



# La Crosse Fire Department

## Division of Community Risk Management

inspection@cityoflacrosse.org 608-789-7530

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



### **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 tracing 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. A set electronic and paper or both sets electronic. 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.

If you would like to submit the permit 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) • <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. Contact Community Risk Mgmt with questions.

#### **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.



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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. Dwelling 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: \$
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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 of 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)

<b>OFFICE USE ONLY</b>	
Application Approved:	Inspector: _____ Date: _____



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## APPLICATION FOR LAND DISTURBANCE PERMIT



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

<b>OWNER INFORMATION</b>			
Name: _____			
Address of Above: Street	City	State	Zip Code
Phone:	Cell:	Fax:	Email:
<b>CONTRACTOR INFORMATION</b>			
Name: _____			
Address of Above: Street	City	State	Zip Code
Phone:	Cell:	Fax:	Email:
<b>PROJECT INFORMATION</b>			
Project Address: _____			
Start Date:	Description of Work:		
End Date:			
Subdivision Name:	Lot:	Block:	
<b>DISTURBANCE INFORMATION</b>			
Sq. Ft.:	Cu. Yds. Filled:	Cu Yds. Excavated:	Linear Ft.:
<b>FLOOD PLAIN INFORMATION</b>			
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)

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