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

RE-ROOFING PERMIT

Fire Prevention and Building Safety

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RE-ROOFING:
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 fee for a re-roofing permit plus a $22 property record maintenance fee

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

- Supply the type of roofing material to be installed, type of underlayment material to be installed, removing existing roofing or applying over existing, number of existing layers of roofing material, roof slope and type of flashing being used.
- 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: Where can I put a dumpster?
A: Generally, the dumpster can be placed on your property. If placed on public property or the street a Street Privilege Permit is required from the Engineering Department.

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

- After underlayment and flashing are installed
- When the project is complete

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

- No underlayment and flashing inspection
- No final inspection

Note: If the home owner does not hire a contractor to perform work under the building permit that is bonded and insured, a Cautionary Statement must be signed and submitted with the application. (SEE ATTACHED FORM)

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.

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RE-ROOFING APPLICATION SHEET

Address: _____

Roof slope: _____

Underlayment type: _____

Flashing type: _____

Roofing material: _____

Removing existing roofing material: _____

Applying over existing roofing material: _____

Number of existing layers of roofing material: ____

Roof deck material applied: _____

(Part of Ply 4 for Applicants)

Cautionary Statement To Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily inquiry to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Additional Responsibilities for Owners of Projects Disturbing More One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: _____ Date: _____