

# Department of Planning and Development

## Building and Inspections

inspection@cityoflacrosse.org 608-789-7530

### RE-ROOFING

#### Do I need a building permit?

Yes.

#### Data Requirements:

- Completed and signed Application for Building Permit
- Supply the type of roofing materials to be installed, type of underlayment material to be installed, removing existing roofing or applying over existing, number of existing layers of roofing material, roof slope and type of flashing being used.
- A copy of the manufacturer's specifications (if required).
- 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](mailto: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: [Appendix C - FEE SCHEDULE | Code of Ordinances | La Crosse, WI | Municode Library](#)

#### Where can I put a dumpster?

Generally, the dumpster can be placed on your property. If placed on a public right-of-way, street or property a Dumpster Permit is required from the Engineering Department. It is owner/contractors responsibility to ensure they have the correct permits needed for their dumpster.

#### When must I call for building inspections?

Inspections are required:

- After underlayment and flashing are installed, prior to installing roofing materials.
- When the project is complete

#### Frequently encountered issues:

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

- No underlayment and flashing inspection
- No 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 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) <small>If Demolition, include use of land after demolition</small>
Project Type: Building <input type="checkbox"/> Addition <input type="checkbox"/> Sign <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Accessory <input type="checkbox"/>		

### PROPERTY INFORMATION (OFFICE USE ONLY)

Zoning	Nbr. Dwelling Units	Owner Occ <input type="checkbox"/> Rental <input type="checkbox"/>	Airport Height Yes <input type="checkbox"/> No <input type="checkbox"/>	Flood Plain Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Limits Yes <input type="checkbox"/> No <input type="checkbox"/>	Archaeological District Yes <input type="checkbox"/> No <input type="checkbox"/>	Historical Dist Yes <input type="checkbox"/> No <input type="checkbox"/>
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### FEE INFORMATION (OFFICE USE ONLY)

Plan Review: \$ _____	Permit: \$ _____	Record Mtce: \$ _____	Land Use: \$ _____	Cert of Occupancy: \$ _____	Exempt: <input type="checkbox"/>	Other: \$ _____	Total: \$ _____
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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: _____
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# Re-Roofing Additional Information

RE-ROOFING ADDITIONAL INFORMATION	
Roof Slope:	Number of Existing Layers of Roofing Material:
Underlayment Type: <input type="checkbox"/> Asphalt-Saturated Felt <input type="checkbox"/> Rubberized Asphalt <input type="checkbox"/> Non-Bitumen Synthetic <input type="checkbox"/> Other:	
Flashing Material: <input type="checkbox"/> Plastic <input type="checkbox"/> Roofing Felt <input type="checkbox"/> Rubber <input type="checkbox"/> Galvanized Steel <input type="checkbox"/> Aluminum <input type="checkbox"/> Copper <input type="checkbox"/> Other:	
Flashing Type: <input type="checkbox"/> Continuous <input type="checkbox"/> Step <input type="checkbox"/> Valley <input type="checkbox"/> Vent Pipe <input type="checkbox"/> Saddle <input type="checkbox"/> Cap <input type="checkbox"/> Other:	
Roofing Material: <input type="checkbox"/> Composite <input type="checkbox"/> Rolled <input type="checkbox"/> Metal <input type="checkbox"/> Slate <input type="checkbox"/> Other:	
Roof Deck Material Applied:	
Existing Roofing Materials Removed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applying Over Existing Roofing Material? <input type="checkbox"/> Yes <input type="checkbox"/> No

**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: