

La Crosse Fire Department

Division of Community Risk Management

inspection@cityoflacrosse.org (P) 608.789.7530 (F) 608.789.7589 http://www.cityoflacrosse.org/your-government/departments/fire-department



Revision 5/27/2021

SIGNS

When do I obtain a sign permit?

A Sign permit is required for signs placed on awnings, canopies and walls. Also, a sign permit is required for ground, projecting and suspended signs.

Data Requirements:

- Completed and signed Application for Building Permit.
- 2 colored pictures of the sign (indicating size of sign)
- For ground signs a site plan showing the location of the sign and structural calculations for footings for signs over 15' in height.
- For wall signs, size of wall, location of sign and information on where the sign faces (road or parking).
- For awning and canopy signs, indicate size of awning or canopy, and their location on the building.
- For suspended and projecting signs, height above the sidewalk (if applicable) and location on building.

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.

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, <u>before</u> placing concrete.
- When the project is complete.

Frequently encountered issues:

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

- Excavation full of water/mud
- Excavation not to a minimum 48" depth
- Foundation backfilled before inspection
- Permit holder forgets to call us for required inspection, especially the required 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 BUILDING PERMIT

Application Number			Date			Parcel Number:				
OWNER INFOR	MATION	J								
Name:		•								
Address of Above: Street						City		State	Zip Code	
Phone:	Cell:			Fax:		Email:				
CONTRACTOR I	NFORM	ATIO	V							
Name:										
Address of Above: Stre				City State			Zip Code			
Phone:	Cell:		Fax:			Email:				
PROJECT INFORMATION										
Project Address:										
Construction Cost:			Description of Work: If Demolition include intended use of land after demolition							
Project Type: ☐ Building ☐ Addition ☐ Sign ☐ Alteration/Remodel ☐ Demolition										
Architect/Engineer Name:			Architect/Engineer Phone:			Level of Alteration (per IEBC):				
PROPERTY INFO	ORMATI	ION								
Zoning: Nbr.		Nbr. D	wling Units:	Flood Plain: ☐ Yes ☐			nits: □ No		aeological District: es 🗆 No	
Building Construction	Туре:	1		1	Occupancy	/ Туре:		1		
FEE INFORMAT	'ION									
Copies:	Plan Review:		Permit:		Record Mtce:		Other:		Total:	
IT IS HEREBY AGREED between the occupancy of a building or property this statement, and as more fully descri Crosse, and to obey any and all lawful o structures and permanent building equi	y as above describ- bed in the specific orders of Fire Prev pment.	ed, to be issued ations and plan	d and granted by Fire ns herewith filed; and ilding Safety of the C	Prevention and Buildi lit is further agreed to	ing Safety of the City of construct, erect, alter,	of La Crosse, that move, raze or insis s relating to the co	the work thereon will be call and occupy in strict	e done in accordar compliance with t epairs, removal an	nce with the descriptions set forth in the ordinances of the City of La d safety buildings and other	
Agent/Contractor:			(Print)		(Sign)			(Date)	(WI Cred/Qual)	
Owner:			(Print)		(Sign)			(Date)		
OFFICE USE ON	LY									
Application Approved:					Inspector:			Date:		

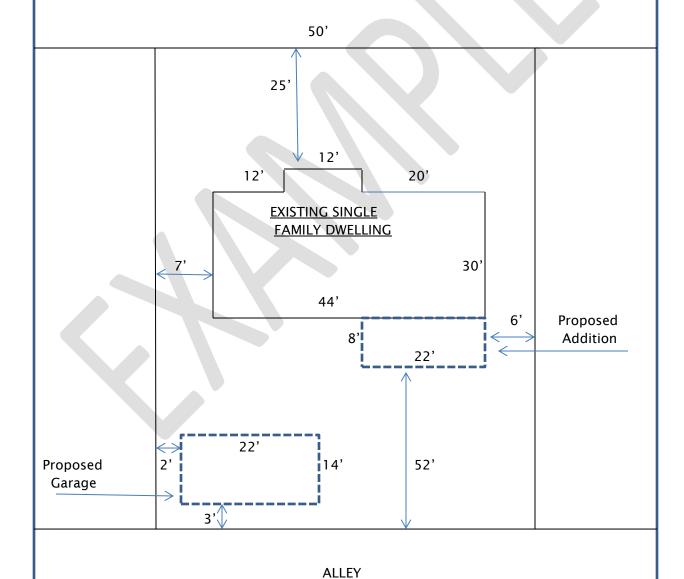
EXAMPLE PLOT PLAN

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.

MAIN STREET



NOTE: DRAWING IS NOT TO SCALE