

## Chapter ILHR 26

### CERTIFICATION OF BUILDING INSPECTORS AND INDEPENDENT INSPECTION AGENCIES

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#### Subchapter I — General

**ILHR 26.01 Scope.** The purpose of these rules is to promote effective and uniform enforcement of the uniform dwelling code or the commercial building code through state certification of inspectors and independent inspection agencies. These rules establish the standards and procedures for certification, including suspension and revocation, of certified inspectors and independent inspection agencies for enforcement of the uniform dwelling code or the commercial building code.

Note: The uniform dwelling code, chs. ILHR 20 to 25, applies to one- and 2-family dwellings and all manufactured buildings for dwellings. The commercial building code, chs. ILHR 50 to 64, applies to all public buildings and places of employment.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, April, 1985, No. 352, eff. 5-1-85.

**ILHR 26.02 Application.** These rules shall apply to all persons, independent inspection agencies, municipalities and state governmental agencies engaged in the administration and enforcement of the uniform dwelling code or the commercial building code.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, April, 1985, No. 352, eff. 5-1-85.

**ILHR 26.03 Administration and enforcement.** All inspections for the purpose of administering and enforcing the uniform dwelling code or the commercial building code

shall be performed by a certified inspector or independent inspection agency.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, April, 1985, No. 352, eff. 5-1-85.

**ILHR 26.04 Authority.** (1) DEPARTMENTAL AUTHORITY. Pursuant to ch. 101, subchs. I, II and III, Stats., the department of industry, labor and human relations has been granted the authority and jurisdiction over the certification, including suspension and revocation, of:

(a) Certified inspectors or independent inspection agencies for the purpose of inspecting building construction, electrical wiring, heating, ventilating, air conditioning, energy conservation and other systems of one- and 2-family dwellings, public buildings and places of employment;

(b) On-site inspectors of the installation of manufactured buildings for dwellings;

(c) Independent inspection agencies for conducting in-plant inspections of manufacturing facilities, processes, fabrication and assembly of manufactured buildings for dwellings.

(2) MUNICIPAL AUTHORITY. Pursuant to ss. 101.12 (3), 101.65 (1) (a), 101.66 (2) and 101.76 (1) (a), Stats., all municipalities exercising jurisdiction over the construction and inspection of dwellings, public buildings and places of employment, or any part thereof, shall provide for inspections performed by persons certified under the rules of this chapter.

(a) Any termination of employment of or disciplinary action against a certified inspector or independent inspec-

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tion agency for cause directly related to the conditions of certification shall be reported to the department.

(b) Municipal termination of employment or disciplinary action shall not constitute suspension or revocation of the state certification.

(c) No certified inspector or independent inspection agency carrying a valid state certification shall be required to obtain any municipal certification or license to enforce the uniform dwelling code or the commercial building code.

**Note 1:** Municipalities may jointly exercise jurisdiction, pursuant to ss. 101.65 (1) (b), 101.76 (1) (b) and 66.30 (2), Stats., by adopting the uniform dwelling code and providing for inspections by certified inspectors or certified independent inspection agencies.

**Note 2:** These rules are not intended to affect municipal hiring practices or conditions of employment.

(3) **INDEPENDENT INSPECTION AGENCY AUTHORITY.** Pursuant to ss. 101.63 (2), 101.66 (2), 101.73 (3), (5) and (6), 101.75 (1) and 101.76 (1) (a), Stats., independent inspection agencies may enter into contractual agreements with municipalities, building manufacturers or the department to provide the certified inspections required for the uniform dwelling code.

(4) **CERTIFIED INSPECTOR AUTHORITY.** Pursuant to ss. 101.12 (3), 101.63 (2), 101.66 (2), 101.73 (3) and (5), 101.75 (1) and 101.76 (1) (a), Stats., a certified inspector may perform certified inspections in accordance with the requirements of the uniform dwelling code or the commercial building code.

(5) **DWELLING CODE INSPECTOR AUTHORITY.** Pursuant to ss. 101.651 and 101.761 (3), Stats., a dwelling code inspector may provide inspection services for a particular dwelling only at the request of an owner or the municipality where the municipality is exempted by s. 101.651, Stats., from the requirements of s. 101.65 (2), Stats.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. (1) (a), (2) (intro.) and (c) and (4), cr. (5), Register, April, 1985, No. 352, eff. 5-1-85.

