



# La Crosse Fire Department

## Division of Community Risk Management

inspection@cityoflacrosse.org 608-789-7530

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



## MULTI-FAMILY RESIDENTIAL

### Plan Requirements:

All plans shall be drawn to scale of not less than one-quarter (1/4) inch per foot. Drawings must be to scale and accurately figured. Drawings that do not show all necessary details will not be approved.

Minimum set of plans shall consist of:

- Floor plans, elevations, cross-sections, and all construction details.
- Structural calculations for trusses, I joist, complex microlam members when required.

**NOTE:** Pencil drawings are not acceptable, photo copy drawings are acceptable.

### Data Requirements:

- Two complete sets of plans to scale. A set electronic and paper or both sets electronic.
- One heat loss calculation with furnace model, serial number and BTU's indicated
- Truss calculations at time of framing if required
- Erosion control application
- Elevation Certificate if required
- Lot survey or accurate site plan showing proposed building location

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>.

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

In most areas, you must stay 20% of the lot depth or a minimum of 15' (maximum of 30') from the rear lot line and 6' from the side lot lines and 25' from the front lot lines. CALL US TO MAKE SURE if your project is close to these parameters. SOME AREAS DO HAVE DIFFERENT SETBACK RULES. You may want to bring in your survey before you begin designing.

### 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. Contact CRM with questions.

### 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 formed, 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-wall begins.
- Final inspection of plumbing, electrical, HVAC and building before occupancy.



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## APPLICATION FOR *RESIDENTIAL BUILDING* 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: \$ _____		Fence Only: Height: _____ Material: _____		Description of Work If Demolition, include use of land after demolition			
Project Type: Building <input type="checkbox"/> Addition <input type="checkbox"/> Sign <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Accessory <input type="checkbox"/>							
<b>PROPERTY INFORMATION</b>							
Zoning	Nbr. Dwelling Units	Owner Occ <input type="checkbox"/> Rental <input type="checkbox"/>	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>							
Plan Review: \$ _____	Permit: \$ _____	Record Mtce: \$ _____	Expedited: \$ _____	Started w/o permit: \$ _____	Exempt: <input type="checkbox"/>	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) \_\_\_\_\_

\_\_\_\_\_ -DCQ \_\_\_\_\_ -DC

Expires \_\_\_\_/\_\_\_\_/\_\_\_\_ Expires \_\_\_\_/\_\_\_\_/\_\_\_\_

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 \_\_\_\_\_

### 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:

☐ Yes ☐ No

Floodplain Type:

☐ Flood Fringe ☐ Flood Way ☐ Flood Storage  
☐ Shore Land- Wet Land ☐ Shallow Depth Floodplain

If over 1 acre-CPCP Provided from DNR:

☐ Yes ☐ No

Applicant: (Print) (Sign) (Date)

Owner: (Print) (Sign) (Date)

### OFFICE USE ONLY

Application:

☐ Approved ☐ Conditionally Approved ☐ Denied

Inspector:

Date:

Notes/Conditions:

**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.

