

# Department of Planning and Development

## Building and Inspections

inspection@cityoflacrosse.org 608-789-7530

## 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 [Appendix C - FEE SCHEDULE | Code of Ordinances | La Crosse, WI | Municode Library](#)

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



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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: <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-NOI Provided from DNR: <input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

OFFICE USE ONLY		
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> 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.

