

APRIL TOWN FILE REPORT

<u>DATE ISSUED</u>	<u>NAME AND ADDRESS</u>	<u>TAX NO.</u>	<u>SITE AND BUILDER</u>	<u>CONSTRUCTION</u>
04/01/15	TOWN OF WASHINGTON PO BOX 220 WASHINGTON ISLAND WI 54246	028-02-26342944A	WASHINGTON 1799 MAIN	SECOND FLOOR AMENDMENT A 16' X 24' STORAGE SHED AS PER PLANS SUBMITTED TO THE DCPD ON 2/24/15.
04/24/15	TERRI MOORE ROUTE #1 P O BOX 172 WASHINGTON ISLAND WI 54246 PHONE: 920-535-0113	028-01-01332924	1794 MICHIGAN ROAD BLDR: OWNER	A 10' X 10' ADDITION TO AN EXISTING HORSE SHELTER AS PER PLANS SUBMITTED TO THE DOOR COUNTY PLANNING DEPT. ON 4/6/15.
04/24/15	1253 MAIN ROAD LLC 503 JACKSON HARBOR RD WASHINGTON ISLAND WI 54246 PHONE: 920-847-2870	028-01-02332911D	1253 MAIN ROAD	A 3' X 8' ON-PREMISE ADVERTISING SIGN AS PER PLANS SUBMITTED TO THE DOOR COUNTY PLANNING DEPT. ON 4/16/15.
04/24/15	ANDY SACHS C/O STEPHEN EVANS 130 OAKLAND PL BUFFALO NY 14222 PHONE: 716-259-7045	028-01-12332941M	1594 HOMESTEAD ROAD BLDR: KEVIN KRUEGER	A SECOND STORY SCREEN PORCH AND DECK WITH STAIRS, ALL AS PER PLANS SUBMITTED TO THE DOOR COUNTY PLANNING DEPT. ON 4/22/15.
04/24/15	DAVID M & PEGGY L TODRYK 600 W ABBOTT AVE MILWAUKEE WI 53221 PHONE: 414-483-6623	028-03-04333012	421 E TOWNLINE ROAD	A 20' X 36' STORAGE BUILDING AND A 10' X 12' GREENHOUSE, ALL AS PER PLANS SUBMITTED TO THE DOOR COUNTY PLANNING DEPT. ON 4/21/15.
04/24/15	RANDY L & KAREN M DOROW 31846 COUNTY HIGHWAY 61 OTTERTAIL MN 56571 PHONE: 218-298-0861	028-04-32343014E	718 GUNNLAUGSSON ROAD BLDR: OWNER	A 10' X 12' STORAGE SHED WITH A 4-FOOT WIDE AND A 6-FOOT WIDE LEAN-TO, ALL AS PER PLANS SUBMITTED TO THE DOOR COUNTY PLANNING DEPT. ON 4/16/15.

April 27, 2015

To the Town Board:

I would like your approval to add the following two people to the
Community Center Committee:

Marsha Gunnlaugsson
Elizabeth Pratt

Thank you,

A handwritten signature in black ink that reads "Howard Scott". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Howard Scott
Chairperson
Community Center Committee



Synergy Geothermal-Heating-Cooling

3036 Park Dr
 Sturgeon Bay, WI 54235
 Phone # 920-743-2900
 www.synergygeo.com

Proposal

Date	Estimate #
5/7/2015	1156

Name / Address
Town of Washington Island P.O. Box 220 Washington Island, WI 54246

Service Address
Washington Island Community Center 910 Main Rd. Washington Island, WI 54246

Customer E-mail	Customer Phone	Rep	Job Name
		BJG	

Description	Qty	Rate	Total
Install a Single Zone Mitsubishi System to include: Mitsubishi SLZ 24,000 BTU Ceiling cassette Indoor Unit Mitsubishi MUZGE 24,000 BTU Outdoor Unit 1 year parts and labor warranty, 12 year extended Diamond Dealer parts warranty Condenser Pad, Rack, Line Set, Line Hide to cover exposed Line Set, Drain Pan Heater \$250 Electrical Allowance for 240v wiring to disconnect & breaker panel Start-up and secure operation	2	5,500.00	11,000.00
Install a Single Zone Mitsubishi System to include: Mitsubishi MSZGE 15,000 BTU Indoor Unit Mitsubishi MUZGE 15,000 BTU Outdoor Unit 1 year parts and labor warranty, 12 year extended Diamond Dealer parts warranty Condenser Pad, Rack, Line Set, Line Hide to cover exposed Line Set, Drain Pan Heater \$250 Electrical Allowance for 240v wiring to disconnect & breaker panel Start-up and secure operation	1	4,010.00	4,010.00

Terms: Downpayment of 50% of the contract with balance due upon completion. Interest in the amount of 1.83% per month or 22% annually will be charged on past due accounts. Please sign and return one copy within 30 days. After 30 days this contract is invalid. Construction is to be completed within 6 month of acceptance or may be subject to a price increase. All credit card charges in excess of \$1000.00 are subject to a 3% service charge.

Total	\$15,010.00
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Signature _____

**Application for Commercial Building Delegated Municipality Authority
12/19/2012**

Complete this application to request agent municipality delegation authority for commercial buildings from the State of Wisconsin Department of Safety & Professional Services, Division of Safety & Buildings based on the request described below. See the attached list of delegated municipality general obligations. Please request our separate application for plumbing delegation.

You are requesting delegation (check one):

1. (Base Delegation) As a municipality (city, village, town or county) per s. SPS 361.60(5)(c) to do **plan review and inspections of small** commercial building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the municipality.
2. As a municipality (city, village, town or county) per s. SPS 361.60(5)(c) to do **plan review of small** commercial building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) to be constructed within the municipality **and** authorization per s. 101.12(3)(g), Wis Stats., to do **inspections of all size** buildings in lieu of the department.
3. Per s. 101.12(3)(g), Wis Stats., to do **inspections only of all size** buildings within the municipality in lieu of the department.
4. As a **second class city** per s. SPS 361.60(5)(b) to do **plan review and inspections** for all the types of buildings and structures specified in s. SPS 361.30, except state-owned buildings and structures, to be constructed within the municipality. **(Note that fees per s. SPS 302.31(1)(g) must be remitted to our agency for projects beyond the base delegation size limits.)**
5. As an **appointed agent** per s. SPS 361.61 whereby a municipality (city, village, town or county) may request desired administrative responsibilities (e.g., fire sprinkler & fire alarm plan review only, or other expanded plan review beyond the limits outlined in options #1 & #2) and if approved by the department, receive in writing the prescribed responsibilities that are to be assumed. **(Note that fees per s. SPS 302.31(1)(g) must be remitted to our agency for building projects beyond the base delegation size limits and for all fire protection systems.)**
If appointed agent status is requested, fill in the desired enforcement responsibilities:

Ordinance: Attach your proposed or current ordinance showing: 1) adoption of the Wisconsin State Building Code, chs. SPS 361-366, 2) authorization of municipal code official to enforce, 3) duty of owners to submit for permits, 4) fee schedule or reference to fees to be set by resolution and 5) fines and penalties. Contact us for a model ordinance if desired.

Projects: Estimate the number of expected delegated projects per year for plan review: _____
For inspections: _____

Primary Enforcement Contact: Your primary certified commercial building inspector (CBI) for such enforcement is BRETT CUILLETTE, S&B Credential # 687096 who can be reached at:

997 County V Brussels, WI 54204
(address, if different than municipality address below)
(phone number) 920-495-3232 (e-mail) brettg.15llc@gmail.com

Your inspector has 5000 hours of commercial building code enforcement experience in the past five years.

Additional Typical Expectations in Order to Meet Statutory Requirement of s. 101.12 for Enforcement in a Manner or Per Standards Approved by the Department

General:

1. Staff to attend occasional safety & Buildings' meetings or teleconferences for delegated municipalities.
2. Ensure that current adopted codebooks and critical references are available to staff.
3. Check for proper credentials of contractors and tradespersons.
4. Investigate complaints filed regarding commercial buildings in your jurisdiction.
5. Legal counsel provides reasonable follow-up of expired correction orders.
6. Verify proper designer and supervising professional credentials for projects in buildings of greater than 50,000 cubic feet.
7. Provide timely plan review turnaround.

Building Plan Review - Conduct reviews of all components - other than structural components, which are at the option of the municipality.

Fire Sprinkler Plan Review – Review of system design, hazard determinations, hydraulic calculations, and material data sheets.

Fire Alarm Plan Review - Review of system design, battery calculations, material data sheets, voltage drop calculations, and sequence of operations.

Inspections:

1. Inspect construction in a manner and frequency at least similar to the department's.
2. Require compliance statements for buildings over 50,000 cubic feet prior to occupancy.

