

Department of Planning and Development

Building and Inspections

inspection@cityoflacrosse.org 608-789-7530

COMMERCIAL - New Construction, Additions or Alterations

When do I obtain a building permit?

You need a building permit for *any alteration* or *addition* including, but not limited to, changing window size, re-rocking a wall, changing a window to a door, putting up or tracing down any wall, re-insulating and installing new openings (windows or doors)

Does my plan need to be state approved?

The City of La Crosse is delegated to perform plan reviews for the following commercial buildings:

- A new building or structure containing less than 50,000 cubic feet by volume.
- An addition to a building or structure provided the area of the addition does not result in the entire building or structure containing more than 50,000 cubic feet of total volume.
- An addition containing no more than 2,500 square feet of total floor area and no more than one floor level provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
- An alteration of a space involving less than 100,000 cubic feet of total volume.

Data Requirements:

- Completed and signed Application for Building Permit
- Two (2) complete sets of plans to scale. A set electronic and paper or both sets electronic. A set includes all floor plan, elevations, cross-sections and details. Also include structural calculations for trusses and unusually large beam/headers for large spans.
- Two (2) copies of a survey or accurate land drawing showing your existing home and location of proposed changes. Be sure to indicate distance from lot lines to the wall of existing and/or proposed structures.

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 [Appendix C - FEE SCHEDULE | Code of Ordinances | La Crosse, WI | Municode Library](#)

How close to the lot-line can I build the addition?

Generally commercial zoned properties will have setback of zero (0) or six (6) feet to the side property line, and nine (9) or twenty (20) feet from the rear property line. To make sure what setbacks are required in your area you should call or stop by with your accurate plot plan and speak with an inspector.

Can I do my own electrical wiring?

No. Local law requires a licensed contractor to perform electrical wiring. An electrical permit is required.

Can I do my own plumbing work?

No. Local law requires a licensed contractor to perform plumbing work A plumbing permit is required.

Can I do my own HVAC work?

Local law requires a licensed contractor to perform any gas work and a permit will be required. Contact Community Risk Mgmt with questions.

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, before placing concrete
- After foundation is built but before backfilling
- When rough carpentry is erected. You must first have plumbing rough in inspected and electrical rough in inspected and approved. THEN CALL FOR FRAMING INSPECTION. The Building Inspector cannot approve framing prior to electrical and plumbing rough inspection/approvals.
- When insulation is completely installed before dry-walling begins.
- Final inspections for building, plumbing, electrical and HVAC will normally occur at the same time.

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APPLICATION FOR *COMMERCIAL BUILDING* PERMIT

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:	Description of Work: If Demolition, include intended use of land after demolition	
Project Type: <input type="checkbox"/> Building <input type="checkbox"/> Addition <input type="checkbox"/> Demo <input type="checkbox"/> Alteration/Remodel		
Architect/Engineer Name:	Architect/Engineer Phone:	Level of Alteration (per IEBC):

PROPERTY INFORMATION (OFFICE USE ONLY)

Zoning:	Nbr. Dwelling Units	Flood Plain Yes <input type="checkbox"/> No <input type="checkbox"/>	Historical District Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Limits Yes <input type="checkbox"/> No <input type="checkbox"/>	Arch. District Yes <input type="checkbox"/> No <input type="checkbox"/>
Building Construction Type:			Occupancy Type:		

FEE INFORMATION (OFFICE USE ONLY)

Plan Review: \$	Permit: \$	Record Mtce: \$	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)

Owner (Print) (Sign) (Date)

OFFICE USE ONLY

Application Approved:	Inspector:	Date:
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APPLICATION FOR *LAND DISTURBANCE* 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:			
Start Date:	Description of Work:		
End Date:			
Subdivision Name:	Lot:	Block:	
DISTURBANCE INFORMATION			
Sq. Ft.:	Cu. Yds. Filled:	Cu Yds. Excavated:	Linear Ft.:
FLOOD PLAIN INFORMATION			
In Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No	Floodplain Type: <input type="checkbox"/> Flood Fringe <input type="checkbox"/> Flood Way <input type="checkbox"/> Flood Storage <input type="checkbox"/> Shore Land- Wet Land <input type="checkbox"/> Shallow Depth Floodplain		If over 1 acre-NOI Provided from DNR: <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant: _____ (Print) _____ (Sign) _____ (Date)

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

OFFICE USE ONLY		
Application: <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	Inspector:	Date:
Notes/Conditions:		



Accessibility Analysis Disproportionality Worksheet

Date:	
Project Name:	
Address:	
Owner's Name:	

Federal and state laws require that an alteration that affects or could affect the usability of, or access to an area containing a primary function shall be made so that, to the maximum extent feasible, the path-of-travel to the altered area and the restrooms and drinking fountains serving the altered area, are readily accessible to and usable by individuals with disabilities. In an effort to expedite the plan review process and provide the best service to the public, **this form is to be submitted for all projects whose scope involves the modification of any commercial building or structure.**

Purpose of the Accessibility Analysis Disproportionality Worksheet

The Municipality is obligated to enforce state laws and codes as they pertain to accessibility. When existing buildings are altered, accessibility improvements outside the intended project scope are often required. The International Existing Building Code (IEBC), adopted by the State of Wisconsin, limits the cost of those required accessibility improvements to 20% of the cost of alterations affecting the primary function area. To demonstrate compliance with this obligation, complete the shaded areas.

Total cost of alterations of primary function area:	
20% to Be Applied to Path of Travel Upgrades:	

Check if primary function area (project), and the route to it, is already 100% accessible to individuals with disabilities per current code (to be inspector verified).

