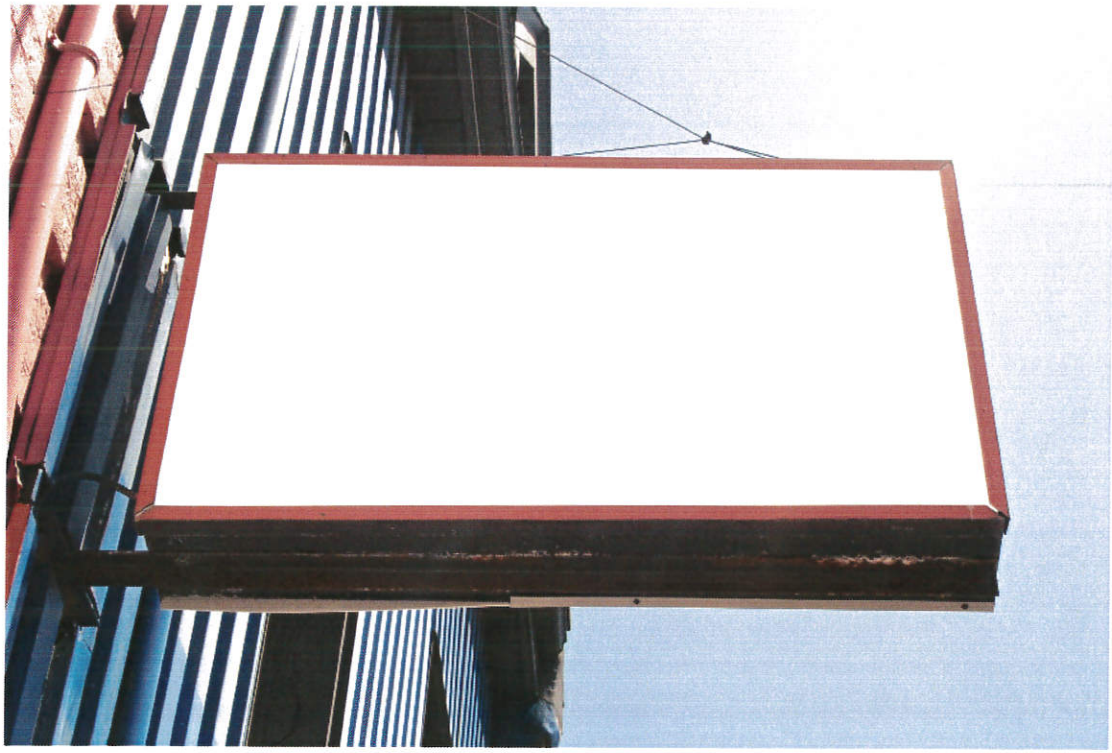
City of La Crosse
Fire Prevention and Building Safety

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

SIGN PERMIT



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SIGN PERMIT:
MOST OFTEN ASKED QUESTIONS & ANSWERS

Q: When do I obtain a sign permit?
A: A sign permit is required for signs placed on awnings, canopies, and walls. Also a sign permit is required for ground, projecting, and suspended signs.

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

- 2 colored pictures of the sign (indicating size of sign)
- For ground signs a site plan showing the location of the sign and structural calculations for footings for signs over fifteen feet in height
- For wall signs, size of wall, location of sign and information on where the sign faces (road or parking)
- For awning and canopy signs, indicate size of awning or canopy, and their location on the building
- For suspended and projecting signs, height above the sidewalk (if applicable) and location on building

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: Plan Review.....$30
Off-Premise Signs.....$30.00 base fee plus $7.00 for each $1,000 of project value or part thereof
On-Premise Signs.....$30.00 base fee plus $7.00 for each $1,000 of project value or part thereof
Sign erector's License (annual) ...$100.00

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 inspections?
A: Inspections are required at the following times:

- After excavation, <u>before</u> placing concrete
- Final inspection

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
- 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 ☐	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

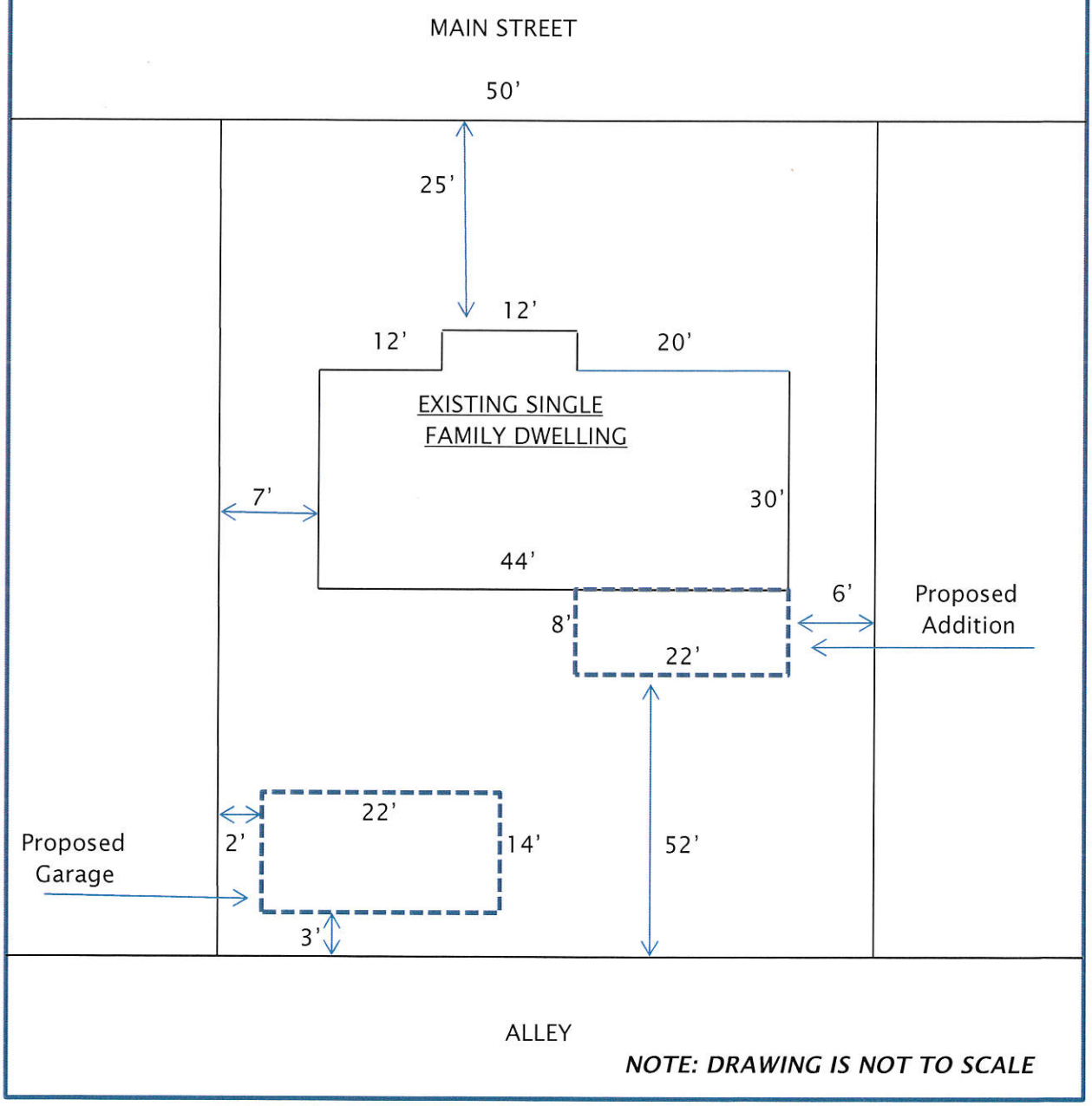
(SIGN) OWNER NAME DATE

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