

under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 16-094: am. (1), (2), (3), (4), (5), Register April 2018 No. 748 eff. 5-1-18.

SPS 361.06 Fees. Fees for petitions for variance, product approvals, notice registrations, plan examination and approvals, and for inspections of buildings, and structures shall be submitted as specified in ch. SPS 302. Fees shall be submitted at the time the application for approval is submitted. No plan examinations, approvals or inspections may be made until the fees are received.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

Subchapter II — Responsibilities, Appeals, Petitions and Penalties

SPS 361.20 Responsibilities. (1) OWNER. Compliance with chs. SPS 361 to 366 does not relieve the owner of a public building or place of employment from compliance with the administrative rules established by other state jurisdictions.

Note: Pursuant to s. 101.11 (2) (a), Stats., no employer or owner, or other person shall hereafter construct or occupy or maintain any place of employment, or public building, that is not safe, nor prepare plans which shall fail to provide for making the same safe.

Note: Section 101.12 (3) (b), Stats., prohibits local issuance of permits or licenses for construction or use of public buildings or places of employment until required drawings and calculations have been examined and approved by the department.

Note: Section 145.195 (1), Stats., prohibits local issuance of a building permit for construction of any structure requiring connection to a private onsite wastewater treatment system unless a system satisfying all applicable regulations already exists to serve the proposed structure or all permits necessary to install such a system have been obtained.

(2) DESIGN. (a) Pursuant to ch. 443, Stats., a public building, structure or place of employment shall be designed by an architect or an engineer, except as provided under ss. 443.14 and 443.15, Stats.

(b) Pursuant to ch. 443, Stats., a component or a system, including an electrical system, a fire protection system, a heating ventilating and air conditioning system, or a plumbing system, for a public building, structure or place of employment shall be designed by an architect, engineer or a designer of engineering systems, except as provided under ss. 443.14 and 443.15, Stats.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; CR 16-094: am. (1), Register April 2018 No. 748 eff. 5-1-18.

SPS 361.21 Appeals. (1) APPEAL OF DEPARTMENT ORDER. Pursuant to s. 101.02 (6) (e), Stats., any person who owns or occupies a property that is affected by an order of the department may petition the department for a hearing on the reasonableness of the order.

(2) APPEAL OF LOCAL ORDER. Pursuant to s. 101.02 (7) (b), Stats., any person affected by a local order that is in conflict with an order of the department may petition the department for a hearing.

Note: "Local order" is defined under s. 101.01 (8), Stats.

Note: See also s. 101.02 (7) (c), Stats.

(3) CONTESTED CASE HEARING. In addition to any other right provided by law, any interested person may file a written request for a contested case hearing, as specified in s. 227.42, Stats.

(4) PETITION OF ADMINISTRATIVE RULE. Pursuant to s. 227.12, Stats., any municipality, corporation or any 5 or more persons having an interest in an administrative rule may petition the department requesting the adoption, amendment or repeal of the rule.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02.

SPS 361.22 Petition for variance. The department shall consider and may grant a variance to a provision of chs. SPS 361 to 366 in accordance with ch. SPS 303. The petition for variance shall include, where applicable, a position statement from the fire department having jurisdiction.

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Note: Chapter SPS 303 requires the submittal of a petition for variance form (SBD-9890) and a fee, and that an equivalency is established in the petition for variance which meets the intent of the rule being petitioned. Chapter SPS 303 also requires the Department to process regular petitions within 30 business days and priority petitions within 10 business days. The SBD-9890 form is available at the Department's Web site at www.dps.wi.gov through links to Division of Industry Services forms.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 16-094: am. (intro.), Register April 2018 No. 748 eff. 5-1-18.

SPS 361.23 Penalties. Penalties for violations shall be assessed in accordance with ss. 101.02 (12) and (13) (a), and 101.978, Stats.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02.

Subchapter III — Plan Review and Related Functions

SPS 361.295 Administrative coordination. Pursuant to ss. 101.02 (13) (b) and 101.12 (3) (h), Stats., if plans are required to be submitted to the department for review under s. SPS 361.30, a municipality may not issue a building permit to commence construction or use of the building until the plans have been approved by the department or its agent.

