



Wisconsin Municipalities with Fire Suppression and Fire Alarm Plan Review Delegated Authority - as of December 6, 2021

NOTE: This list is under development. Please be patient as the Department continues to process requests and update municipal delegation records.

Wisconsin Administrative Code § SPS 361.60

This section establishes the manner under which cities, villages, towns and counties may examine building plans under s. [101.12\(3g\)](#), Stats. Municipalities delegated responsibilities under Wis. Admin. Code § SPS 361.60 may be delegated for one of the following:

1. Fire Suppression and Fire Alarm Plan Review of Small Commercial Buildings. This includes:

- New buildings containing less than 50,000 cubic feet total volume.
- Additions to existing buildings where the total volume after construction of the addition is less than 50,000 cubic feet.
- Additions to existing buildings containing no more than 2,500 square feet, no more than one floor level, 18-foot maximum roof span and 12-foot maximum exterior wall height.
- Alterations to existing buildings where the altered space is less than 100,000 cubic feet of total volume.

2. Fire Suppression and Fire Alarm Plan Review for Commercial Buildings of All Sizes.

3. Special Delegation. This includes a combination of delegation responsibilities not identified in one of the options above. See the municipality's linked PDF letter for specific delegation responsibilities.

See the following lists for other types of delegated authority:

[Commercial Building \(Structural and HVAC\) Plan Review](#)

[Commercial Building Inspections](#)

A municipality's plan review delegation applies to all types of buildings and structures specified in [Wis. Stat. § SPS 361.30](#) except state-owned buildings and structures. Note that per [Wis. Stat. § 101.12](#), an owner has the option of submitting projects that require plan review to either the municipality or the Department.

The following table identifies the municipalities that are delegated the primary responsibility to perform fire suppression and fire alarm plan review under Wis. Admin. Code § SPS 361.60. The list includes:

- Each municipality's responsibilities under its Wis. Admin. Code § SPS 361.60 delegation authority, as numbered above.
- A copy of each municipality's delegated authority approval letter from Wisconsin Department of Safety and Professional Services. (Click on the number in the Delegation Authority column to view the municipality's approval letter.)
- Each delegated municipality's enforcement contact information.

Contact the municipalities in the following list for fire suppression/fire alarm plan review, as appropriate. For projects within municipalities not listed below, contact the Department.

