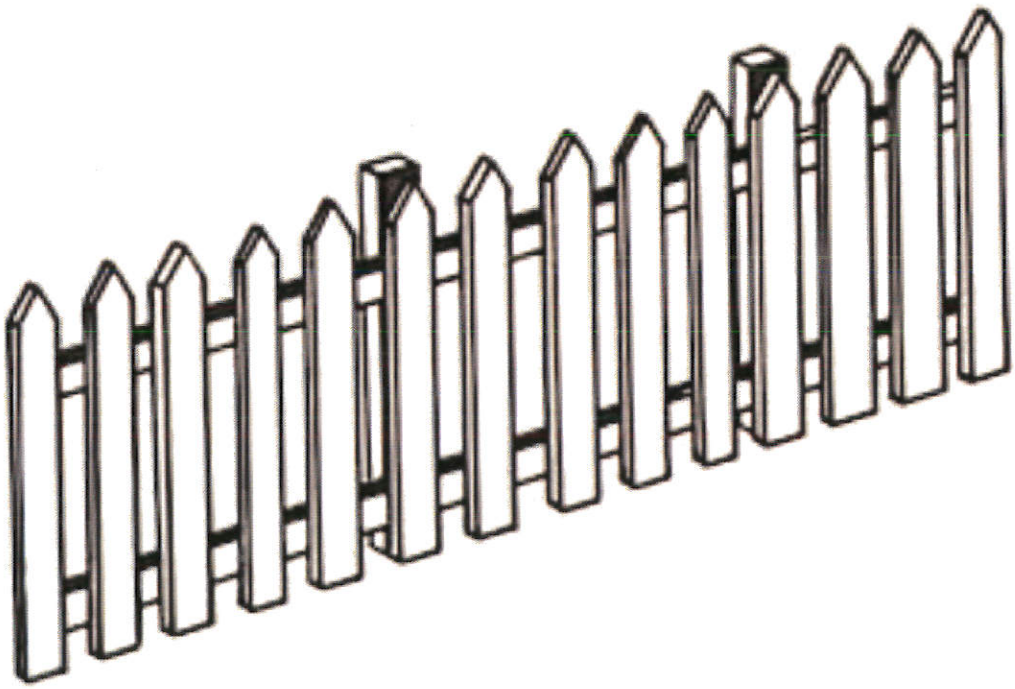
City of La Crosse
Fire Prevention and Building Safety

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

FENCES



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FENCES: MOST OFTEN ASKED QUESTIONS & ANSWERS

Q: Do I need a building permit?
A: Yes

Q: How much will it cost?
A: There is a $33 flat fee for fence permits.

Q: How do I get a permit?
A: Bring to the Fire Prevention and Building Safety Department at City Hall the following:

- 1 set of "to scale" plans. Plans may be submitted electronically if you wish. A set includes a top or "plan view" looking down on your project showing placement of the fence with measurements to property lines and a side or "cutaway" view showing your proposed method of construction, size and placement posts, height of the fence and type of fence.
- A copy of the manufacturer's specifications. (if required)

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

Q: How close to my lot line can I build my fence?
A: 115-398 (c) Height and setback of fences regulated.

(1) Residential fences are permitted up to the property lines in Residential Districts but shall not, in any case, exceed a height of six feet without a conditional use permit, shall not exceed 48 inches in height from grade in the front, side, or rear yard setback abutting a public sidewalk, shall not encroach into any vision corner and shall not be closer than three feet to any public right-of-way along a public alley. The height of any fence shall be measured as an average and shall not include the posts or pillars to which a fence is attached.

(4) In the case of a proposed fence installation within three feet of a lot line where no record of a fence existed, a survey prepared by a registered land surveyor or professional engineer is required to obtain a building permit. No survey is required if a recordable affidavit signed by all affected property owners establishes an agreed upon lot line. No permit shall be issued for a fence three feet or closer to a lot line until the adjacent property owners have been notified in writing by the Department of Planning and Development and 15 days have passed. *If a recordable affidavit is provided, the 15 day period can be waived. (SEE ATTACHED FORM)*

NOTE: You want to be sure, so bring in your survey or accurate lot drawing from 7:30 AM – 5:00 PM and we will check for you. It is best to call first to make an appointment with an inspector.

Q: Do I need concrete footings under my fence?
A: Per code no. The fence shall be installed to manufacturer's specifications.