History: EmR0904: emerg. cr. eff. 3-2-09, except (2) eff. 7-1-09; CR 08-110: cr. Register September 2009 No. 645, eff. 10-1-09; correction in (1), (2) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 14-010: renun. (1) to section 361.295, r. (2) Register August 2014 No. 704, eff. 9-1-14.

SPS 361.30 Plan review and approval. (1) TYPES OF BUILDINGS. (a) Except as provided in par. (b), Table 361.30-1, and sub. (4), the construction of, the alteration of, or the addition to a public building or a place of employment may not commence unless plans for the project have been submitted to and approved by the department or its authorized representative in accordance with s. SPS 361.31.

(b) The following are exempt from plan submittal and review under par. (a):

1. Single-story buildings and structures of less than 1,000 square feet located on individual parcels or lease sites at state fair park.

2. Fire service drill towers used exclusively for hands-on training reflecting emergency conditions.

Note: The exemptions under pars. (a) and (b) for not having to submit and obtain prior approval from the department for specific building projects does not waive the obligation for these types of projects to conform to the standards of chs. SPS 361 to 366.

Note: The exemptions under pars. (a) and (b) for not having to submit and obtain prior approval from the department for specific building projects does not prohibit a municipality from requiring the submission, review and approval of plans by the municipality nor does it supersede the necessity of obtaining local building permits prior to the commencement of the project.

Note: See also s. 101.02 (7r) (g) 2., Stats. Pursuant to 2017 Wisconsin Act 330, no county, city, village, or town may enact or enforce an ordinance that is more restrictive than the department in administration of the code. "Administration" includes the process an owner must follow when applying for a permit for construction, altering, or adding to a public building or a building that is a place of employment.

Table 361.30-1

Buildings Exempt from Plan Review

Building Type or Occupancy	Building Description
Assembly Group A-2, A-3	Total building volume of less than 25,000 cubic feet
Business Group B	
Factory Group F	
Mercantile Group M	
Storage Group S	
Utility and Miscellaneous Group U	

(2) TYPES OF STRUCTURES. Plans for all of the following types of structures shall be submitted and approved by the department.

ment or authorized representative prior to commencement of the project:

- (a) An assembly seating facility to be located within a public building or place of employment.
- (b) An assembly seating facility more than 5 rows in height and not located within a public building or place of employment.
- (c) A mausoleum.
- (d) A crematory.

(3) TYPES OF BUILDING COMPONENTS. (a) Except as provided in sub. (4), building component or system plans shall be submitted to and approved by the department or authorized representative prior to installation of the component or system, for each of the following type components or systems:

1. Pre-manufactured and pre-engineered structural components.
2. Heating, ventilating and air conditioning systems.
3. Fire protection systems.

(b) Component or systems plans shall be submitted in one of the following manners:

1. Included with the plans under sub. (1) (a).
2. Submitted as a separate plan for the component or system.

(4) EXCLUSION FOR MINOR ALTERATIONS. (a) This section does not apply to minor alterations where the building official agrees the nature of the work is such that review and approval of construction documents is not necessary to achieve compliance with chs. SPS 361 to 366.

(b) The submission and approval of fire protection system plans is not required for a project involving the alteration or addition of the following components:

1. Twenty or fewer sprinkler heads to an existing automatic fire sprinkler system.
2. Twenty or fewer alarm devices to an existing fire alarm system.

(5) CALCULATING TOTAL BUILDING VOLUME. Total building volume shall be determined by calculating the cubic footage of space enclosed within the outer surfaces of the building's outside or enclosing walls and the space between the upper most surface of the roof and the underside of the lowest floor of a building. The outer surface of structures or portions of structures without enclosed walls shall be established by projecting vertical planes from the outer surface of exterior supports or columns. The total building volume shall be calculated on structures with interior supports by establishing a vertical plane projected from the farthest roof projection. Roof overhangs less than 24 inches from a vertical wall may not be included in the calculation. Total building volume shall include the cubic footage of space in dormers, penthouses, vaults, pits, enclosed porches, and other enclosed appendages to the building.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; CR 01-139: cr. (2) (c), r. and recr. Table 61.30-3 Register June 2002 No. 558, eff. 7-1-02; CR 04-016: am. (1) (b) 1., 2. b. and Table 61.30-3, cr. (4) Register December 2004 No. 588, eff. 1-1-05; CR 06-120: am. Table 1 and 2, cr. (2) (d), Register February 2008 No. 626, eff. 3-1-08; CR 10-103: am. (1) (a), r. (1) (b) 2., 3., Table 61.30-2 and Table 61.30-3, renum. (1) (b) 1. to be (1) (b) and (4) to be (4) (a), cr. (4) (b), Register August 2011 No. 668, eff. 9-1-11; r. and recr. (3) Register August 2011 No. 668, eff. 1-1-12; correction in (1) (a), (b) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 16-094: r. and recr., Register April 2018 No. 748 eff. 5-1-18; CR 16-094: am. (1) (a), r. and recr. (1) (b), am. Table 61.30-1, (2) (a), (b), (c), (d), am. (4) (a), cr. (5), Register April 2018 No. 748 eff. 5-1-18.

SPS 361.31 Plans. (1) **SIGNING AND SEALING.** (a) Except as provided in par. (b), construction documents submitted to the department or its authorized representative for review shall be prepared, signed and sealed in accordance with ch. 443, Stats., and s. A-E 2.02.

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(b) Sprinkler construction documents that are required by s. SPS 361.33 to be at an installation site shall comply with one of the following:

1. Be signed and sealed in accordance with s. A-E 2.02 by an architect, engineer or fire protection systems designer who is registered by the department.
2. Be signed, including license number, and dated by an automatic fire sprinkler contractor who is responsible for the installation of the sprinklers and who is licensed by the department.

Note: Pursuant to s. A-E 2.02 (4) and (5) read:

"A-E 2.02 (4) Each sheet of plans, drawings, documents, specifications and reports for architectural, landscape architectural, professional geological, professional engineering, design or land surveying practice shall be signed, sealed and dated by the registrant or permit holder who prepared, or directed and controlled preparation of, the written material, except as specified in sub. (5).

"(5) If more than one sheet is bound together in a volume, the registrant or permit holder who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets which are prepared by or under the direction and control of another registrant or permit holder are signed, sealed and dated by the other registrant or permit holder."

Note [2]: Nothing in chs. SPS 361 to 366 is intended to prohibit the submission and acceptance of plans and construction documents in an electronic or digital media.

3. Be signed, including license number, and dated by the master plumber who is responsible for the installation of a NFPA 13D multipurpose piping system and who is licensed by the department.

Note: Plans for a multipurpose piping system must be submitted under s. SPS 382.20 to determine compliance for the non-fire protection aspects of the system.

(2) CONTENTS AND INFORMATION. (a) 1. Construction documents submitted to the department or its authorized representative for review shall be dimensioned and drawn to scale.

2. The scale used for the construction documents shall be indicated on the documents.

(b) 1. Except as provided in subd. 2., at least 4 sets of construction documents shall be submitted to the department or authorized representative for review.

2. a. At least one set of construction specifications shall be submitted to the department or authorized representative for review.

b. One complete set of plans may be submitted, provided it is accompanied with 3 copies of the cover sheet for the complete set, and provided all 4 cover sheets comply with sub. (1) (a).

(c) All construction documents submitted to the department or authorized representative for review shall be permanent copies of the original documents and the copies shall be bound into sets in a manner that enables the documents to be reviewed without removing the binding.

(d) Construction documents submitted to the department or its authorized representative for review shall be of sufficient clarity, character and detail to show how the proposed design will conform to chs. SPS 361 to 366.

(e) 1. Construction documents shall be accompanied by sufficient calculations or information to substantiate that the documents conform to chs. SPS 361 to 366.

2. When requested by the department or its authorized representative, additional data pertaining to the design, construction, materials, and equipment shall be submitted to the department or the authorized representative to substantiate conformance to chs. SPS 361 to 366.

3. The title and edition of an alternate model building code used in the plan as allowed under s. SPS 361.51 (8) shall be submitted to the department or its authorized representative.

(3) APPLICATION FOR APPROVAL. (a) A plan review application form shall be included with the construction documents and information submitted to the department for examination and ap-

proval. Pursuant to s. SPS 302.07 (3), the department shall review and make a determination on an application for plan review under this chapter within 15 business days.

Note: The Department forms required in this chapter are available at the Department's website at www.dps.wi.gov through links to Division of Industry Services forms.

Note: Under s. 145.195, Stats., "No county, city, town or village may issue a building permit for construction of any structure requiring connection to a private domestic sewage treatment and disposal system unless a system satisfying all applicable regulations already exists to serve the proposed structure or all permits necessary to install such a system have been obtained." See ch. SPS 383 for applicable regulations.

(b) If, upon examination, the department determines that the construction documents or application for approval do not substantially conform to chs. SPS 361 to 366, the application for conditional approval will be denied, in writing.

(c) If, upon examination, the department determines that the construction documents and the application for approval substantially conform to chs. SPS 361 to 366, a conditional approval, in writing, will be granted and the plans will be stamped conditionally approved. All conditions stated in the conditional approval shall be complied with before or during construction.

Note: The plan examination and approval by the department does not constitute an approval to proceed with construction prior to obtaining any permits or approvals that are required by a local unit of government.

(4) REVISIONS TO APPROVED PLANS. (a) 1. All proposed revisions and modifications which involve rules under chs. SPS 361 to 366 and which are made to construction documents that have previously been granted approval by the department or its authorized representative, shall be submitted for review to the office that granted the approval.

2. All revisions and modifications to the plans shall be approved in writing by the department or its authorized representative prior to the work involved in the revision or modification being carried out.

(b) A revision or modification to a plan, drawing or specification shall be signed and sealed in accordance with s. SPS 361.31 (1).

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; CR 01-139: renum. (3) (intro.) to (b) to be (3) (a) to (c) Register June 2002 No. 558, eff. 7-1-02; CR 04-016: renum. (2) (b) 2. to be (2) (b) 2. a., cr. (2) (b) 2. b. Register December 2004 No. 588, eff. 1-1-05; CR 06-119: am. (3) (a) Register July 2007 No. 619, eff. 8-1-07; CR 10-103: cr. (1) (b) 3. Register August 2011 No. 668, eff. 9-1-11; correction in (1) (b) made under s. 13.92 (4) (b) 7. Stats., Register August 2011 No. 668; correction in (1) (b) (intro.), 1., 2., 3., (3) (a), (4) (b) made under s. 13.92 (4) (b) 6., 7., Stats., Register December 2011 No. 672; CR 16-094: am. (2) (d), (e), cr. (2) (e) 3., am. (3) (b), (c), (4) (a) 1., Register April 2018 No. 748 eff. 5-1-18.

SPS 361.32 Permission to start construction. (1) A building owner may request and the department or its authorized representative may grant permission to start construction for the footings and foundations upon submission of construction documents under s. SPS 361.31.

(2) A building owner who has been granted permission to start construction of the footings and foundations may proceed at the owner's own risk without assurance that a conditional approval for the building will be granted.

(3) The department shall review and make a determination on an application for permission to start construction of the footings and foundations within 3 business days of receipt of the application and all forms, fees, construction documents and information required to complete the review.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

SPS 361.33 Evidence of plan approval. Where plan approval is required by chs. SPS 361 to 366, one set of plans bearing the stamp of conditional approval and a copy of the specifications shall be kept at the building site. The plans and specifica-

tions shall be open to inspection by the department or its authorized representative.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; CR 16-094: am., Register April 2018 No. 748 eff. 5-1-18.

SPS 361.35 Revocation of approval. The department may revoke any approval, issued under chs. SPS 361 to 366, for any false statements or misrepresentation of facts on which the approval was based.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; CR 16-094: am., Register April 2018 No. 748 eff. 5-1-18.

SPS 361.36 Expiration of plan approval and extension of plan approval. (1) EXPIRATION OF PLAN APPROVAL.

(a) *Building shell.* Except as provided in par. (f) and sub. (2) (b), plan approval by the department or its authorized representative for new buildings and building additions shall expire 2 years after the approval date indicated on the approved building plans if the building shell is not closed in within those 2 years.

(b) *Occupancy.* Except as provided in sub. (2), plan approval by the department or its authorized representative for new buildings and building additions shall expire 3 years after the approval date indicated on the approved building plans if the building is not ready for occupancy within those 3 years.

(c) *Alterations.* Except as provided in sub. (2), plan approval by the department or its authorized representative for interior building alterations shall expire one year after the approval date indicated on the approved building plans if the alteration work is not completed within that year.

(d) *HVAC construction only.* Except as provided in sub. (2), plan approval by the department or its authorized representative for heating, ventilating, or air conditioning construction that does not include any associated building construction shall expire one year after the approval date indicated on the approved plans if the building or building area affected by the plans is not ready for occupancy within that year.

(e) *Fire protection systems only.* Except as provided in sub. (2), plan approval by the department or its authorized representative for a fire protection system that does not include any associated building construction shall expire 2 years after the approval date indicated on the approved plans if the building or building area affected by the plans is not ready for occupancy within those 2 years.

(f) *Mausoleums.* Except as provided in sub. (2), plan approval by the department or its authorized representative for mausoleums within the scope of s. 440.92 (2) (e), Stats., shall expire 3 years after the date indicated on the approved building plans of the building shell if not closed within those 3 years.

(g) *Bleachers and canopies.* Except as provided in sub. (2), plan approval by the department or its authorized representative for bleachers or free standing canopies shall expire 2 years after the approval date on the approved plans of the structure.

(2) EXTENSION OF PLAN APPROVAL. (a) Except as provided in par. (b), upon request and payment of the fee specified in ch. SPS 302, the expiration dates in sub. (1) (b) to (g) may be extended provided the request is submitted prior to expiration of the original approval.

Note: According to s. 66.0413, Stats., the local governmental body or building inspector may order the razing of buildings or portions thereof, where there has been a cessation of normal construction for more than 2 years.

(b) Upon request to the secretary, the expiration dates in sub. (1) (a) and (b) may be extended at the discretion of the secretary for a one-time, 2-year period provided all of the following:

1. The approved plan is for multifamily dwelling containing less than 11 dwelling units.

2. The original plan was submitted for department review prior to January 1, 2011.

3. The request is submitted prior to expiration of the original approval.

Note: According to s. 66.0413, Stats., the local governmental body or building inspector may order the razing of buildings or portions thereof, where there has been a cessation of normal construction for more than 2 years.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; CR 06-120: renum. (2) to be (2) (a) and am., cr. (2) (b), Register February 2008 No. 626, eff. 3-1-08; correction in (2) (a) made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672; CR 16-094: am. (1) (f), cr. (1) (g), am. (2) (a), Register April 2018 No. 748 eff. 5-1-18.

SPS 361.37 Department limitation. A conditional approval of a plan by the department may not be construed as an assumption of any responsibility on the part of the department for the design or construction of the project.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02.

SPS 361.39 Registration of cross connection control assemblies. Cross connection control assemblies to be installed in water-based fire protection systems shall be registered with the department in accordance with ch. SPS 382.

History: CR 02-002: cr. Register April 2003 No. 568, eff. 5-1-03; CR 04-016: am. Register December 2004 No. 588, eff. 1-1-05; correction made under s. 13.92 (4) (b) 7., Stats., Register December 2011 No. 672.

Subchapter IV — Supervision and Inspections

SPS 361.40 Supervision. (1) GENERAL. (a) Except as provided in par. (b), the proposed construction of a project within the scope of chs. SPS 361 to 366 shall be supervised by one or more Wisconsin registered architects or engineers, except that Wisconsin registered designers may supervise the installation of heating, ventilating and air conditioning systems, fire protection systems, and illumination systems. The person responsible for supervision shall also be responsible for the construction and installation being in substantial compliance with the approved plans and specifications. If the supervising architect, engineer, or designer is confronted with a nonconformance with the code during or at the end of construction, that party, together with the designing architect, engineer, or designer shall effect compliance or shall notify the department of the noncompliance.

(b) 1. A project does not require supervision by a Wisconsin registered architect or engineer, if the project qualifies under one of the following conditions:

a. The building contains less than 50,000 cubic feet total volume.

b. An addition to an existing building does not cause the entire building to contain or exceed a volume of 50,000 cubic feet.

