

Department of Planning and Development

Building and Inspections

inspection@cityoflacrosse.org 608-789-7530

SOLAR PANELS

When do I obtain a building permit?

A building permit is required for any solar panel installation. This includes roof, wall and/or ground mounted solar panels.

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 plot plan, elevations, cross-sections and details. Also include structural calculations for existing trusses or rafters to ensure the structure can accommodate the extra loading.
- 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 required.
- If alterations to existing trusses/rafters are required, a separate permit is required for those alterations.
- Roof mounted solar panels are required to meet NFPA 1 for providing roof access.

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

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

In most areas, ground mounted solar panels must be 2' away from the property lines in the rear yard.

Can I do my own electrical wiring?

No. Local law requires a licensed contractor to perform electrical wiring. An electrical permit is required.

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:

- Final inspection of electrical and building .

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APPLICATION FOR *RESIDENTIAL BUILDING PERMIT*

*** Please separate building and electrical costs***

OFFICE USE ONLY:		
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 (Must be filled out for review) <small>If Demolition, include use of land after demolition</small>
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 (OFFICE USE ONLY)

Zoning	Nbr. Dwelling Units	Owner Occ <input type="checkbox"/>	Airport Height	Flood Plain	Fire Limits	Archaeological District	Historical Dist
		Rental <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

FEE INFORMATION (OFFICE USE ONLY)

Plan Review: \$ _____	Permit: \$ _____	Record Mtce: \$ _____	Land Use: \$ _____	Cert of Occupancy: \$ _____	Exempt: <input type="checkbox"/>	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 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 Building and Inspections 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 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: _____
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APPLICATION FOR *ELECTRICAL* 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: \$	Job Description:
Construction Type: <input type="checkbox"/> Low Voltage <input type="checkbox"/> High Voltage	
Fire Alarm System installs require an additional fire alarm permit through the La Crosse Fire Department	
Service Size:	Temporary Service:

SCHEDULED INSPECTIONS			FEES		
Service:	Rough:	Final:	Permit:	Records:	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.

Contractor: _____ (Print) _____ (Sign) _____ (Date) (WI Cred/Qual)

Master Electrician: _____ (Print) _____ (Sign) _____ (Date) (WI Cred/Qual)
(Master Electrician is not required for Low Voltage installation)

OFFICE USE ONLY		
Application Approved:	Inspector:	Date:



Electric Inspection Certificate

Builders Call Line
Phone: 800.628.2121
Fax: 888.742.5623
Email: BCLWI@xcelenergy.com
Mail: Xcel Energy, BCL - Sky Park, P.O. Box 8 Eau Claire, WI 54702

Date _____ Owner/builder _____ Phone _____

 Site address _____ Apt., suite, unit
 (List all that need energized at time of inspection) _____

City _____ State _____ ZIP _____

Electric contractor _____ Electric contractor phone _____

General contractor _____ General contractor phone _____

Check appropriate boxes:

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Temporary service | <input type="checkbox"/> Overhead service |
| <input type="checkbox"/> Farm | <input type="checkbox"/> Permanent services | <input type="checkbox"/> Underground service |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Rewire/upgrade | <input type="checkbox"/> Solar installation |

Number of phases _____ **Voltage** _____ **Entrance size (amps)** _____

Remarks _____

At the above-described premise, the installation was done in compliance with the provision of all applicable codes, safety standards and Xcel Energy service rules. Xcel Energy is not responsible for customer owned equipment past the point of delivery and will not inspect customers' wiring for adequacy, safety, or compliance with applicable electrical codes on the customer's side; such responsibility remains with the customer and authorities having jurisdiction. If the customer is signing, the customer acknowledges and agrees to a general release, and further expressly waives and assumes the risk of any and all claims for damages which exist as a result whether known or unknown to exist, whether through ignorance, oversight, error, negligence or otherwise, and which, if known, would materially affect customers decision to sign this document. The installation is now ready for connection.

Homeowner must own and primarily reside in home to sign off on inspection for installing, modifying, and/or repairing electrical service and equipment. Applicable to Disconnect/Reconnect Work Only; Meters cannot be removed and/or off prior to work performed.

 Print name of homeowner/
 electric contractor _____ Signature of homeowner/
 electric contractor _____

License number _____ Phone _____ Date _____

**Print name of master electrician (if applicable) _____ License number _____

For solar, UDC and commercial inspections only

***Uniform Dwelling Code (UDC) Inspection is a requirement for new construction one- and two-family dwellings. Solar inspection required January 2018.

**Commercial inspections required (as applicable). Signature required verifying the installation was done in compliance with all applicable codes.

 Print name of
 electric inspector _____ Signature of
 electric inspector _____

Certified inspection number: _____ Date of approval _____

Before electricity can be furnished this form must be completely filled out, signed and returned to Xcel Energy. Please make sure this form is legible.

**Per WI State Statute 101.862(1), effective April 1, 2014, Statute 101.862 (2) No person may engage in the business of installing, repairing, or maintaining electrical wiring unless the person is licensed as an electrical contractor by the department. (3) No person who is not a master electrician may install, repair, or maintain electrical wiring unless a master electrician is at all times responsible for the person's work. The electrical license number must accompany the electrician's signature to be valid.

**The State of Wisconsin has adopted NEC 2017 addition. All commercial services are required to be inspected no later than January 1, 2020. Xcel Energy will keep you informed of any updates to the requirements prior to this date.

***In Michigan, all storm related repairs and/or modifications must be completed by a licensed electrician. An inspection shall be required to re-energize the service.