



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

FENCE PERMIT

Do I need a building permit?

Yes.

Data Requirements:

- Completed and signed Application for Building Permit.
- One (1) set of “to scale” plans: plans may be submitted electronically if you wish. A set includes a top or “plan view” looking down on your project showing placement of the fence with measurements to property lines and a side or “cutaway” view showing your proposed method of construction, size and placement of posts, height of the fence and type of fence.
- A copy of the manufacturer’s specifications (if required).
- Additional information may be required if fence is within three feet of a lot line, see answer below for more information.

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 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 close to my lot line can I build my fence?

Per City of La Crosse Municipal Code of Ordinances *115-398(c). Height and setback of fences regulated.*

- (1) Residential fences are permitted up to the property lines in Residential Districts but shall not, in any case, exceed a height of six feet without a conditional use permit, shall not exceed 48 inches in height from grade in the front, side, or rear yard setback abutting a public sidewalk, shall not encroach into any vision corner and shall not be closer than three feet to any public right-of-way along a public alley. The height of any fence shall be measured as an average and shall not include the posts or pillars to which a fence is attached.
- (4) In the case of a proposed fence installation within three feet of a lot line where no record of a fence existed, a survey prepared by a registered land surveyor or professional engineer is required to obtain a building permit. No survey is required if a recordable affidavit signed by all affected property owners establishes an agreed upon lot line. No permit shall be issued for a fence three feet or closer to a lot line until the adjacent property owners have been notified in writing by the Department of Community Risk Management and 15 days have passed. If a recordable affidavit is provided, the 15 day period can be waived.

Do I need concrete footings under my fence?

Per code, you do not. The fence must be installed to the manufacturer’s specifications.

When must I call for building inspections?

Inspections are required:

- If a footing is required and the holes are ready for viewing before posts are installed
- When the project is complete

Frequently encountered issues:

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

- No pier depth 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 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: \$		Description of Work: <small>If Demolition include intended use of land after demolition</small>			
Project Type: <input type="checkbox"/> Building <input type="checkbox"/> Addition <input type="checkbox"/> Sign <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Demolition					
Architect/Engineer Name:		Architect/Engineer Phone:		Level of Alteration (per IEBC):	
PROPERTY INFORMATION					
Zoning:	Nbr. Dwling Units:	Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Limits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Archaeological District: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Construction Type:			Occupancy Type:		
FEE INFORMATION					
Copies: \$	Plan Review: \$	Permit: \$	Record Mtce: \$	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 or property as above described, to be issued and granted by the La Crosse Fire Department - Community Risk Management, 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 the La Crosse Fire Department - Community Risk Management 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) (WI Cred/Qual)

Owner: (Print) (Sign) (Date)

OFFICE USE ONLY		
Application Approved:	Inspector:	Date:

Neighbor Affidavit

To whom it may concern:

I, _____ at _____,
(name) (address)

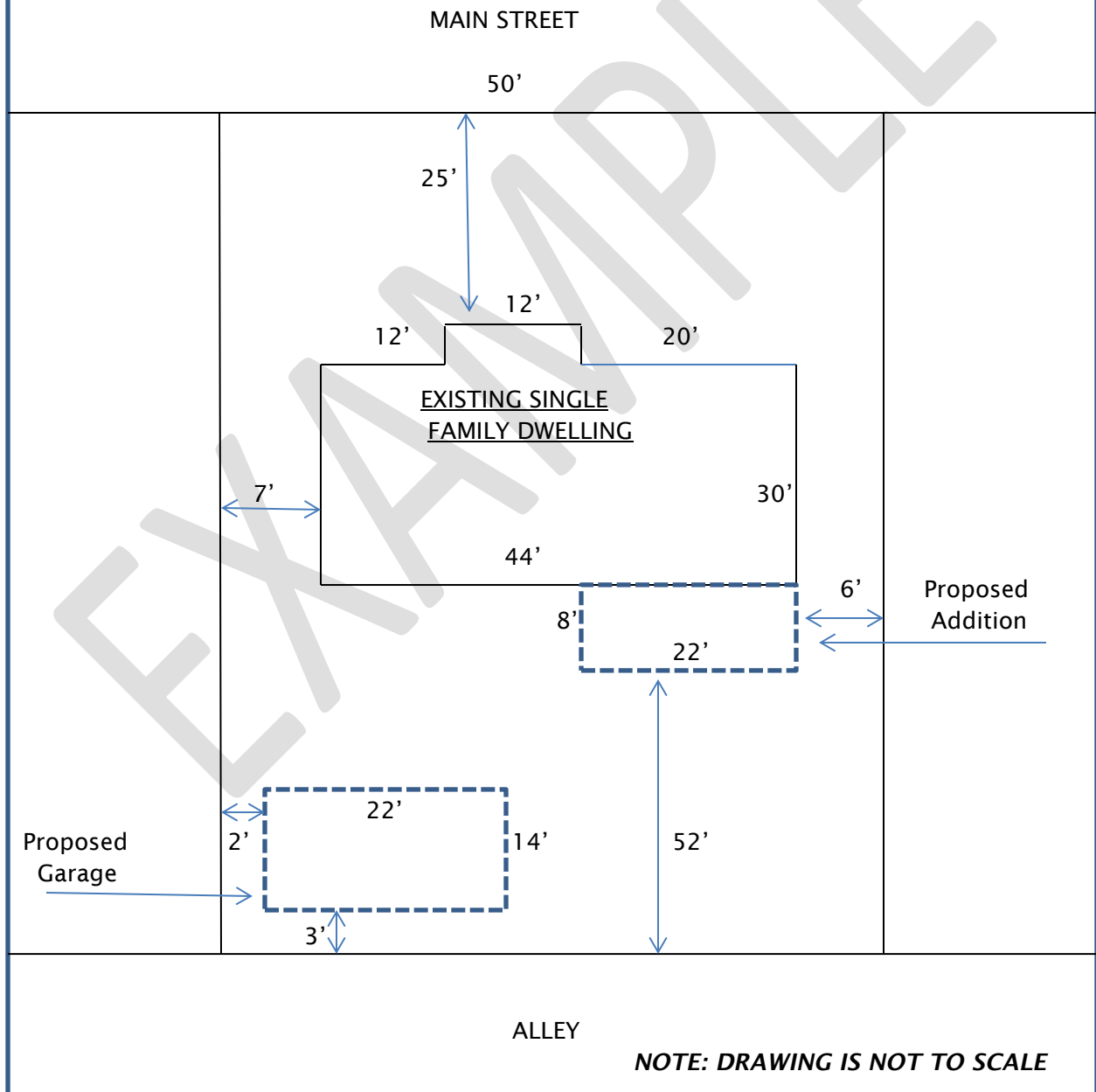
neighbor to _____ at _____,
(name) (address)

agree to the placement and installation of the proposed fence, which is to be installed at the above address, and run along the adjoining properties. I also grant permission to use my property for fence maintenance if applicable.

Signed: _____ / ____/_____
(Property Owner) (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.



Base Bid: 6' High Vinyl Semi-Privacy Fence / Prestige / White / Flat Caps

Base Bid 2: 4' High Vinyl Semi-Privacy Fence / Prestige / White / Flat Caps

Total Linear
152'

W
S N
E

Customer OR Phillips Responsibilities:
Property Lines Determined by: **Customer**
Removal of Existing: **NA**
Disposal of Existing: **NA**
Building Permit: **Customer**

Notes:

- Salesperson: Chad & Dylan
- Haul dirt – confirm w/ homeowner
- All Vinyl gates & gate posts receive aluminum reinforcements.
- All posts to be set with concrete 3' deep

Gate Hardware:

- SS Black Hinge and Latch, Gate Handles and Stop

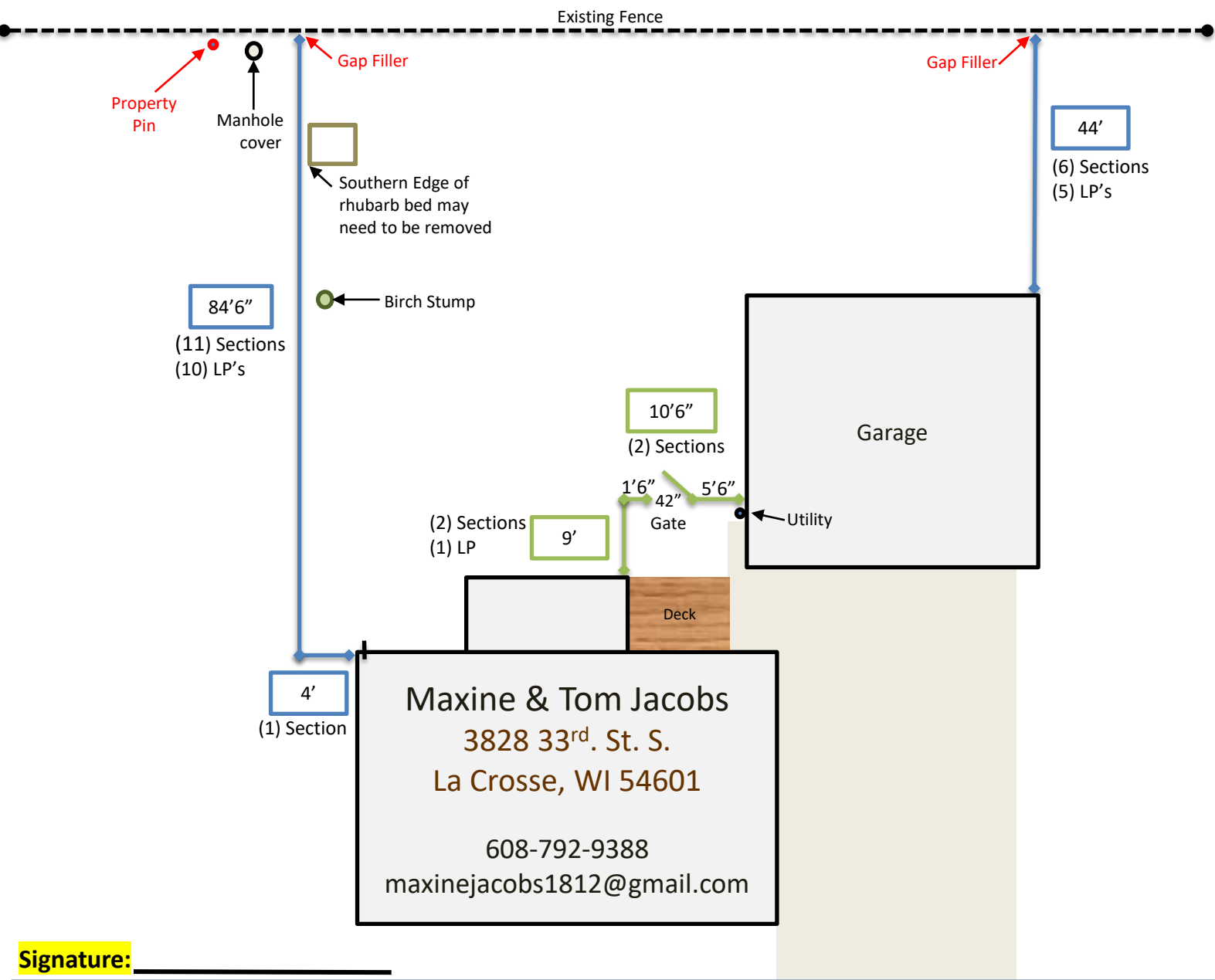
Quantities:

- (18) Sections
- (15) LP's
- (4) EP's
- (1) CP's
- (20) Flat Caps

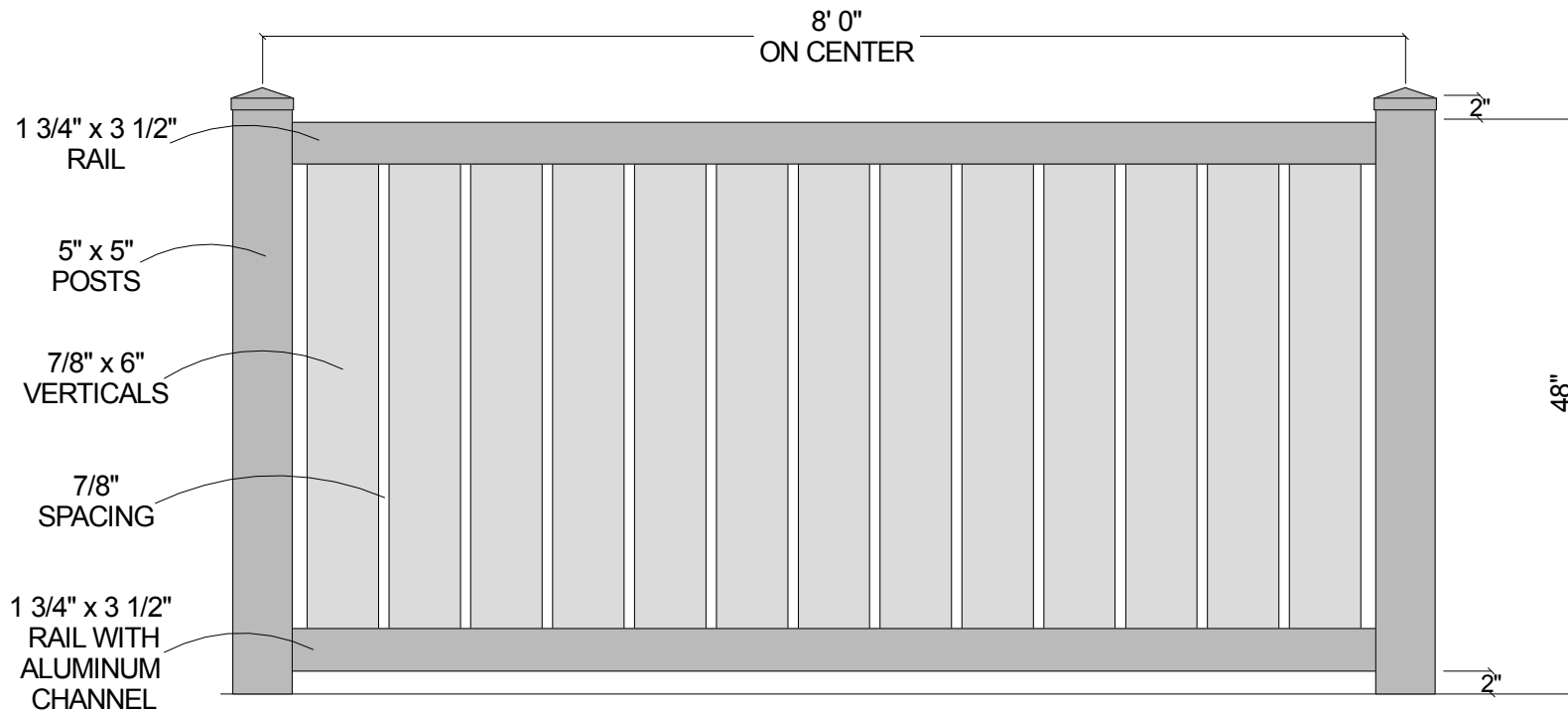
Quantities:

- (4) Sections
- (1) LP's
- (4) EP's
- (1) CP's
- (6) Flat Caps
- (1) 42" wide Single Swing Gate

NOT TO SCALE: Drawing is property of Phillips Outdoor Services, Inc and is to be used exclusively by them. Use other than by Phillips Outdoor Services Inc is prohibited by law.



Signature: _____



Signature _____

Post Size	
48" Tall	5" x 5" x 7' 0"



PolyVinyl Fence System

Scale: 1/16" : 1"

Date: 3/29/04

Approved By:
G.D.T.

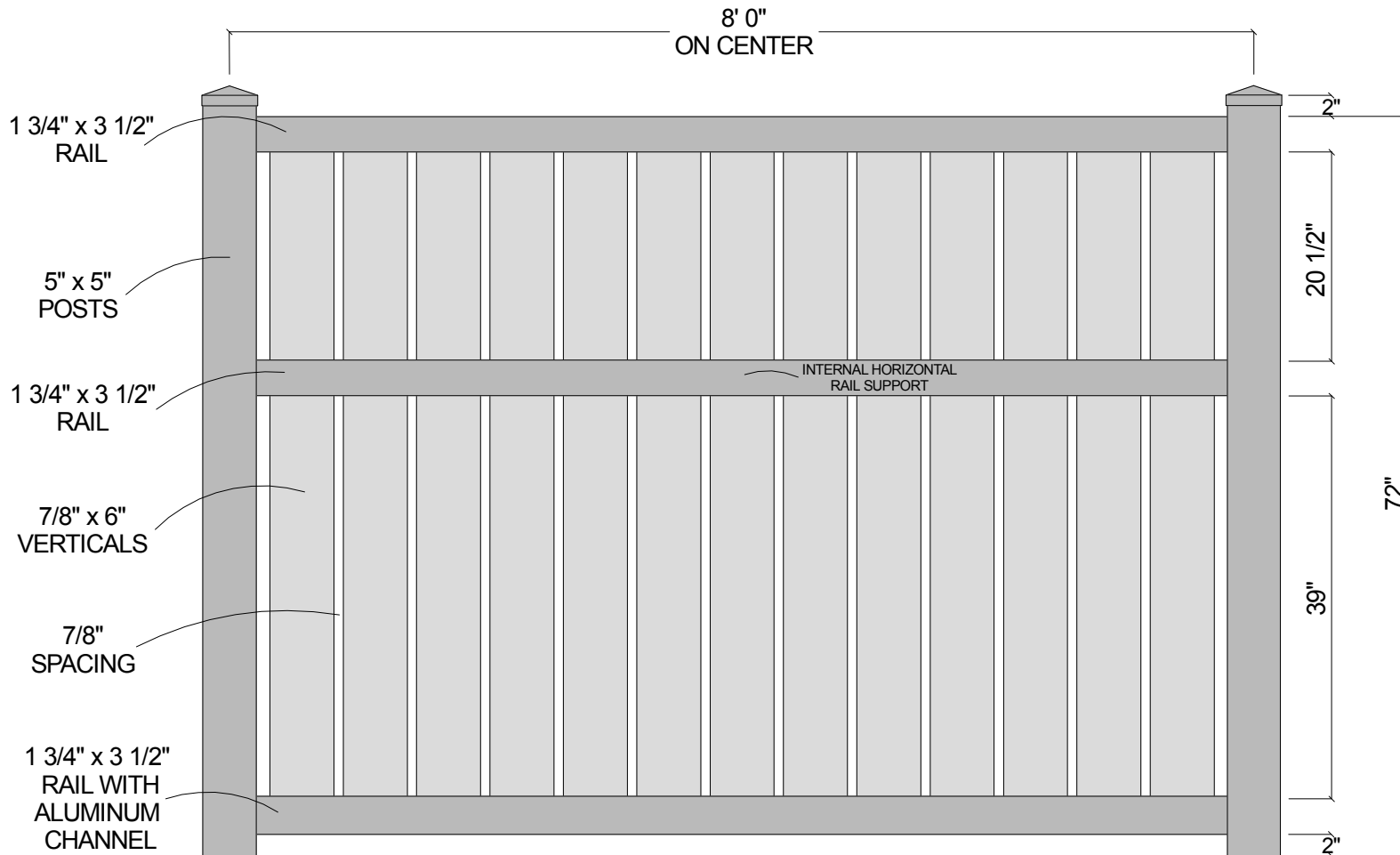
Drawn By: J.D.S.

Revised: 3/29/04

Prestige

As Shown:
48" Prestige

Drawing Number:
Prestige-48-Scale



Signature _____

Post Size	
72" Tall	5" x 5" x 9' 0"



PolyVinyl Fence System

Scale: 1/16" : 1"	Approved By: G.D.T.	Drawn By: J.D.S.
Date: 3/29/04		Revised: 3/29/04

Prestige

As Shown: 72" Prestige	Drawing Number: Prestige-72-Scale
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