



La Crosse Fire Department - Community Risk Management

400 La Crosse St, La Crosse, WI 54601 • (608) 789-7530 • <http://www.cityoflacrosse.org> • inspection@cityoflacrosse.org

NEW 1&2 FAMILY RESIDENTIAL BUILDING PERMITS

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. One may be electronic if you wish.
- One heat loss calculation with furnace model, serial number and BTU's indicated
- Truss calculations at time of framing if required
- Erosion control application
- State of Wisconsin application
- Elevation Certificate if required
- Lot survey or accurate site plan showing proposed building location

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 my new home?

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 your home.

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.

Can I do my own HVAC work?

Local law requires a licensed contractor to perform any gas work and a permit will be required. Some other HVAC work will require a permit; please inquire with Community Risk Management Bureau regarding permitting.

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 and building before occupancy.

Frequently encountered issues:

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

- Excavation full of water/mud
- Excavation not minimum 48" deep
- Foundation backfilled before inspection
- Framing inspection request prior to electrical and plumbing approvals
- Headers/beams missing or over spanned
- Deck footings not inspected
- Stairs and guard rails/handrails not built properly
- Smoke alarm missing from each floor level
- Permit holder forgets to call us for required inspections especially 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.

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2> <p style="margin:0;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No. Parcel No.
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PERMIT REQUESTED Constr. HVAC Electric Plumbing Erosion Control Other:

Owner's Name	Mailing Address	Tel.
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Contractor Name & Type	Lic/Cert#	Exp Date	Mailing Address	Telephone & Email
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Dwelling Contractor (Constr.)				
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Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)				
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HVAC				
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Electrical Contractor				
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Electrical Master Electrician				
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Plumbing				
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PROJECT LOCATION	Lot area _____ Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W
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Building Address	County	Subdivision Name	Lot No.	Block No.
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Zoning District(s)	Zoning Permit No.	Setbacks:	Front _____ ft.	Rear _____ ft.	Left _____ ft.	Right _____ ft.
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1. PROJECT	3. OCCUPANCY	6. ELECTRIC	9. HVAC EQUIP.	12. ENERGY SOURCE
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<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Fuel</td> <td style="width:10%;">Nat Gas</td> <td style="width:10%;">LP</td> <td style="width:10%;">Oil</td> <td style="width:10%;">Elec</td> <td style="width:10%;">Solid</td> <td style="width:10%;">Solar Geo</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo																			
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			

2. AREA INVOLVED (sq ft)	4. CONST. TYPE	7. WALLS	10. SEWER	13. HEAT LOSS
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<table style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Unit 1</th> <th style="width:10%;">Unit 2</th> <th style="width:10%;">Total</th> </tr> <tr> <td>Unfin.</td> <td></td> <td></td> </tr> <tr> <td>Bsmt</td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> </tr> <tr> <td>Deck/Porch</td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> </tr> </table>	Unit 1	Unit 2	Total	Unfin.			Bsmt			Living Area			Garage			Deck/Porch			Totals			<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Basement	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	14. EST. BUILDING COST w/o LAND _____ \$
Unit 1	Unit 2	Total																							
Unfin.																									
Bsmt																									
Living Area																									
Garage																									
Deck/Porch																									
Totals																									

I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

I vouch that I am or will be an owner occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the second page of this form.

APPLICANT (Print): _____ **Sign:** _____ **DATE** _____

APPROVAL CONDITIONS

This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. See attached for conditions of approval.

ISSUING JURISDICTION	<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input checked="" type="checkbox"/> City of La Crosse	<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____	State-Contracted Inspection Agency#: _____	Municipality Number of Dwelling Location _____
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FEES:	PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:
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Plan Review \$ Inspection \$ Wis. Permit Seal \$ Other \$ Total \$	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		Name _____ Date _____ Tel. _____ Cert No. _____ Email: _____
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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 – CPCP 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:		

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: