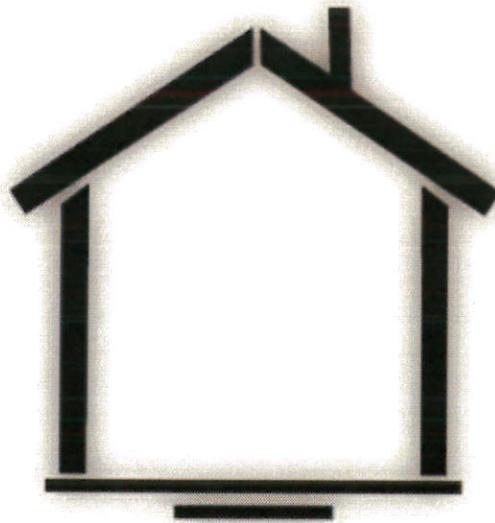


**City of La Crosse
Fire Prevention and Building Safety**

400 La Crosse St, La Crosse, WI 54601
(608) 789-7530 • Fax: (608) 789-7589
<http://www.cityoflacrosse.org> inspection@cityoflacrosse.org
Gregg A. Cleveland, Fire Chief



ADDITIONS AND REMODELS





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RESIDENTIAL ADDITIONS OR ALTERATIONS: MOST OFTEN ASKED QUESTIONS & ANSWERS

Q: When do I obtain a building permit?

A: You need a building permit for *any structural alteration or addition* including, but not limited to, changing window size, re-rocking a wall, changing a window to a door, putting up or tearing down any wall, building or demolishing a detached garage or shed, building or tearing down an above ground swimming pool.

Q: How do I obtain a building permit?

A: To obtain a permit, you need to bring to the Fire Prevention and Building Safety Department at City Hall the following:

- 2 sets of plans. A set includes all floor plans, elevations, cross-sections and details. Also include structural calculations for trusses and unusually large beam/headers for large spans.
- 2 copies of a survey or accurate land drawing showing your existing home and location of proposed changes. Be sure to indicate distance from lot lines to the wall of existing and/or proposed structures.

And then, you can complete the application for permit right here at the service counter.

Q: How long does it take to get my permit?

A: This varies with the flow rate of permit applications. Generally 24 hours are required for processing, but *this can take up to a week or more depending on the volume and velocity of plans received*. Please ask about time for review process when you submit the application for permit.

Q: How much does a permit cost?

A: Permit fees shall be based upon the physical value of work to be done, as determined by the Fire Prevention and Building Safety Department on the basis of current costs, as follows:

<u>Size of Alteration/Building</u>	<u>Permit Fees</u>
Building Construction	\$.33 per square foot with minimum \$55

Plan review fees:

All Work at Existing One and Two Family Dwellings	\$17
New One and Two Family Dwellings	\$44
HVAC	\$33

Flat Fee Permits + Property Records Maintenance

Re-roof	\$33 + \$22 = \$55
Wooden Patio Deck	\$33 + \$33 = \$66
Swim Pool	\$33 + \$22 = \$55
Residential Yard Shed	\$33 + \$33 = \$66
Wrecking/Razing	\$33 + \$22 = \$55
Detached Residential Garage	\$55 + \$33 = \$88
Fence	\$33 + no maint. fee = \$33

Q: How close to the lot line can I build the addition?

A: In most areas, you must stay 20% of the lot depth or a minimum of 15' (maximum of 30') from the rear lot line and 6' from the side lot lines and 25' from the street lot lines. **CALL US TO MAKE SURE** if your project is close to these parameters. **SOME AREAS DO HAVE DIFFERENT SETBACK RULES.** It is better to bring in your survey before you begin designing your addition.

Q: Can I do my own electrical wiring?

A: No. Local law requires a licensed contractor to perform electrical wiring. An electrical permit is required.

Q: Can I do my own plumbing work?

A: No. Local law requires a licensed contractor to perform plumbing work. A plumbing permit is required.

Q: Can I do my own HVAC work?

A: Local law requires a licensed contractor to perform any gas work and a permit will be required. Some other HVAC work will require a permit; please inquire with the Fire Prevention and Building Safety Department regarding permitting.

Q: What do I do with the card I received with the building permit?

A: The yellow permit card should go in a window or where it can be seen from the street.

Q: When must I call for building inspections?

