. If needed, GEC can assist you in completing this form.
2. **The municipality notifies the state at least 60 days prior to assuming jurisdiction.** This can be accomplished simultaneously with the 3215 application. GEC has enclosed a sample letter that may be used.
3. **The municipality provides the state with a copy of electrical ordinances.** GEC understands that each municipality may have unique needs or concerns. If needed, GEC will help with review of existing ordinances and recommend any required changes. If this item is complete prior to March 1, 2019, it may be submitted with the 3215 application also.
4. **The municipality will adopt SPS 316 in its entirety.** SPS 316 is the document that outlines the administration, application and authority for enforcing electrical code in the State of Wisconsin. GEC can provide the municipality with a copy or it can be found on the DSPS website at http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/301_319/316 This item should be accomplished the same time municipal ordinances are updated.
5. **The municipality employs or contracts independent commercial electrical inspection agency.** GEC is looking forward to continuing to provide our services to your municipality. No action is required under your current contract with GEC.
6. **The municipality provides the name(s) of their inspectors or the name of the independent agency.** This can be included in the notification to assume jurisdiction letter and provided to the State at the same time the 3215 application is submitted.

Option #2

1. **The municipality is required to do nothing in regard to the State.** A commercial electrical inspection agency and fee schedule will be assigned to your municipality by the State.
2. **Review your municipal ordinances.** Because GEC currently does the commercial electrical inspection in your municipality, ordinances may need to be amended to reflect the change. It would also be likely that your municipality would be served by two inspection agencies instead of one.
3. **Review contract with GEC.** The contract between GEC and your municipality would need to be reviewed and possibly revised to reflect any changes in responsibility.
4. **Keep our contact information.** If this option is not meeting your expectations, we will be happy to work with you in the future.

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 267-0592
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: DSPSCredTrades@wi.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

INSTRUCTIONS FOR INSPECTION AGENCY APPLICATION

Requirements for Credential

Per Wis. Admin. Code § SPS 305.629, no person or municipality may engage in or offer to engage in providing plan review, permit issuance, or inspections regarding electrical wiring under the scope of ch. SPS 316 unless the person or municipality holds a registration from the department as a registered inspection agency.

A person or municipality who is responsible for facilitating plan review, permit issuance, or inspection regarding electrical wiring under ch. SPS 316 as a registered inspection agency shall be responsible for all of the following:

- Utilizing persons appropriately certified under SPS 305.62 to conduct inspections.
- Maintaining a record of the electrical permits issued under ch. SPS 316.012.
- Making the records relative to permit issuance and inspections available to the department upon request.
- Providing inspection services for all inspections required under ch. SPS 316.013.
- Cooperating with the department in any program monitoring, enforcement, activities, and investigations related to electrical wiring under the scope of ch. SPS 316.
- Following all procedures established by the department for enforcement.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

1. **Application and Fee:** The fee consists of a \$15.00 application fee and a \$40.00 credential fee, based on a 4-year term from the date of issuance.
2. **Business Representative:** The person applying for an Inspection Agency registration shall be one of the following:
 - (a) If a municipality, the department head of the agency administering the electrical program.
 - (b) If not a municipality, the owner of the business, a partner in the business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of a corporation.

Wisconsin Department of Safety and Professional Services

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Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: DSPSCredTrades@wi.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

APPLICATION FOR INSPECTION AGENCY REGISTRATION

Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12 and 440.13).

**PLEASE TYPE OR PRINT
IN INK**

☐

Your name, address, telephone number, and email address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Business Name

Business FEIN

 -

Business Address (street, city, state, zip)

Business Telephone Number

 - -

Business Email Address

Has this business ever held a Trades credential in WI?

☐

Yes ☐ No

If yes, list credential number:

Business Representative's Title (owner, partner, chairman of the board or chief executive officer)

Last Name

First Name

MI

Date of Birth

 / /

Address (street, city, state, zip)

Daytime Telephone Number

 - -

Social Security #

 - -

Your Social Security Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Email Address

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.

☐ **Initial Credential Fee**

\$15.00 Application Fee

\$40.00 Credential Fee

\$55.00 Total Fee Attached

☐ **Reinstatement Fee (credential expired more than 4 years)**

\$15.00 Application Fee

\$40.00 Credential Fee

\$25.00 Late Renewal Fee

\$80.00 Total Fee Attached

**APPLICATION IS NOT COMPLETE UNTIL ALL OF THE
FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

☐ **Fee and Application** (including signature on Page 2)

☐ **Is name on all credentials the same?** If not, list former/maiden

name(s):

Wisconsin Department of Safety and Professional Services

RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> under “Professions” and select this credential type.

CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- ☐ A citizen or national of the United States, or
- ☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature: Date: / /

January 1, 2019

Wisconsin Department of Safety and Professional Services (DPS)
P.O. Box 8935
Madison, WI 53708-8935

To whom it may concern:

The *Municipality Name*, Wisconsin would like to notify the DPS as to our intention to assume jurisdiction for commercial electrical inspection effective January 1, 2020. Ref. SPS 316.011 (1)(a)2.

The *Municipality Name*, Wisconsin has entered into a contract with General Engineering Company, Portage, WI to act as the *Municipality Name* independent inspection agency for commercial electrical inspections within the *Municipality Name* jurisdiction. Ref. SPS 316.011 (1)(a) 5 & 6

Enclosed, please find a copy of the *Municipality Name* electrical ordinances. These ordinances include adoption of SPS 316 in its entirety. Ref. SPS 316.011 (1)(a) 3 & 4

Also enclosed, please find a completed form 3215 and fees. Ref SPS 316.011 (1)(a)1

Municipality Name Board
Municipality Name, Wisconsin