Summary of ss. SPS 361.60 & 361.61 and Other Code & Statutory Requirements for Delegated Municipalities

All Delegations (per s. SPS 361.60, unless noted):

1. Adopt an acceptable ordinance to enforce the Commercial Building Code per the desired delegation.
2. Retain certified commercial building inspector(s).
3. Code officials shall comply with s. SPS 305.10 conflict of interest prohibitions.
4. Provide requested information to our agency, including:
 1. Changes in personnel
 2. Annual project activity
 3. Annual staff activity
 4. Cooperation with departmental monitoring efforts.
5. Provide a building permit application to project applicants.
6. Set fees by ordinance. (Note that s. 66.028, WI stats, directs that fees reflect the actual cost of providing the service.)
7. Do not issue local permits before any required state plan approval of projects per SPS 361.29(1).
8. Conduct plan review of delegated projects for “substantial compliance” in a manner acceptable to the department.
9. After plans are reviewed, stamp them “conditionally approved” or “not approved” as appropriate.
10. Retain one set of reviewed plans, calculations and correspondence for four years, subject to the open records law of ch, 19, WI statutes.
11. Provide written notice of review action to the submitter and owner.
12. Require submittal of components not part of the original submittal.
13. Conduct inspections in a manner acceptable to the department.
14. Create written inspection reports with copies to the file, owner and submitter.
15. Issue orders to correct if items are not corrected after inspection.
16. Comply with open records requirements for enforcement program documents.

Second Class City Delegations (additional requirements):

1. Retain a registered architect or professional engineer who is also a certified commercial building inspector by examination and that supervises the plan examination function.
2. Provide a plan approval application form for projects exceeding base plan review limits.
3. Provide a monthly or quarterly report of projects delegated under this option.
4. Forward fees per s. SPS 302.31(1)(h) to the Division of Safety & Buildings for projects exceeding base plan review limits.

Appointed Agents (additional requirements):

1. Provide a plan approval application form for projects exceeding base plan review limits.
2. Forward fees to the Division of Safety & Buildings s per SPS 302.31(1)(h) for specified projects.

3-8-05 Permit Required

- 1) No owner or contractor may commence construction of any building or mechanical system prior to obtaining a required permit from the municipal building inspector.
- 2) The construction which shall require a building permit includes, but is not limited to:
 - a) New 1 & 2 Family Dwellings and Commercial Buildings.
 - b) Additions and Remodels. A permit and inspection is required for all increased square footage and or structural change for any one or two family dwellings.
 - c) Any electrical wiring for new construction of 1 & 2 family dwellings, additions and remodels.
 - d) Any HVAC for new construction of 1 & 2 family dwellings, additions and remodels.
 - e) Any plumbing for new construction of 1 & 2 family dwellings, additions and remodels.
- 3) The following construction activities shall not require a building permit:
 - a) Agricultural Buildings.
 - b) 1 & 2 Family Accessory Buildings and Pools.
 - c) Re-siding, re-roofing and finishing of interior surfaces, installation of cabinetry, and repairs which are deemed minor by the Building Inspector. Notwithstanding this section, however, a permit accompanied by structural load-bearing calculations shall be required for re-roofing a building if the proposed re-roofing would constitute a third or more layer of roofing.
 - d) Replacement of major building equipment including furnaces, and central air conditioners, water heaters and any other major piece of equipment.
 - e) Normal repairs of HVAC, plumbing and electrical equipment or systems such as replacing switches, receptacles, dimmers and fixtures.

3-8-06 Adoption of State Codes

- 1) The following Chapters of the Wisconsin Administrative Codes, as well as all subsequent revisions, are adopted by the Municipality and shall be enforced by the Building Inspector.

Ch. SPS 302.31	Plan Review Fee Schedule
Ch. SPS 305	Credentials
Ch. SPS 316	Electrical Code
Chs. SPS 320-325	Uniform Dwelling Code
Ch. SPS 360	Erosion Control, Sediment Control & Storm Water Management
Chs. SPS 361-366	Commercial Building Code
Chs. SPS 375-79	Buildings Constructed Prior to 1914
Chs. SPS 381-387	Uniform Plumbing Code

 3-8-07 Scope of Uniform Dwelling Code Expanded.

For the purposes of this Ordinance, the standards contained in the Wisconsin Uniform Dwelling Code shall be expanded to apply as the standards for construction of the following:

- 1) Additions and alterations for one and two family dwellings built prior to June 1, 1980.

3-8-08 Certified Municipality Status

- 1) Certified Municipality. The Town has adopted the Certified Municipality Status as described in SPS 361.60 of the Wisconsin Administrative Code.
 - a) Responsibilities. The Town shall assume the following responsibilities for the Department of Commerce (Department):
 1. Provide inspection of commercial buildings with certified commercial building inspectors.
 2. Provide plan examination of commercial buildings with certified commercial building inspectors.
 - b) Plan Examination. Drawings, specifications and calculations for all the types of buildings and structures, except state-owned buildings and structures, to be constructed within the limits of the municipality shall be submitted, if the plans are for any of the following:
 1. A new building or structure containing less than 50,000 cubic feet of total volume.
 2. An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
 3. An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
 4. An alteration of a space involving less than 100,000 cubic feet of total volume.
 5. A certified municipality may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the Department for review and approval.
 6. The department may waive its jurisdiction for the plan review of a specific project, where agreed to by a certified municipality, in which case plans and specifications shall be submitted to the certified municipality for review and approval.
 - c) Plan Submission Procedures. All commercial buildings, structures and alterations require plan submission as follows:
 1. Building permit application
 2. Application for review – SBD-118
 - a. Fees per Table 302.31-2 and SPS 302.31
 - b. Fees apply to all commercial projects
 3. ~~3~~ sets of plans
 - a. Signed and sealed per SPS 361.31
 - b. (1) set of specifications
 - c. Component and system plans
 - d. Calculations showing code compliance

3-8-09 Building-HVAC-Electrical-Plumbing Inspector

- 1) Creation and Appointment. There is hereby created the office of Building Inspector. The Building Inspector shall be appointed by the municipality. The Building Inspector shall be certified for inspection purposes by the Department in the required categories specified under SPS 305, Wisconsin Adm. Code.
- 2) Subordinates. The Building Inspector may employ, assign or appoint, as necessary, subordinate, mechanical inspectors. Any subordinate hired to inspect buildings shall be certified as defined in SPS 305, Wisconsin Adm. Code, by the Department.
- 3) Duties. The Building Inspector shall administer and enforce all provisions of this ordinance.
- 4) Powers. The Building Inspector or an authorized certified agent of the Building Inspector may, at all reasonable hours, enter upon any public or private premises for inspection purposes. The Building Inspector may require the production of the permit for any building, plumbing, electrical or heating work. No person shall interfere with or refuse to permit access to any such premises to the Inspector or his/her agent while in the performance of his/her duties. In the event that the inspector is refused access to any such premises, then the Inspector is authorized to apply for a special inspection warrant pursuant to Section 66.0119, Stats.
- 5) Inspections. In order to permit inspection of a building project at all necessary phases without causing delay for the owner, the owner and/or contractor shall request all of the following inspections in conformity with the appropriate time frame defined in the Wisconsin Administrative Code or at least 48 hours in advance by the applicant/contractor or property owner as applicable.
 - a) Footing
 - b) Foundation
 - c) Rough Carpentry, HVAC, Electric and Plumbing
 - d) Drintile/Basement Floor
 - e) Underfloor Plumbing
 - f) Electric Service
 - g) Insulation
 - h) Final Carpentry, HVAC, Electric & Plumbing
 - i) Erosion Control
- 6) Failure to request any inspection will be the responsibility of the contractor and/or property owner. No Construction shall be deemed approved by default or lack of inspection by the Building Inspector.
- 7) The expense of uncovering or exposing any work which must be inspected, where such work was required by the failure of the owner to request any inspection, will be the responsibility of the contractor and/or property owner.
- 8) Records. The Building Inspector shall perform all administrative tasks required by the Department under all codes covered in 1-1-06. In addition, the Inspector shall keep a record of all applications for permits and shall number each permit in the order of its issuance.

3-8-10 Submission of Plans

The owner or contractor shall, with respect to any proposed construction, submit two sets of building plans to the Inspector for any work which expands the size of a building, any new building or as required by the Inspector. If a new building or building addition is proposed, then a plot plan drawn to scale showing such proposed work and existing buildings and property lines shall be submitted. A third set of plans may be requested at the discretion of the Building Inspector for the Assessor. The Building Inspector may require the owner or contractor to submit plans for any construction project when the Building Inspector determines that it is necessary to review such plans to assure that the proposed project will comply with all applicable codes.

3-8-11 Issuance of Permit

- 1) The Inspector shall issue the requested permit if the owner or contractor demonstrates that all state, county and local submission requirements are satisfied. If a permit card is issued, it shall be posted at the job site in a visible location from the street. Permits are valid for two years. Permit may be extended for ~~30, 90, or up to 180~~ days with the Building Inspector's approval and payment of permit fees. *2 y cards*
- 2) By accepting a permit, the applicant, owner or contractor grants the Building Inspector the right of access to the real estate on which the permitted construction will occur.
- 3) Permits are issued conditionally on the condition that the owner and/or contractor(s) shall conform to the requirements of all applicable codes, zoning ordinances and setback requirements in constructing the building.
- 4) No building, plumbing, electrical or HVAC permit shall be issued to any person who is in violation of this ordinance until such violation has been corrected.
- 5) No building, plumbing, electrical or HVAC permit shall be issued to any person to whom an order has been issued by the Building Inspector.
- 6) It shall be the responsibility of the installer or contractor to determine if a permit is required and to obtain the same prior to commencing work.

3-8-12 ~~Completion Deposit Required~~

~~A deposit of \$400.00 is required for all projects whose total cost, including labor, materials and supplies, will equal or exceed \$50,000.00. The deposit shall be refunded after the project is completed and the Building Inspector has found that the building complies with all applicable codes. The deposit shall be forfeited if occupancy occurs before final inspection and the issuance of an occupancy permit, or extends after a temporary occupancy permit expires. It shall also be forfeited if the exterior is not finished within 2 years of the date the permit is issued.~~

3-8-13 Occupancy Permit

If the Building Inspector, after completing all required inspections, finds that a building has been constructed in accordance with the applicable codes, then the Inspector shall issue an occupancy permit. If the building fails to comply with the code in minor respects which do not threaten the safety, health or welfare of the building's occupants, the Building Inspector may issue a temporary occupancy permit for 30 days or a specified term. No person may have occupancy of a building until an occupancy permit is issued.

3-8-14 Fees

At the time of building permit application issuance, the applicant shall pay fees as established periodically by the Municipality. If work commences prior to permit issuance, the permit fee shall double.

3-8-15 Violations and Penalties

- 1) Prohibition. No person, entity, or firm may construct, remodel, demolish or repair any building in a manner which violates any provision or provisions of this ordinance.
- 2) Every person, firm or entity which violates this code shall, upon conviction, forfeit not less than \$25.00 nor more than \$1,000.00 for each day of non-compliance, together with the costs of prosecution.
- 3) Violations discovered by the Building Inspector shall be corrected within 30 days, or more if allowed by the Inspector, after written notice is given. Violations involving life safety issues shall be corrected in a reasonable time frame established by the Building Inspector.
- 4) Compliance with the requirements of this ordinance is necessary to promote the safety, health and well-being of the community and the owners, occupants and frequenters of buildings. Therefore, violations of this ordinance shall constitute a public nuisance that may be enjoined in a civil action.

3-8-16 Stop Work Order

The Building Inspector may issue a stop work order for a project to prevent further non-complying work. No person, firm or entity may continue a construction project after a stop work order has been issued. The person, firm or entity that receives such a stop work order may contest the validity of the same by requesting a hearing before the municipality. The municipality shall hear the appeal within seven days. The municipality shall affirm the stop work order unless the owner or contractor shows that the Building Inspector erred in determining that the construction project violated a provision or provisions of the State building codes.

3-8-17 Variance

The Town Board shall hear requests for variances from the building code to the extent the Town Board has authority to hear and grant variances. The Town Board shall approve, conditionally approve, or deny a requested variance. The municipality may grant a variance from a code requirement only if the variance is permitted by state law and if the performance of the proposed variance is equal to or greater than the code requires.

3-8-18 Appeals.

Any person feeling aggrieved by an order of the Building Inspector may, within 20 days thereafter, appeal from such order to the Town Board. The municipality will follow procedures explained on Wisconsin Statutes Chapter 68, to arrive at a final determination. Final determinations may be reviewed as explained in Wisconsin Administrative Rules SPS 320.21.

3-8-19 Disclaimer and Non-Liability for Damages.

This ordinance shall not be construed as an assumption of liability by the municipality or the Building Inspector for damages because of injuries sustained or property destroyed by any defect in any dwelling or equipment.

3-8-20 Severability

If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.