

**City of Waukesha, Wisconsin**

**Ordinance 2024 – \_\_\_**

---

**An Ordinance Amending Section 2.03 and Repealing Sections 2.04, 2.05, and 2.06  
of the Waukesha Municipal Code, Regarding Building Inspectors**

---

The Common Council of the City of Waukesha do ordain as follows:

**Section 1.** Section 2.03 of the Waukesha Municipal Code is amended to read in its entirety as follows:

**2.03 Chief Building Inspector.**

- (1) Authorization for Position.** Pursuant to Wis. Stat. §62.23(9)(a), the position of Chief Building Inspector is authorized, within the Department of Community Development. The Chief Building Inspector shall be the manager of the Building Inspection Division.
- (2) Powers.** The Chief Building Inspector shall have the authority given by law, including Wis. Stat. §62.23(9), to administer and enforce the provisions of Municipal Code Chapters 12, 13, 16, 17, 18, 19, 20, 22, 24, 27, 28, and 33, which are referred to herein as the Code. The Chief Building Inspector's authority may be delegated to subordinates.
- (3) Duties.** The Chief Building Inspector shall be responsible for:
  - (a)** Administration and supervision of the Building Inspection Division of the Department of Community Development and the employees thereof.
  - (b)** Maintaining records of the Building Inspection Division in compliance with the City's Records Retention Policy.
  - (c)** Reporting to City administration on the activities of the Building Inspection Division periodically, as requested.
- (4) Authority.** The Chief Building Inspector shall have authority to:
  - (a)** Administer the issuance of all permits and licenses required by the Code. The review of plans and permit applications may be delegated to contractors.
  - (b)** Administer the issuance and revocation of certificates of occupancy. The review of applications for occupancy may be delegated to contractors.
  - (c)** Issue orders for compliance with the Code.

- (d) Issue municipal citations for violations of the Code and non-compliance with orders to correct violations of the Code, as provided in Municipal Code §25.08.
- (e) Issue orders to stop work for non-compliance with the Code.
- (f) Refer matters involving violation of the Code to the City for possible prosecution in Municipal or Circuit Court.
- (g) Conduct inspections for all residential, commercial, and industrial construction, improvement, or alteration. Conduct of inspections may be delegated to contractors.
- (h) Enter any building or premises with proper credentials to conduct inspections to verify compliance with the Code, and to obtain special inspection warrants when necessary to do so.
- (i) Condemn entire buildings or portions of buildings that are dangerous, unsafe, or otherwise unfit for habitation, and declare and order properties to be vacated if deemed unfit for habitation, occupancy, or use.
- (j) Order portions of a structure to be uncovered and exposed for inspection to confirm work requiring a permit complies with the Code or if the Chief Building Inspector reasonably believes the structure is unsafe or dangerous.
- (k) Request and receive as required in the performance of the duties described in this Section the assistance of the Director of Public Works, Chief of Police, and other City officials.
- (l) All other actions necessarily required for the performance of the duties described in this Section.

**Section 2.** Sections 2.04, 2.05, and 2.06 of the Waukesha Municipal Code are repealed in their entirety.

**Section 3.** This Ordinance shall be effective the day after its publication.

Passed the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Shawn N. Reilly, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Clerk