



La Crosse Fire Department

Division of Community Risk Management

inspection@cityoflacrosse.org 608-789-7530

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



RE-ROOFING

Do I need a building permit?

Yes.

Data Requirements:

- Completed and signed Application for Building Permit
- Supply the type of roofing materials to be installed, type of underlayment material to be installed, removing existing roofing or applying over existing, number of existing layers of roofing material, roof slope and type of flashing being used.
- A copy of the manufacturer's specifications (if required).
- If the home owner does not hire a contractor to perform work under the building permit that is bonded and insured, a Cautionary Statement must be signed and submitted with the application (SEE ATTACHED FORM).

If you would like to submit the permit application electronically, please upload the forms and email them to 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>.

Where can I put a dumpster?

Generally, the dumpster can be placed on your property. If placed on a public right-of-way, street or property a Dumpster Permit is required from the Engineering Department. It is owner/contractors responsibility to ensure they have the correct permits needed for their dumpster.

When must I call for building inspections?

Inspections are required:

- After underlayment and flashing are installed, prior to installing roofing materials.
- When the project is complete

Frequently encountered issues:

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

- No underlayment and flashing inspection
- No 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 RESIDENTIAL BUILDING PERMIT



Application Number: _____ Date: _____ Parcel Number: _____

OWNER INFORMATION							
Name: _____							
Address of above: Street		City		State		Zip Code	
Phone: _____		Cell: _____		Email: _____			
CONTRACTOR INFORMATION							
Name: _____							
Address of above: Street		City		State		Zip Code	
Phone: _____		Cell: _____		Email: _____			
PROJECT INFORMATION							
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"/>							
PROPERTY INFORMATION							
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"/>
FEE INFORMATION							
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) _____

OFFICE USE ONLY		
Application Approved:	Inspector:	Date:

Re-Roofing Additional Information

RE-ROOFING ADDITIONAL INFORMATION	
Roof Slope:	Number of Existing Layers of Roofing Material:
Underlayment Type: <input type="checkbox"/> Asphalt-Saturated Felt <input type="checkbox"/> Rubberized Asphalt <input type="checkbox"/> Non-Bitumen Synthetic <input type="checkbox"/> Other:	
Flashing Material: <input type="checkbox"/> Plastic <input type="checkbox"/> Roofing Felt <input type="checkbox"/> Rubber <input type="checkbox"/> Galvanized Steel <input type="checkbox"/> Aluminum <input type="checkbox"/> Copper <input type="checkbox"/> Other:	
Flashing Type: <input type="checkbox"/> Continuous <input type="checkbox"/> Step <input type="checkbox"/> Valley <input type="checkbox"/> Vent Pipe <input type="checkbox"/> Saddle <input type="checkbox"/> Cap <input type="checkbox"/> Other:	
Roofing Material: <input type="checkbox"/> Composite <input type="checkbox"/> Rolled <input type="checkbox"/> Metal <input type="checkbox"/> Slate <input type="checkbox"/> Other:	
Roof Deck Material Applied:	
Existing Roofing Materials Removed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applying Over Existing Roofing Material? <input type="checkbox"/> Yes <input type="checkbox"/> No

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDING BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

WETLANDS NOTICE TO PERMIT APPLICANTS

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

ADDITIONAL RESPONSIBILITIES FOR OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRE OF SOIL

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

Owner: _____ (Print Name) _____ (Sign) _____ (Date)

Owner: _____ (Print Name) _____ (Sign) _____ (Date)

OFFICE USE ONLY		
For Permit Number:	Inspector:	Date: