



## La Crosse Fire Department - Community Risk Management

400 La Crosse St, La Crosse, WI 54601 • (608) 789-7530 • <http://www.cityoflacrosse.org> • [inspection@cityoflacrosse.org](mailto:inspection@cityoflacrosse.org)

### COMMERCIAL – *New Construction, Additions or Alterations*

#### When do I obtain a building permit?

You need a building permit for *any 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, re-insulating and installing new openings (windows or doors)

#### Does my plan need to be state approved?

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

- A new building or structure containing less than 50,000 cubic feet by volume.
- 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.
- 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.
- An alteration of a space involving less than 100,000 cubic feet of total volume.

#### Data Requirements:

- Completed and signed Application for Building Permit
- Two (2) complete sets of plans to scale. One may be electronic if you wish. A set includes all floor plan, elevations, cross-sections and details. Also include structural calculations for trusses and unusually large beam/headers for large spans.
- Two (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.

#### How long does it take to get my permit?

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.

#### How much does a permit cost?

Building Permit Fees can be found on the City website at this link: <https://www.cityoflacrosse.org/fire/fees/buildings>.

#### How close to the lot-line can I build the addition?

Generally commercial zoned properties will have setback of zero (0) or six (6) feet to the side property line, and nine (9) or twenty (20) 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.

#### Can I do my own electrical wiring?

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

#### Can I do my own plumbing work?

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

#### Can I do my own HVAC work?

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 Community Risk Management Bureau regarding permitting.

#### What do I do with the card I received with the building permit?

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

#### When must I call for building inspections?

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 rough in inspected and electrical rough in inspected and approved. THEN CALL FOR FRAMING INSPECTION. The Building Inspector cannot approve framing prior to electrical and plumbing 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.

**Frequently encountered issues:**

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

**Do I need a Weights and Measures License?**

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 Engineering Department at 608-789-7505 for information and to obtain this license.

**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.



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## APPLICATION FOR BUILDING PERMIT

Application Number \_\_\_\_\_ Date \_\_\_\_\_ Parcel Number: \_\_\_\_\_

OWNER INFORMATION					
Name:					
Address of Above: Street		City		State	Zip Code
Phone:	Cell:	Fax:	Email:		
CONTRACTOR INFORMATION					
Name:					
Address of Above: Street		City		State	Zip Code
Phone:	Cell:	Fax:	Email:		
PROJECT INFORMATION					
Project Address:					
Construction Cost: \$		Description of Work: <small>If Demolition include intended use of land after demolition</small>			
Project Type: <input type="checkbox"/> Building <input type="checkbox"/> Addition <input type="checkbox"/> Sign <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Demolition					
Architect/Engineer Name:		Architect/Engineer Phone:		Level of Alteration (per IEBC):	
PROPERTY INFORMATION					
Zoning:	Nbr. Dwling Units:	Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Archaeological District: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Construction Type:			Occupancy Type:		
FEE INFORMATION					
Copies: \$	Plan Review: \$	Permit: \$	Record Mtce: \$	Other: \$	Total: \$

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 the La Crosse Fire Department - Community Risk Management, 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 the La Crosse Fire Department - Community Risk Management and State of Wisconsin laws relating to the construction, alteration, repairs, removal and safety buildings and other structures and permanent building equipment.

\_\_\_\_\_  
Agent/Contractor: (Print) (Sign) (Date) (WI Cred/Qual)

\_\_\_\_\_  
Owner: (Print) (Sign) (Date)

OFFICE USE ONLY		
Application Approved:	Inspector:	Date:



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## APPLICATION FOR LAND DISTURBANCE PERMIT

Application Number \_\_\_\_\_ Date \_\_\_\_\_ Parcel Number: \_\_\_\_\_

OWNER INFORMATION			
Name:			
Address of Above: Street		City	State Zip Code
Phone:	Cell:	Fax:	Email:
CONTRACTOR INFORMATION			
Name:			
Address of Above: Street		City	State Zip Code
Phone:	Cell:	Fax:	Email:
PROJECT INFORMATION			
Project Address:			
Start Date:	Description of Work:		
End Date:			
Subdivision Name:	Lot:	Block:	
DISTURBANCE INFORMATION			
Sq. Ft.:	Cu. Yds. Filled:	Cu. Yds. Excavated:	Linear Ft.:
FLOOD PLAIN INFORMATION			
In Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No	Floodplain Type: <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	If over 1 acre – CPCP provided from DNR: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant: \_\_\_\_\_ (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date)

Owner: \_\_\_\_\_ (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date)

OFFICE USE ONLY		
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	Inspector:	Date:
Notes/Conditions:		