**ILHR 26.05 Definitions.** (1) "Approved" means approved by the department.

(2) "Certified inspection" means an inspection performed by a certified inspector or independent inspection agency to ensure compliance with the uniform dwelling code or the commercial building code.

(3) "Certified inspector" means an individual certified by the department as follows:

(a) "Certified dwelling construction inspector" means a person certified by the department to administer and enforce chs. ILHR 20 and 21.

(b) "Certified dwelling energy conservation inspector" means a person certified by the department to administer and enforce chs. ILHR 20 and 22.

(c) "Certified dwelling heating, ventilation and air conditioning inspector" means a person certified by the department to administer and enforce chs. ILHR 20 and 23.

(d) "Certified dwelling electrical inspector" means a person certified by the department to administer and enforce chs. ILHR 20 and 24.

(e) "Certified commercial building inspector" means a person certified by the department to administer and enforce chs. ILHR 50 to 64 and 69.

**Note:** See s. ILHR 81.31 (3) to (5) for certified plumbing inspector.

(f) "Restricted dwelling construction site soil erosion inspector" means a person certified by the department to administer and enforce only provisions in chs. ILHR 20 and 21 related to construction site soil erosion.

(4) "Commercial building code" means rules of the department relating to public buildings and places of employment contained in chs. ILHR 50 to 64.

(5) "Conflict of interest" means a certified inspector inspecting construction work in which the inspector or the inspector's employer, other than the state or a municipality, has participated or has a monetary or personal interest.

(6) "Department" means the department of industry, labor and human relations.

(7) "Dwelling code inspector" means a person certified by the department, in the dwelling code inspection categories of dwelling construction; dwelling heating, ventilating and air conditioning; dwelling energy conservation; dwelling electrical; and plumbing inspector I to administer and enforce chs. ILHR 20 to 25.

(8) "Incompetence" means conduct which evidences a lack of ability to discharge the duty required to protect the health, safety and welfare of the public, lack of knowledge of the fundamental principles of building inspection or the uniform dwelling code or the commercial building code or an inability to apply those principles, or failure to maintain competency in the current practices and methods applicable to inspection services and the uniform dwelling code or the commercial building code.

(9) "Independent inspection agency" means any person, firm, association, partnership or corporation, other than a municipal corporation, certified by the department to perform certified inspections under the uniform dwelling code, rental unit energy efficiency code or the commercial building code.

(10) "Misconduct" means an act performed in the discharge of enforcement duties which jeopardizes the interests of the public, including violation of federal or state laws, local ordinances or administrative rules relating to the position, preparation of deficient or falsified reports, failure to submit information or reports required by law or contract when requested by the municipality or the department, conduct which evidences a lack of trustworthiness, misrepresentation of qualifications such as education, experience or certification, illegal entry of premises, misuse of funds, or misrepresentation of authority.

(11) "Municipality" means any city, village, town or county in this state.

(12) "Negligence" means failure by omission or commission to discharge the duty required to protect the health, safety and welfare of the public.

(13) "Person" includes partnerships, associations and bodies politic or corporate [s. 990.01 (26), Stats.].

(14) "Secretary" means the secretary of the department of industry, labor and human relations.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. (2), renun. (4) and (5) to be (6) and (6), (6) to (12) to be (8) to (14) and am. (8), (9) and (13), r. and recr. (3), cr. (4) and (7), Register, April, 1985, No. 352, eff. 5-1-85; emerg. cr. (3) (f), eff. 1-12-93; cr. (3) (f), Register, August, 1993, No. 452, eff. 9-1-93; am. (3) (e), Register, November, 1994, No. 467, eff. 12-1-94.

## Subchapter II — Inspector Certification

**ILHR 26.06 Categories of certification and persons who may be certified.** Persons performing inspections shall be certified in each category for which they conduct inspections. Persons performing inspections may be certified by the department in one or more of the following categories: dwelling construction; restricted dwelling construction site soil erosion; dwelling heating, ventilating and air conditioning; dwelling electrical; and plumbing and commercial building. Persons certified may be employes of the department, a municipality or an independent inspection agency.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, April, 1985, No. 352, eff. 5-1-85; emerg. am. eff. 1-12-93; am; Register, August, 1993, No. 452, eff. 9-1-93.