Note: Unless the primary function area (project), and the route to it, is already determined to be 100% accessible, all funds allocated to meet the path-of-travel obligation **MUST** be applied. Reasonable cost estimates shall be provided.

Priority	Complied with code (Yes/No) (if yes no changes required)	Cost of Alterations to Provide Full Compliance	Cost of Alterations to Be Performed (either full or partial compliance)	Balance of 20% Path-of-Travel Upgrades
An accessible entrance				
An accessible route to the primary function area				
At least one accessible restroom for each gender				
Accessible Drinking Fountains				
Parking				
Storage and Alarms				

Proposed Construction Modifications:

In the table below, provide a brief description of the proposed path-of-travel modifications upgrading accessibility to the primary function area.

Priority	Description of Work
An accessible entrance	
An accessible route to the primary function area	
At least one accessible restroom for each gender	
Accessible drinking fountains	
Parking	
Storage and Alarms	

I hereby certify that the above information is based on my best cost estimates and represents a true analysis of accessible requirements and expenditure for this project and the existing conditions of this structure.

Owner or Design Professional Responsible for the project:

Address:

City, State, Zip Code:

Phone:

Signature:

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400 La Crosse St., La Crosse, WI 54601

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Commercial Building Special Inspections and Testing

Project Name:

Project Address:

Applicant Name:

Owner Name:

Architect:

Designer/Supervising Professional:

Does the project have a Designer?

Yes

No

Does this plan require a Supervising Professional (SP)?

Yes – SP is same as Designer

Yes – SP is different than Designer

No SP required

Steel Construction

Is steel construction applicable under 1705.2?

Yes

No

If yes, agency performing inspection: _____

Concrete Construction

Is concrete construction applicable under 1705.3?

Yes

No

If yes, agency performing inspection: _____

Masonry Construction

Is masonry construction applicable under 1705.4?

Yes

No

If yes, agency performing inspection: _____

Wood Construction

Is wood construction applicable under 1705.5?

Yes

No

If yes, agency performing inspection: _____

Soils

Are soils applicable under 1705.6?

Yes

No

If yes, agency performing inspection: _____

Driven Deep Foundations

Are driven deep foundations applicable under 1705.7?

Yes

No

If yes, agency performing inspection: _____

Cast-In-Place Deep Foundations

Are cast-in-place deep foundations applicable under 1705.8?

Yes

No

If yes, agency performing inspection: _____

Helical Pile Foundations?

Are helical pile foundations applicable under 1705.9?

Yes

No

If yes, agency performing inspection: _____

Structural Integrity of Deep Foundation Elements

Is the structural integrity of deep foundations applicable under 1705.10?

Yes

No

If yes, agency performing inspection: _____

Fabricated Items

Are fabricated items applicable under 1705.11?

Yes

No

If yes, agency performing inspection: _____

Wind Resistance

Is wind resistance applicable under 1705.12?

Yes

No

If yes, agency performing inspection: _____

Seismic Resistance

Is seismic resistance applicable under 1705.13?

Yes

No

If yes, agency performing inspection: _____

1705.13 Exception: The special inspections in Sections 1705.13.1 through 1705.13.9 are not required for structures designed and constructed in accordance with one of the following:

1. The structure consists of light-frame construction; the design spectral response acceleration at short periods, SDS, as determined in Section 1613.2.4, does not exceed 0.5; and the building height of the structure does not exceed 35 feet.
2. The seismic force-resisting system of the structure consists of reinforced masonry or reinforced concrete; the design spectral response acceleration at short periods, SDS, as determined in Section 1613.2.4, does not exceed 0.5; and the building height of the structure does not exceed 25 feet.
3. The structure is a detached one- or two-family dwelling not exceeding two stories above grade plane and does not have any of the following horizontal or vertical irregularities in accordance with Section 12.3 of ASCE 7:

- Torsional or extreme torsional irregularity.
- Nonparallel systems irregularity.
- Stiffness-soft story or stiffness-extreme soft story irregularity.
- Discontinuity in lateral strength-weak story irregularity.

Testing for Seismic Resistance

Is testing for seismic resistance applicable under 1705.14?

Yes
 No

If yes, agency performing inspection: _____

Sprayed Fire-Resistant Materials

Are sprayed fire-resistance materials applicable under 1705.15?

Yes
 No

If yes, agency performing inspection: _____

Mastic and Intumescent Fire-Resistant Coatings

Are mastic and intumescent fire-resistant coatings applicable under 1705.16?

Yes
 No

If yes, agency performing inspection: _____

Exterior Insulation and Finish System (EIFS)

Is exterior insulation and finish system applicable under 1705.17?

Yes
 No

If yes, agency performing inspection: _____

Fire-resistant penetrations and joints

Are fire-resistant penetrations and joints applicable under 1705.18?

Yes
 No

If yes, agency performing inspection: _____

Testing for Smoke Control

Is testing for smoke control applicable under 1705.19?

Yes
 No

If yes, agency performing inspection: _____

Sealing of Mass Timber

Is sealing of mass timber applicable under 1705.20?

Yes
 No

If yes, agency performing inspection: _____

Design Strengths of Materials

Are design strengths of materials applicable under 1706?

Yes
 No

If yes, agency performing inspection: _____

Alternative Test Procedure

Is alternative test procedure applicable under 1707?

Yes

No

If yes, agency performing inspection: _____

In-Situ Load Tests

Are in-situ load tests applicable under 1708?

Yes

No

If yes, agency performing inspection: _____

Preconstruction Load Tests

Are preconstruction load tests applicable under 1709?

Yes

No

If yes, agency performing inspection: _____

For any boxes checked yes test results or inspection reports shall be provided to the inspector prior to a final inspection being performed.

Signature of Designer or Supervising Professional for the project: _____ ***Date:*** _____