Line	Municipality, County (DOA Code)	Delegation Authority	Municipal Contact	Plan Reviewer
1.	City of Altoona, Eau Claire County (18201)	2	Cindy Bauer, Clerk, at 715-839-1800 or cindyb@ci.altoona.wi.us	Matt Flatland (C. Altoona) at 715-271-6691 or mattf@ci.altoona.wi.us
2.	City of Appleton, In Multiple Counties (44201)	2	Kurt Craanen, Inspection Supervisor, at 920-832-6413 or kurt.craanen@appleton.org	Derek Henson at 920-832-3934 or derek.henson@appleton.org
3.	City of Burlington, In Multiple Counties (51206)	2	Diahnn Halbach, Clerk, at 262-342-1171 or dhalbach@burlington-wi.gov	
4.	City of Fitchburg, Dane County (13225)	2	John Crook, Director of Building Inspection Services, at 608-270-4240 or john.crook@fitchburgwi.gov	John Crook (C. Fitchburg) at 608-270-4240 or john.crook@fitchburgwi.gov
5.	City of Franklin, Milwaukee County (40226)	2	Wayne Scott Satula, Director of Inspection Services, at 414-427-7570 or ssatula@franklinwi.gov	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhoegler@firesafetyfsci.com
6.	City of Glendale, Milwaukee County (40231)	2	Rachel A. Safstrom, Administrator, at 414-228-1705 or r.safstrom@glendalewi.gov	Richard Doebler (SafeBuilt) at 414-639-6814 or rdoebler@safebuilt.com
7.	City of Greenfield, Milwaukee County (40236)	2	George Weber, Assistant Fire Chief, at 414-545-7946 or george.weber@gffd.us	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhoegler@firesafetyfsci.com
8.	City of La Crosse, La Crosse County (32246)	1	David Reinhart, Chief Building Inspector, at 608-789-7564 or reinhartd@cityoflaczrosse.org	David Reinhart at 608-789-7564 or reinhartd@cityoflaczrosse.org
9.	City of Madison, Dane County (13251)	2	Kyle Bunnow, Plan Review and Inspection Supervisor, at 608-266-6503 or kbunnow@cityofmadison.com	Bill Sullivan (C. Madison) at 608-261-9658 or wsullivan@cityofmadison.com
10.	City of Marshfield, In Multiple Counties (71251)	1	Josh Miller, Development Services Director, at 715-486-2075 or josh.miller@ci.marshfield.wi.us	Pat Kilty at 715-305-1161 or pat.kilty@ci.marshfield.wi.us
11.	City of Menomonie, Dunn County (17251)	2	Dave Kowieski, Chief Building Inspector, at 715-232-2221 or dkowieski@menomonie-wi.gov	Joshua Melstrom (Melstrom Inspections) at 480-261-9014 or jmelstrominspect@gmail.com
12.	City of Middleton, Dane County (13255)	2	Lorie Burns, Clerk, at 608-821-8350 or lburns@ci.middleton.wi.us	Jim Sjolander at 608-821-8397 or jsjolander@cityofmiddleton.us
13.	City of Milwaukee, In Multiple Counties (40251)	2	Jim Owczarski, Clerk, at 414-286-3456 or jowcza@milwaukee.gov	Michael Mazmanian at 414-286-3018 or mmazma@milwaukee.gov
14.	City of New Richmond, St. Croix County (55261)	2	Michelle Scanlan, Clerk, at 715-246-4268 or mscanlan@newrichmondwi.gov	Ben Campbell (West Wisconsin Inspection Agency) at 715-556-3136 or ben.wwia@gmail.com
15.	City of Oak Creek, Milwaukee County (40265)	2	Catherine Roeske, Clerk, at 414-766-7023 or croeske@oakcreekwi.org	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhoegler@firesafetyfsci.com
16.	City of Pewaukee, Waukesha County (67270)	2	Nick Fuchs, Planner and Community Development Director, at 262-691-9107 or fuchs@pewaukee.wi.us	Kevin Bierce (C. Pewaukee) at 262-533-2500 or kbierce@pewaukee.wi.us
17.	City of South Milwaukee, Milwaukee County (40282)	2	Karen Kastenson, Clerk/Comptroller, at 414-768-7499 or kkastenson@smwi.org	Kevin Schneider at 414-768-8191 or smfd929@gmail.com
18.	City of Sturgeon Bay, Door County (15281)	2	Marty Olejniczak, Community Development Director, at 920-746-6908 or mOlejniczak@sturgeonbaywi.org	Tim Dietman at 920-746-2405 or tdietman@sturgeonbaywi.org
19.	City of Sun Prairie, Dane County (13282)	2	Elena Hilby, Clerk, at 608-837-2511 or ehilby@cityofsunprairie.com	Joseph Monfre (C. Sun Prairie) at 608-825-1184 or jmonfre@cityofsunprairie.com
20.	City of Superior, Douglas County (16281)	2	Pete Kruit, Chief Building Inspector, at 715-395-7285 or kruitp@ci.superior.wi.is	Pete Kruit at 715-395-7285 or kruitp@ci.superior.wi.is
21.	City of Tomah, Monroe County (41286)	2	Shane Rolff, Zoning Administrator/Building Inspector, at 608-374-7429 or srolff@tomahonline.com	Shane Rolff at 608-374-7429 or srolff@tomahonline.com
22.	City of Verona, Dane County (13286)	2	Ellen Clark, Clerk, at 608-848-9947 or ellen.clark@ci.verona.wi.us	Alex Miller at 608-845-9401 or veronafire@hotmail.com
23.	City of Waukesha, Waukesha County (67291)	2	Gina Kozlik, Clerk, at 262-524-3550 or clerktreas@waukesha-wi.gov	Kristin Stone at 262-524-3530 or kstone@waukesha-wi.gov
24.	City of Wauwatosa, Milwaukee County (40291)	3	Karl Schreiber, Building and Safety Manager, at 414-479-8913 or kschreiber@wauwatosa.net	Dan Schmocker at 414-471-8490 or Dschmocker@wauwatosa.net

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25.	City of West Allis, Milwaukee County (40292)	2	Michael Wright, Fire Inspector, at 414-302-8901 or mwright@westalliswi.gov	Michael Wright at 414-302-8901 or mwright@westalliswi.gov
26.	Town of Arbor Vitae, Vilas County (63002)	1	Mary Reuland, Clerk, at 715-356-3120 or townofav@frontier.com	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
27.	Town of Blooming Grove, Dane County (13008)	2	Mike Wolf, Clerk/Treasurer/Administrator, at 608-223-1104 or bgadmin@blmgrove.com	Bill Sullivan (C. Madison) at 608-261-9658 or wsullivan@cityofmadison.com
28.	Town of Clayton, Polk County (48016)	2	Tracy LaBlanc, Clerk, at 715-948-2564 or tclayton@amerytel.net	James Price Jr at 715-822-8537 or james@alder-eng.com
29.	Town of Clear Lake, Polk County (48018)	2	Janelle Johnson, Clerk, at 715-948-2189 or ejjljohnson@yahoo.com	Craig Moriak at 715-641-0196 or moriak.ent@gmail.com
30.	Town of Grafton, Ozaukee County (45008)	2	Sara Jacoby, Clerk, at 262-377-8500 or sjacoby@townofgrafton.org	Matthew Karpinski at 262-375-5300 or mkarpinski@village.grafton.wi.us
31.	Town of Lake Tomahawk, Oneida County (43010)	1	George DeMet, Chair, at 715-277-2257 or clerk@laketomahawk.org	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
32.	Town of Madison, Dane County (13032)	2	Renee Schwass, Clerk, at 608-210-7260 or schwassr@town.ofmadison.wi.us	Bill Sullivan (C. Madison) at 608-261-9658 or wsullivan@cityofmadison.com
33.	Town of Minocqua, Oneida County (43016)	1	Mark Hartzheim, Chair, at 715-356-5296 or chairman@townofminocqua.org	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
34.	Town of Osceola, Polk County (48042)	2	Jo Everson, Clerk, at 715-755-3060 x1 or clerk@townofosceola.com	Ben Campbell (West Wisconsin Inspection Agency) at 715-556-3136 or ben.wwia@gmail.com
35.	Town of St. Croix Falls, Polk County (48044)	2	Joel West, Administrator, at 715-483-3929 x3 or cityadmin@cityofstcroixfalls.com	Ben Campbell (West Wisconsin Inspection Agency) at 715-556-3136 or ben.wwia@gmail.com
36.	Town of Woodruff, Oneida County (43040)	1	Michael Timmons, Chair, at 715-356-9421 or chairman@townofwoodruff.org	Tom Waydick (RC Inspections) at 715-439-4222 or rc_inspection@hotmail.com
37.	Village of Albany, Green County (23101)	1	Laurie Keppers, Clerk, at 608-862-3240 or villageclerk@albanywi.com	Brian Flannery at 608-558-1833 or Brianflannery@outlook.com
38.	Village of Bayside, In Multiple Counties (40106)	2	Lynn Galyardt, Administrative Services Director, at 414-206-3913 or lgalyardt@baysidewi.gov	Dan Povolo (SafeBuilt) at 608-208-2516 or dpovolo@safebuilt.com
39.	Village of Bristol, Kenosha County (30104)	2	Randy Kerkman, Administrator, at 262-857-2368 or admin@villageofbristol.org	Randy Kerkman at 262-857-2368 or admin@villageofbristol.org
40.	Village of Brown Deer, Milwaukee County (40107)	2	Nate Piotrowski, Community Development Director, at 414-371-3061 or npiotrowski@browndeerwi.org	Mike Moore (SafeBuilt) at 262-202-4358 or mmoore@safebuilt.com
41.	Village of Caledonia, Racine County (51104)	2	Joslyn Hoeffert, Clerk, at 262-835-6414 or jhoeffert@caledonia-wi.gov	Otto Letzelter (SafeBuilt) at 262-955-3014 or oletzelter@cgasolutions.com
42.	Village of Fall Creek, Eau Claire County (18127)	2	Renee Roemhild, Clerk/Treasurer, at 715-877-2177 or rroemhild@fallcreekwi.gov	Steve Maley at 715-797-6474 or sdminspections@gmail.com
43.	Village of Germantown, Washington County (66131)	2	Jeff Retzlaff, Planning and Zoning Administrator, at 262-250-4735 or jretzlaff@village.germantown.wi.us	Allan Schmuck (SafeBuilt) at 262-346-4460 or aschmuck@safebuilt.com
44.	Village of Grafton, Ozaukee County (45131)	2	Jesse Thyes, Administrator, at 262-375-5300 or jthyes@village.grafton.wi.us	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhoegler@firesafetyfsci.com
45.	Village of Greendale, Milwaukee County (40131)	2	Kenneth Robers, Director of Inspection Services, at 414-423-2100 x3107 or krobers@greendale.org	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhoegler@firesafetyfsci.com
46.	Village of Hammond, St. Croix County (55136)	2	Sandi Hazer, Clerk, at 715-796-2727 or clerk@hammondwi.org	Brian Wert (Brian Wert Inspection Agency) at 715-386-5410 or bagency@sbcglobal.net
47.	Village of McFarland, Dane County (13154)	2	Cassandra Suettinger, Clerk, at 608-838-3153 or cassandra.suettinger@mcfarland.wi.us	Mark Jankowski (General Engineering) at 608-742-2169 or mjankowski@generalengineering.net
48.	Village of Menomonee Falls, Waukesha County (67151)	2	Janice Moyer, Clerk, at 262-532-4210 or jmoyer@menomonee-falls.org	Steve Gothard (General Engineering) at 608-617-0758 or sgothard@generalengineering.net

