

Department of Planning and Development

Building and Inspections

inspection@cityoflacrosse.org 608-789-7530

GAZEBO/PERGOLA

Do I need a building permit?

Yes.

Data Requirements:

- Completed and signed Application for Building Permit
- Two (2) sets of plans: A set includes a top or "plan view" looking down on your project and a side or "cutaway" view showing your proposed method of construction, size and placement of joists, depth of posts (48" minimum depth is required below ground), and height of guard rail (36" minimum height from top of decking is required when deck is 24" or more above ground).
- Two (2) copies of a survey or accurate land drawing showing your existing home and location of proposed deck addition. Be sure to indicate distance from lot lines to the edge of the new deck.
- 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>.

How close to my lot line can I build my gazebo/pergola?

Generally, you must stay at least 2' from side and rear yard property lines.

What size can I build my gazebo/pergola?

The square footage of all accessory structures may total up to 35% of the rear yard area up to a maximum of 1,000 square feet.

Do I need concrete footing under my gazebo/pergola?

Depending on construction type, footings may be required. A concrete footing is required to help ensure proper distribution of loads to the soil. Remember, pier footings must be at least 48" deep.

When must I call for building inspections?

Inspections are required:

- When 48" deep (minimum) holes are ready for viewing before posts are installed
- When all joists are in place before decking is installed
- When the project is complete

Frequently encountered issues:

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

- No pier depth inspection if required,
- Pier depth less than 48" if required,
- Guard rail less than 36" high if required
- Guardrail balusters too far apart — must not be able to pass 4 3/8" diameter ball through if required,
- Stair built incorrectly: the "riser" height and "tread" depth must be uniform with each other. Maximum riser height allowed is 8". Minimum tread depth (front-to-back) allowed is 9". This is crucial for a safe stair.
- Please maintain a minimum of 10' from the roof surface to any overhead electrical wires.

The property owner is responsible for correct placement of structures.

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APPLICATION FOR RESIDENTIAL BUILDING PERMIT

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)

If Demolition, include use of land after demolition

Project Type:

Building ☐ Addition ☐ Sign ☐ Alteration/Remodel ☐
Demolition ☐ Accessory ☐

PROPERTY INFORMATION (OFFICE USE ONLY)

Zoning _____

Nbr. Dwelling Units _____

Owner Occ ☐

Rental ☐

Airport Height

Yes ☐ No ☐

Flood Plain

Yes ☐ No ☐

Fire Limits

Yes ☐ No ☐

Archaeological District

Yes ☐ No ☐

Historical Dist

Yes ☐ No ☐

FEE INFORMATION (OFFICE USE ONLY)

Plan Review:

\$ _____

Permit:

\$ _____

Record Mtce:

\$ _____

Expedited:

\$ _____

Started w/o permit:

\$ _____

Exempt:

☐

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 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: _____

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

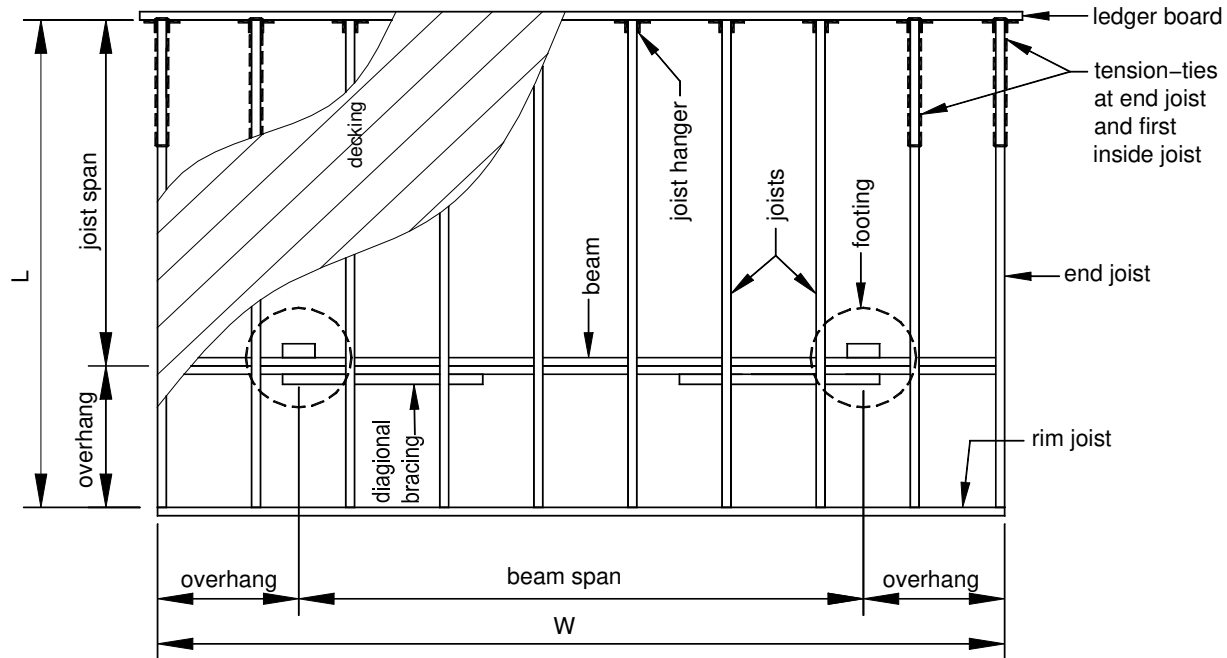
I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

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

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

OFFICE USE ONLY		
For Permit Number:	Inspector:	Date:

TYPICAL DECK FRAMING PLAN



Decking: ☐ 2x4 ☐ 2x6 ☐ five-quarter board ☐ wood-plastic composite (per ASTM D 7032)
☐ Other decking, evaluation report number: _____

Joists: size: ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ 2x12 spacing: ☐ 12 in. ☐ 16 in. ☐ 24 in.
joist span dimension: _____ ft. – _____ in.
overhang: ☐ Yes ☐ No overhang dimension: _____ ft. – _____ in.
rim joist: ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ 2x12

Beam(s): number of plies: ☐ 2 ☐ 3 size: ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ 2x12
overhang: ☐ Yes ☐ No overhang dimension: _____ ft. – _____ in.

Posts: size: ☐ 4x4 ☐ 4x6 ☐ 6x6 height: _____ ft. – _____ in.

Footings: size: _____ in. ☐ square ☐ round thickness: _____ in.

Ledger: ledger board size: ☐ 2x8 ☐ 2x10 ☐ 2x12 ☐ Not applicable (free-standing deck)
fastener: ☐ Through bolt ☐ Lag screw ☐ Wood screw
☐ Expansion anchor ☐ Adhesive anchor

Lateral support: ☐ Tension-tie ☐ Diagonal bracing, size: ☐ 2x
(not permitted for free-standing deck)

Deck size: L= _____ ft. – _____ in. W= _____ ft. – _____ in.

Guards: "Height" - Guards shall extend to at least 36 inches above the floor or to the underside of a stair handrail complying with s.SPS 321.04 (3) (b). Measurement shall be taken from the hard structural surface beneath any finish material to the top of the guard.

"Opening size" - Guards shall be constructed to prevent the through-passage of a sphere with a diameter of 4 3/8 inches, when applying a force of 4 pounds.

EXAMPLE PLOT PLAN
COMMUNITY RISK MANAGEMENT
CITY OF LA CROSSE
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.

