



# La Crosse Fire Department

## Division of Community Risk Management

inspection@cityoflacrosse.org 608-789-7530

<http://www.cityoflacrosse.org/your-government/departments/fire-department>



## PARKING LOT

### Do I need a building permit?

Yes.

### Data Requirements:

- Completed and signed Application for Building Permit
- Two (2) sets of plans: A set includes a top or "plan view" looking down on your project and a side or "cutaway" view showing your proposed method of construction.
- Two (2) copies of a survey or accurate land drawing showing your existing structure and location of proposed parking lot.

If you would like to submit the application electronically, please upload the forms and email them to [inspection@cityoflacrosse.org](mailto:inspection@cityoflacrosse.org)

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

Permits are reviewed on a first come, first serve basis. Inspectors are allowed 10 business days to complete. They may take longer depending on circumstances. For an additional cost you can EXPEDITE your application, moving it to the forefront.

### 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 my lot line can I build my parking lot?

The edge of the parking lot must stay at least 2 feet from the lot lines in the rear yard.

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:

If Demolition, include intended use of land after demolition

Project Type:

☐ Building ☐ Addition ☐ Sign  
☐ Alteration/Remodel ☐ Demolition

Architect/Engineer Name: \_\_\_\_\_

Architect/Engineer Phone: \_\_\_\_\_

Level of Alteration (per IEBC): \_\_\_\_\_

### PROPERTY INFORMATION

Zoning: \_\_\_\_\_ Nbr. Dwelling Units: \_\_\_\_\_ Flood Plain ☐ Yes ☐ No Fire Limits ☐ Yes ☐ No Archaeological District: ☐ Yes ☐ 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 adding 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.

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

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

### OFFICE USE ONLY

Application Approved: \_\_\_\_\_ Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

**EXAMPLE PLOT PLAN**  
**COMMUNITY RISK MANAGEMENT**  
**CITY OF LA CROSSE**  
[www.cityoflacrosse.org](http://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.

