



# La Crosse Fire Department

## Division of Community Risk Management

inspection@cityoflacrosse.org 608-789-7530

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



## SIGNS

### When do I obtain a sign permit?

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.

### Data Requirements:

- Completed and signed Application for Building Permit
- 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.
- 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.
- Pole signs are prohibited.

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>

### 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 playing concrete.
- When the project is complete.

### Frequently encountered issues:

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

- Excavation full of water/mud
- Excavation not to a minimum 48" depth
- Foundation backfilled before inspection
- Permit holder forgets to call us for required inspection, especially the required 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.



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## APPLICATION FOR SIGN PERMIT



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

<b>OWNER INFORMATION</b>						
Name:						
Address of above: Street		City		State		Zip Code
Phone:	Cell:	Email:				
<b>CONTRACTOR INFORMATION</b>						
Name:						
Address of above: Street		City		State		Zip Code
Phone:	Cell:	Email:				
<b>PROJECT INFORMATION</b>						
Project address:						
Construction Cost: \$		Description of Work If Demolition, include use of land after demolition				
Sign Information:						
Location: On-Premise: <input type="checkbox"/>		Total Sq. Ftg: _____				
Off-Premise: <input type="checkbox"/>						
<b>PROPERTY INFORMATION</b>						
Zoning	Nbr. Dwelling Units	Airport Height Yes <input type="checkbox"/> No <input type="checkbox"/>	Flood Plain Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Limits Yes <input type="checkbox"/> No <input type="checkbox"/>	Archaeological District Yes <input type="checkbox"/> No <input type="checkbox"/>	Historical Dist Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>FEE INFORMATION</b>						
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) \_\_\_\_\_

Licensed sign erector in the City of La Crosse? Yes  No

Certificate of Liability on file with the City? Yes  No

Note: Both are required to apply for a sign permit

<b>OFFICE USE ONLY</b>		
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.