2. For the purposes of this paragraph, the utilization of fire walls to divide up a building does not create separate buildings.

(2) DUTIES. Supervision of construction is a professional service, as distinguished from superintending of construction by a contractor, and means the performance, or the supervision thereof, of reasonable on-the-site observations to determine that the construction is in substantial compliance with the approved plans and specifications.

(3) NAME OF SUPERVISING ARCHITECT, ENGINEER OR DESIGNER. (a) Prior to the start of construction, the owner of the building or structure shall designate in writing to the authority that issued plan approval the name and Wisconsin registration number of the architect, engineer or designer retained to supervise construction of the building or structure.

(b) If the supervising architect, engineer, or designer withdraws from a construction project, the owner of the building or structure shall retain a new supervising professional within 30 days of the date of the withdrawal and provide the authority that

issued plan approval the name and Wisconsin registration number of the replacement supervising professional.

(4) COMPLIANCE STATEMENT. Prior to initial occupancy of a new building or addition, and prior to final occupancy of an alteration of an existing building, the supervising architect, engineer or designer shall file a written statement with the authority that issued plan approval certifying that, to the best of his or her knowledge and belief, construction of the portion to be occupied has been performed in substantial compliance with the approved plans and specifications. This statement shall be provided on a form prescribed by the department.

Note: The Department forms required in this chapter are available at the Department's website at www.dsp.wi.gov through links to Division of Industry Services forms.

History: CR 00-179: cr. Register December 2001 No. 552, eff. 7-1-02; CR 01-139: am. (1) (b) 1. a. and b. Register June 2002 No. 558, eff. 7-1-02; CR 04-016: renum. from Comm 61.50 Register December 2004 No. 588, eff. 1-1-05; CR 10-103: am. (1) (a) Register August 2011 No. 668, eff. 9-1-11; correction in (1) (b) 1. made under s. 13.92 (4) (b) 7. Stats., Register August 2011 No. 668; CR 16-094: am. (1) (a), renum. (3) to (3) (a), cr. (3) (b), Register April 2018 No. 748 eff. 5-1-18.

SPS 361.41 Inspections. (1) ON-SITE. (a) When required, on-site inspections shall be conducted within 5 business days following a request by the applicant or an authorized representative.

(b) Construction may proceed if the inspection has not been completed by the end of the fifth business day following the day of notification or as otherwise agreed between the applicant and the municipality or authorized inspection agency.

(c) On-site inspections shall be conducted by an authorized representative of the department to determine whether or not the construction or installations conform to the conditionally approved plans, the conditional approval letter, and chs. SPS 361 to 366.

Note: See s. 101.14, Stats., and ch. SPS 314 for requirements relating to fire inspections and fire prevention.

(2) IN-PLANT. (a) *General.* Manufacturers of manufactured buildings shall contract with the department or an independent inspection agency to conduct in-plant inspections to assure that the manufactured buildings are in compliance with the plans approved by the department. All inspections shall be performed by a certified commercial building inspector.

(b) *Wisconsin insignia for manufactured buildings.* Pursuant to s. 101.75, Stats., a Wisconsin insignia shall be installed on a manufactured dwelling unit approved by the department and inspected at the manufacturing plant. Each Wisconsin insignia shall be assigned and affixed to a specific manufactured multi-family dwelling, in the manner approved by the department, before the dwelling is shipped from the manufacturing plant. The serial number shall be located on the manufacturer's data plate.

(c) *Manufacturer's responsibilities.* 1. 'Insignia records.' The manufacturer shall keep permanent records regarding the handling of all Wisconsin insignias indicating the number of Wisconsin insignias which have been affixed to manufactured buildings, building components, or groups of components; which Wisconsin insignias have been applied to which manufactured building or building component; and the disposition of any damaged or rejected Wisconsin insignias. The records shall be maintained by the manufacturer or by the independent inspection agency for at least 10 years. A copy of the records shall be sent to the department upon request.

2. 'Lost or damaged insignia.' a. If Wisconsin insignias become lost or damaged, the department shall be notified immediately in writing by the manufacturer or dealer.

b. If a Wisconsin insignia becomes damaged, the insignia shall be returned to the department with the fee specified in ch. SPS 302 to obtain a new insignia.

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