**ILHR 26.07 Application for certification or recertification.** (1) All applicants shall be at least 18 years of age.

(2) Application for certification and recertification shall be made to the department, together with the payment of the fees as specified in ch. ILHR 2.

(a) Applications shall be made on forms provided by the department and may be obtained by writing to:

Certification Coordinator  
Safety and Buildings Division  
Department of Industry, Labor and Human Relations  
P. O. Box 7969  
Madison, Wisconsin 53707

(3) Upon receipt of the completed application form, the department shall review and evaluate the application and make all necessary notifications to the applicant. The department shall review and make a determination on the application within 15 business days of receipt of the application and all documents necessary to complete the review. If it is determined that the applicant does not qualify for certification or recertification, the applicant shall be notified of the findings in writing and instructed of the appeals procedure provided under subch. VI.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. (3), Register, February, 1985, No. 350, eff. 3-1-85; correction in (3) made under s. 13.93 (2m) (b) 4, Stats., Register, April, 1985, No. 352; correction in (2) (intro.) made under s. 13.93 (2m) (b) 7, Stats., Register, August, 1993, No. 452.

**ILHR 26.08 Requirements for certification.** Eligibility for certification shall be based upon acceptance of the application and on successful completion of approved training programs or examinations.

(1) **NEW INSPECTORS.** Persons with less than the equivalent of one year of inspection experience shall be certified through examination.

(2) **EXISTING INSPECTORS.** (a) *Energy certification.* Existing state or municipal inspectors with the equivalent of one year of inspection experience in any category may be

certified without examination provided that the approved energy training program is taken.

(b) *Construction, electrical and heating, ventilating and air conditioning certification.* Existing state or municipal inspectors with the equivalent of one year of inspection experience in the category of construction, electrical or heating, ventilating and air conditioning may be certified in that category without examination provided that the approved training programs are taken for that inspection category.

**Note:** Credit will be given for educational and training programs approved by the department.

(c) *Restricted dwelling construction site soil erosion certification.* Persons with the equivalent of one year of experience in construction site soil erosion control enforcement may be certified as a restricted dwelling construction site soil inspector by the department without examination provided the person attends an approved training course recognized by the department on the soil erosion control standards and the administration and enforcement provisions of chs. ILHR 20 to 25.

**Note:** The department's reference in (2) (c) to "soil inspector" is intended to refer to "soil erosion inspector".

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; cr. (2) (c), Register, August, 1993, No. 452, eff. 9-1-93.

**ILHR 26.09 Examination.** (1) **APPLICATION FOR EXAMINATION.** All applications for examination shall be filed with the department prior to examination. The applicant shall be advised by the department of the date and place of the examination within 15 business days of receipt of an application for examination.

(2) **TIME AND PLACE OF EXAMINATIONS.** Scheduled examinations shall be offered at least semiannually. Specific details regarding time and place are available from the department upon request. The department shall schedule an examination within 9 months of the date of the last examination.

(3) **SCOPE OF EXAMINATION.** The examinations shall test the applicant's ability to inspect and examine dwellings or commercial buildings to ascertain compliance with the rules of the uniform dwelling code or commercial building code, and more specifically:

- (a) Code knowledge;
- (b) Code administration;
- (c) Inspection and enforcement techniques; and

(d) Skills such as, but not limited to, general mathematics, reading of plans and specifications, materials and methods of construction, construction safety and oral and written communications.

(4) **GRADING OF EXAMINATIONS.** The final grading of all examinations shall be by persons approved by the department. A grade of 70% or greater in each part shall be considered a passing grade for certification as an inspector.

(5) **EXAMINATION RETAKE.** Applicants failing part or all of an examination shall be required to retake, within 2 years of the original examination, only that part failed. All applications for re-examination shall be filed with the de-

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partment prior to the scheduled date of the examination to be retaken.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. (1) and (2), Register, February, 1985, No. 350, eff. 3-1-85; am. (3) (intro.), Register, April, 1985, No. 352, eff. 5-1-85.

