



**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



COMMERCIAL BUILDINGS – NEW CONSTRUCTION, ADDITIONS OR ALTERATIONS





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COMMERCIAL - NEW CONSTRUCTION ADDITIONS OR ALTERATIONS: MOST OFTEN ASKED QUESTIONS & ANSWERS

Q: When do I obtain a building permit?

A: You need a building permit for any alteration or addition including, but not limited to, changing window size, putting up or tearing down any wall, re-insulating, and installing new openings (windows or doors).

Q: Does my plan need to be state approved?

A: The City of La Crosse is delegated to perform plan review for the following commercial buildings:

1. A new building or structure containing less than 50,000 cubic feet of total volume.
2.
 - a. An addition to a building or structure provided the area of the addition does not result in the entire building or structure containing more than 50,000 cubic feet of total volume.
 - b. An addition containing no more than 2,500 square feet of total floor area and no more than one floor level provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
3. An alteration of a space involving less than 100,000 cubic feet of total volume.

Q: How do I obtain a building permit?

A: 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 business 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 square footage of the project, as follows:

COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL Projects	
\$.58 per square foot	with minimum of \$55 and maximum of \$44,206
Plan Review Fees	
Projects without State review.....	\$110
Projects with Sate review.....	\$55

Please access the Property Record Maintenance Fees link here
https://www.municode.com/library/wi/la_crosse/codes/code_of_ordinances?nodeld=PTIILADEOR APXC
FESC
to see what additional fees may apply when you pay for your permit.

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

A: Generally commercial zoned properties will have setbacks of zero or six feet to the side property line. And nine or twenty feet from the rear property line. To make sure what setbacks are required in your area you should call or stop by with your accurate plot plan and speak with an inspector.

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: Please place 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
- After the first plumbing rough in, electrical rough in, and HVAC rough in inspections are 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 will normally occur at the same time

Q: Do I need a Weights and Measures License?

A: If you will be using a price scanner, scale, pump, timing device or similar measuring device you may be required to obtain a Weights and Measures License and Certification from the City of La Crosse before opening for business. Contact the City of La Crosse Engineering Department at 789-7505 for information and to obtain this license.

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 and plumbing 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
- Exit signs missing
- 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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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.



LAND DISTURBANCE PERMIT APPLICATION

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Application No: _____

Date: _____

Parcel No: _____

OWNER

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

EROSION CONTROL

Name:		Address:	
State:		Zip Code:	
Phone:		Fax:	
Email:			
Signature:			

PROJECT

Project Address:			
Subdivision Name:			
Lot:		Block:	
Is the site an archaeological district? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Description of Work:			
Start Date:		Completion Date:	
Amount of Disturbance			
Sq. Ft.:	Cu. Yd. Filled:	Cu Yd. Excavated:	Linear Ft:

FLOOD PLAIN

In Floodplain <input type="checkbox"/>	Out of Flood Plain <input type="checkbox"/>
Flood Fringe: <input type="checkbox"/>	Flood Way: <input type="checkbox"/>
Flood Storage: <input type="checkbox"/>	Shore land – Wet land: <input type="checkbox"/>
Shallow Depth Floodplain: <input type="checkbox"/>	If over 1 acre – CPCP Provided from DNR: <input type="checkbox"/>

INSPECTION USE ONLY

Application Received:		
Application Approved:	Conditionally Approved:	Denied:
Inspector:	Date:	

NOTES

Blank area for notes.