A: Inspections are required:

- After excavation, before placing concrete
- After foundation is built but before backfilling
- When rough carpentry is erected. You must first have plumbing, electrical and HVAC rough inspected and approved. THEN CALL FOR A FRAMING INSPECTION. The Building Inspector cannot approve framing prior to electrical, plumbing, and HVAC rough inspection/approvals
- When insulation is completely installed before dry walling begins
- Final inspections for building, plumbing, electrical and HVAC before occupancy

Following is a list of frequent problems or errors we encounter:

- Excavation full of water/mud
- Excavation not minimum 48" deep
- Foundation backfilled before inspection
- Framing inspection request prior to electrical, plumbing and HVAC approvals
- Headers/beams missing or over spanned
- Deck footings not inspected
- Stairs and guard rails/handrails not built properly
- Smoke alarm missing from each floor level
- Permit holder forgets to call us for required inspections especially final inspection

The property owner is responsible for correct placement of structures upon a parcel of land to comply with the building and zoning law. The back edge of the City sidewalk is usually located on a property line.

Be sure to call **Digger's Hotline** prior to digging. The number is 1-800-242-8511.

**If we may be of further service, please call: 789-7530
Monday through Friday – 7:30 AM through 5:00 PM
Thank you and good luck on your project!**



BUILDING PERMIT APPLICATION

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Gregg A. Cleveland, Fire Chief

Application No: _____
Date: _____
Parcel No: _____

PROJECT

Project Address:

Building <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration/Remodel <input type="checkbox"/>	Cost of Project: \$
Sign <input type="checkbox"/>	Demolition <input type="checkbox"/>	Intended Use of Land After Demolition:	

Description of Work:

OWNER

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____ Fax: _____ Email: _____

CONTRACTOR

Name: _____ Supervisor: _____
 Address: _____ WIS/Cred/Qual: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Cell: _____ Fax: _____ Email: _____

PROPERTY

Zoning: _____ Flood Plain: Yes No:
 Number of Dwelling Units: _____ Fire Limits: Yes No:
 Property Located in Archaeological District: Yes No
 Building Construction Type: _____ Occupancy type: _____
 Level of Alteration (per IEBC): _____
 Architect/Engineer Name: _____ Architect/Engineer Phone: _____

INSPECTION USE ONLY

OK TO ISSUE:	Inspector Initials:
Approval Date:	
FEES	
Copies:	\$
Plan Review:	\$
Permit Fee:	\$
Record Maintenance Fee:	\$
Other:	\$
TOTAL:	\$
Received By:	Check No:

It is hereby agreed between the applicant, as owner, owner's agent or servant, and the City of La Crosse that for and in consideration for the premises and of the permit to construct, erect, alter, move, raze, or install and the occupancy of a building or property as above described, to be issued and granted by Fire Prevention and Building Safety of the City of La Crosse, that the work thereon will be done in accordance with the descriptions set forth in this statement, and as more fully described in the specifications and plans herewith filed; and it is further agreed to construct, erect, alter, move, raze or install and occupy in strict compliance with the ordinances of the City of La Crosse, and to obey any and all lawful orders of Fire Prevention and Building Safety of the City of La Crosse and State of Wisconsin laws relating to the construction, alteration, repairs, removal and safety buildings and other structures and permanent building equipment.