Q: When must I call for inspections?
A: Inspections are required at the following times:

- If a footing is required and the holes are ready for viewing <u>before</u> posts are installed
- When the project is complete

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

- No pier depth 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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Application No: _____

Date: _____

Parcel No: _____

PROJECT

Project Address:

Building ☐	Addition ☐	Alteration/Remodel ☐	Cost of Project: $
Sign ☐	Demolition ☐	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

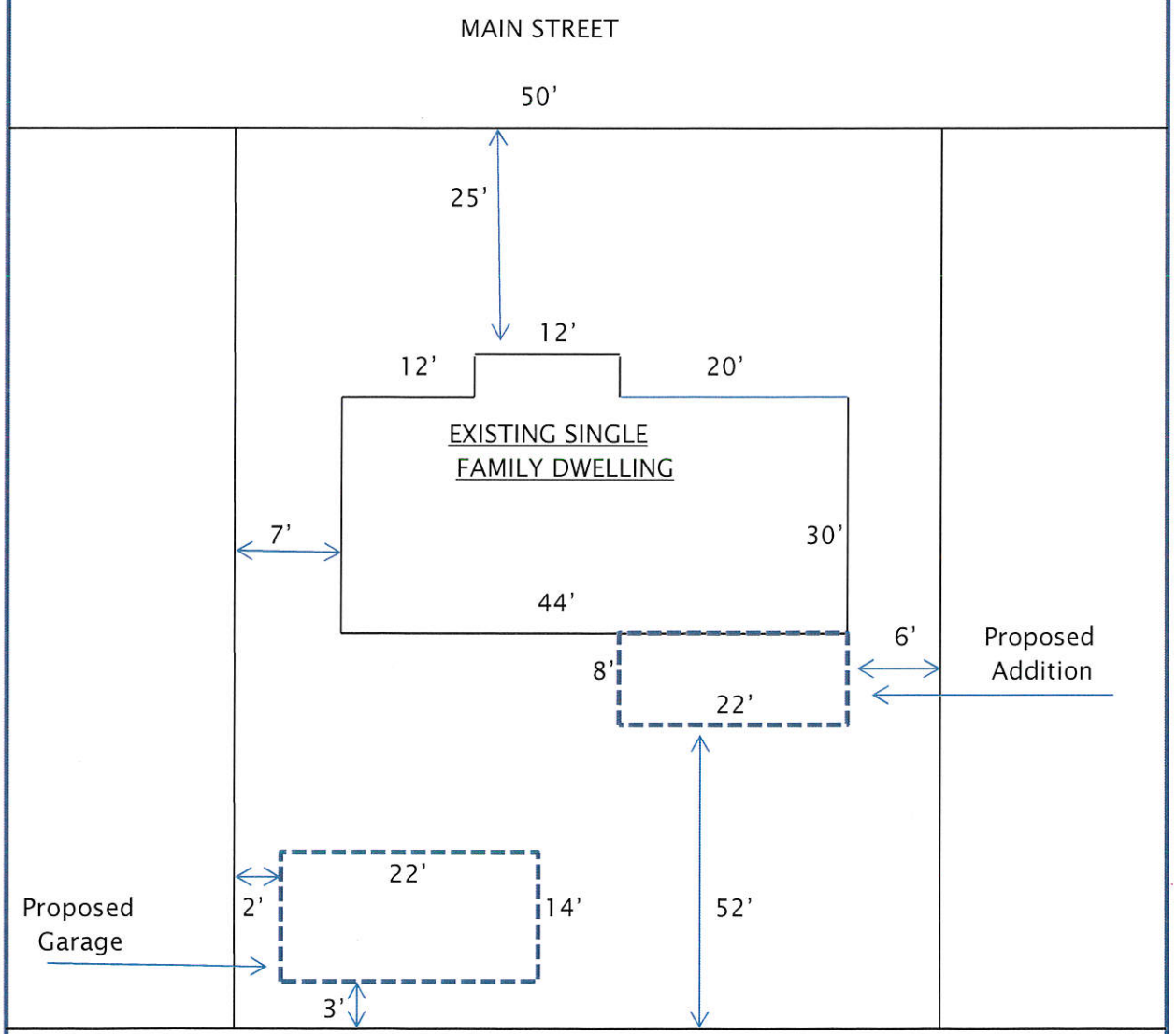
(PRINT) AGENT/CONTRACTOR NAME	DATE	(SIGN) AGENT/CONTRACTOR NAME	DATE
(PRINT) OWNER NAME	DATE	(SIGN) OWNER NAME	DATE

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

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.



NOTE: DRAWING IS NOT TO SCALE

To whom it may concern:

I _____ at _____,
name address

neighbor to _____ at _____,
name address

agree to the placement & installation of the proposed fence, which is to be installed at the above address, and run along the adjoining properties. I also grant permission to use my property for fence maintenance if applicable.

Signed _____ Date _____
Property Owner