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49.	Village of Pewaukee, Waukesha County (67171)	2	Scott Gosse, Clerk, at 715-344-7684 or sgosse@villageofpewaukee.com	
50.	Village of Saukville, Ozaukee County (45181)	2	Dawn Wagner, Administrator, at 262-284-9423 or dwagner@village.saukville.wi.us	Fred Hoegler (Fire Safety Consultants) at 847-697-1300 or fhoegler@firesafetyfsci.com
51.	Village of Shorewood Hills, Dane County (13181)	2	Karla Endres, Clerk, at 608-267-2680 or kendres@shorewood-hills.org	Bill Sullivan (C. Madison) at 608-261-9658 or wsullivan@cityofmadison.com
52.	Village of Summit, Waukesha County (67172)	2	Debra Michael, Clerk, at 262-567-2757 or administrator@summitvillage.org	Mike Sindorf (V. Summit) at 262-490-4141 or BI@summitvillage.org
53.	Village of Thiensville, Ozaukee County (45186)	2	Andy Lafond, Director of Community Services, at 262-242-3720 or alafond@village.thiensville.wi.us	Matt Mertens (NSF) at 414-357-0113 or mmertens@nsfire.org
54.	Village of Waterford, Racine County (51191)	2	Rachel Ladewig, Clerk, at 262-534-3980 x223 or rladewig@waterfordwi.org	Martin Montoya (SafeBuilt) at 262-894-2982 or mmontoya@safebuilt.com
55.	Village of West Milwaukee, Milwaukee County (40191)	2	Kim Egan, Administrator, at 414-645-1530 or kim.egan@westmilwaukee.org	Mike Moore (SafeBuilt) at 262-202-4358 or mmoore@safebuilt.com