

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 1/1/2020

SIGN PERMITS

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

Revision 1/1/2020

Application Number				Date	Parcel Number:				
OWNER INFORM	ATION								
Name:									
Address of Above: Street					(City		State	Zip Code
Phone:	Cell:			Fax: Email:		Email:			
CONTRACTOR INFORMATION									
Name:									
Address of Above: Street					(City		State	Zip Code
Phone:	Cell:		Fax:		Email:				
PROJECT INFORM	/ATIO	N							
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 Alte	ration (pe	r IEBC):
PROPERTY INFORMATION									
Zoning:		Nbr. Dwling Units:		Flood Plain: ☐ Yes ☐ No		Fire Limits: ☐ Yes ☐ No		Archaeological District: ☐ Yes ☐ No	
Building Construction Type: Occupancy Type:									
FEE INFORMATION	ON								
	Plan Review:			Permit:):	Other:		Total:
\$ \$	\$		\$	\$		\$			\$
TT IS HEREBY AGREED betwee alter, move, raze, or install and the ochereon will be done in accordance werect, alter, move, raze or install and Risk Management and State of Wisco	ccupancy of a rith the descri occupy in str	building or iptions set fo ict complian	property as above orth in this statem ce with the ordina	e described, to be iss nent, and as more full ances of the City of I	sued and granted by ly described in the s La Crosse, and to ol	the La Crosse pecifications a bey any and al	Fire Department - and plans herewith f l lawful orders of th	Community R filed; and it is t e La Crosse F	isk Management, that the work further agreed to construct, ire Department - Community
Agent/Contractor:			(Print)		(Sign)			(Date)	(WI Cred/Qual)
Owner:			(Print)		(Sign)			(Date)	
OFFICE USE ONLY			(1 11111)			(Sign)		(Date)	
Application Approved: Inspector: Date:									
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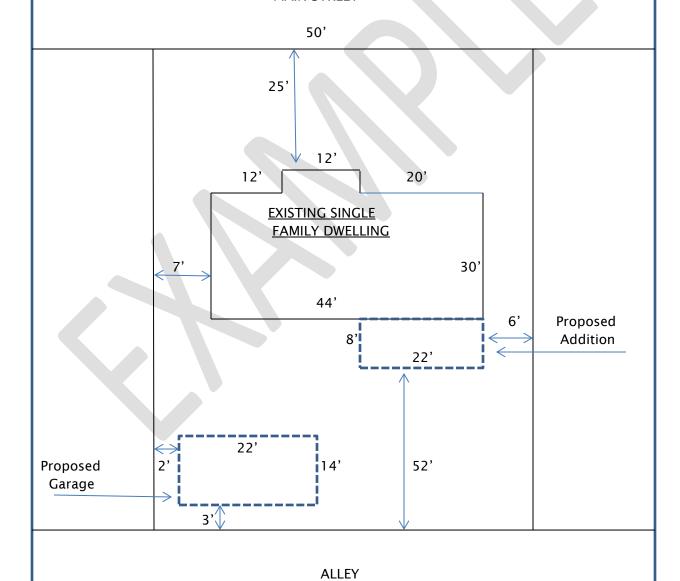
EXAMPLE PLOT PLAN

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