**ILHR 26.10 Reciprocity.** Inspector certification may be accomplished through reciprocity provided that the certification program of the state in which the inspector is certified is approved by the department.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79.

**ILHR 26.11 Issuance of certificate.** Upon completing the requirements for certification, the department shall notify the applicant in writing and shall issue an inspection certificate. The certificate shall bear the name of the applicant, certification number, expiration date, and certification category. The certificate shall be valid for a period of one year. The department shall issue an inspection certificate within 30 business days of completion of the requirements for certification by the applicant.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, August, 1980, No. 296, eff. 9-1-80; am. Register, February, 1985, No. 350, eff. 3-1-85.

**ILHR 26.12 Renewal of certificate.** Upon receipt of written notice of expiration, certification may be renewed. Certification renewal shall be contingent on successful completion of on-going approved education programs or receiving a passing grade on the examination. The department shall review and make a determination on an application for renewal of certification within 30 business days of receipt of the application for renewal.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, February, 1985, No. 350, eff. 3-1-85.

**ILHR 26.13 Denial of certification. (1) NOTICE OF DENIAL.** Upon denial of certification or recertification, the department shall notify the applicant in writing stating the reasons for denial. The notice of denial shall be made by certified mail sent to the address filed with the application. Service shall be verified by the certified mail receipt. The department shall notify the applicant of denial of certification within 30 business days of receipt of an application for certification.

**(2) HEARING.** Upon receipt of denial, any applicant may submit a written request for hearing. The right to hearing shall be considered waived if the applicant fails to submit the request within 30 business days. Hearings will be conducted by the department and the proceedings recorded. The department shall conduct a hearing and make a determination within 30 business days of request for a hearing regarding denial of certification.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, February, 1985, No. 350, eff. 3-1-85.

### Subchapter III —

#### Independent Inspection/Evaluation Agency Certification For Manufactured Dwellings

**ILHR 26.14 Independent inspection/evaluation agency certification.** Any independent inspection/evaluation agency offering to perform in-plant inspections or approval of plans and specifications of manufacturing facilities, processes, fabrication and assembly of manufactured dwellings and certify compliance for manufactured dwell-

ings under the uniform dwelling code, rental unit energy efficiency code or commercial building code shall be certified and shall satisfy the requirements of this subchapter.

**History:** Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, February, 1985, No. 350, eff. 3-1-85; am. Register, April, 1985, No. 352, eff. 5-1-85.

**ILHR 26.15 Application for independent inspection/evaluation agency certification or recertification.** Application for certification and recertification shall be made to the department, together with the payment of the fee as specified in ch. ILHR 2.

**(1) Applications shall be made on forms provided by the department and may be obtained by writing to:**

Certification Coordinator  
Safety and Buildings Division  
Department of Industry, Labor and Human Relations  
P. O. Box 7969  
Madison, Wisconsin 53707

**(2) All applications for certification shall be submitted in duplicate and shall contain the following information:**

**(a) Articles of incorporation, bylaws, and a statement of stock ownership of the agency.**

**(b) Name, address, and qualifications of all officers, directors, top management and personnel.**

**(c) A statement of stock held by the agency in other corporations.**

**(d) Location of offices.**

**(e) An organizational chart of the agency.**

**(f) Names, licenses and qualifications of all in-plant inspectors employed by the agency.**

**(g) An outline of training programs and general procedures used to assure that all in-plant inspectors are properly trained.**

**(h) A list of products, components, equipment and structures which the agency has evaluated, tested and inspected.**

**(i) A list of states in which the agency is authorized to inspect or evaluate manufactured dwellings or components.**

**(j) An affidavit certifying independence and absence of conflict of interest.**

**(k) Procedures and facilities, including record-keeping used in providing services which assure compliance with the rules of the uniform dwelling code or commercial building code.**

**(l) A list of all persons having contracts with the agency to perform certified inspections.**

**(3) Any independent inspection/evaluation agency to be certified by the department shall agree in writing:**

**(a) That the department may monitor by inspection and require verification of any or all conditions specified in sub. (2).**

**(b) To make all inspection records available upon request.**