PLEASE MAKE CHECKS PAYABLE TO: CITY OF LA CROSSE TREASURER

(PRINT) AGENT/CONTRACTOR NAME DATE

(SIGN) AGENT/CONTRACTOR NAME DATE

(PRINT) OWNER NAME DATE

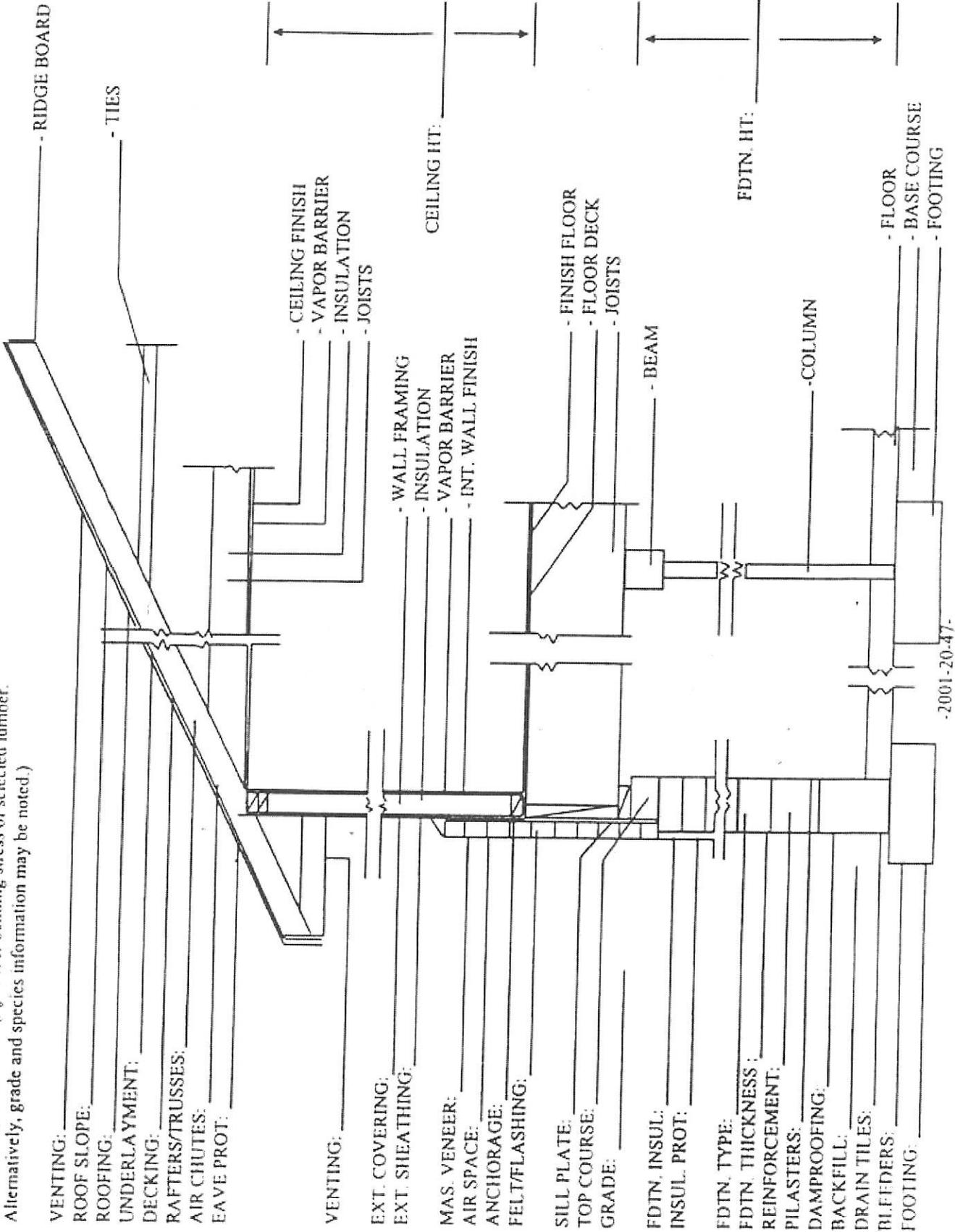
(SIGN) OWNER NAME DATE

**DO NOT CONCEAL ANY WORK WITHOUT FIRST RECEIVING INSPECTOR APPROVAL.
IT IS THE OWNER'S RESPONSIBILITY TO SEE THAT INSPECTION REQUESTS ARE CALLED IN TO THE INSPECTOR.**

RESIDENTIAL ADDITION SECTION PLAN

With proper detailing of building dimensions, material types, spans, sizes, spacing, F_b properties, etc., and strikeouts of non-applicable details, this cross section would provide an acceptable plan drawing. With the local inspection authority's permission, this drawing may be detailed by a designer and submitted as part of a plan package for plan review. (F_b - Fiber bending stress of selected lumber. Alternatively, grade and species information may be noted.)

ADDRESS _____
 DATE _____
 CONTRACTOR NAME _____



SAMPLE PLOT PLAN
FIRE PREVENTION AND BUILDING SAFETY DEPARTMENT
CITY OF LA CROSSE
www.cityoflacrosse.org

This sample plot plan has been designed to assist you in preparing a similar plot plan of your own premises, when necessary to obtain a building permit, or when required by the Board of Zoning and Appeals, Board of Housing Appeals, or Board of Building Appeals. Plot plans for larger buildings shall go into more detail.

