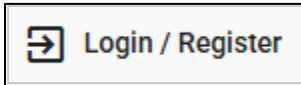
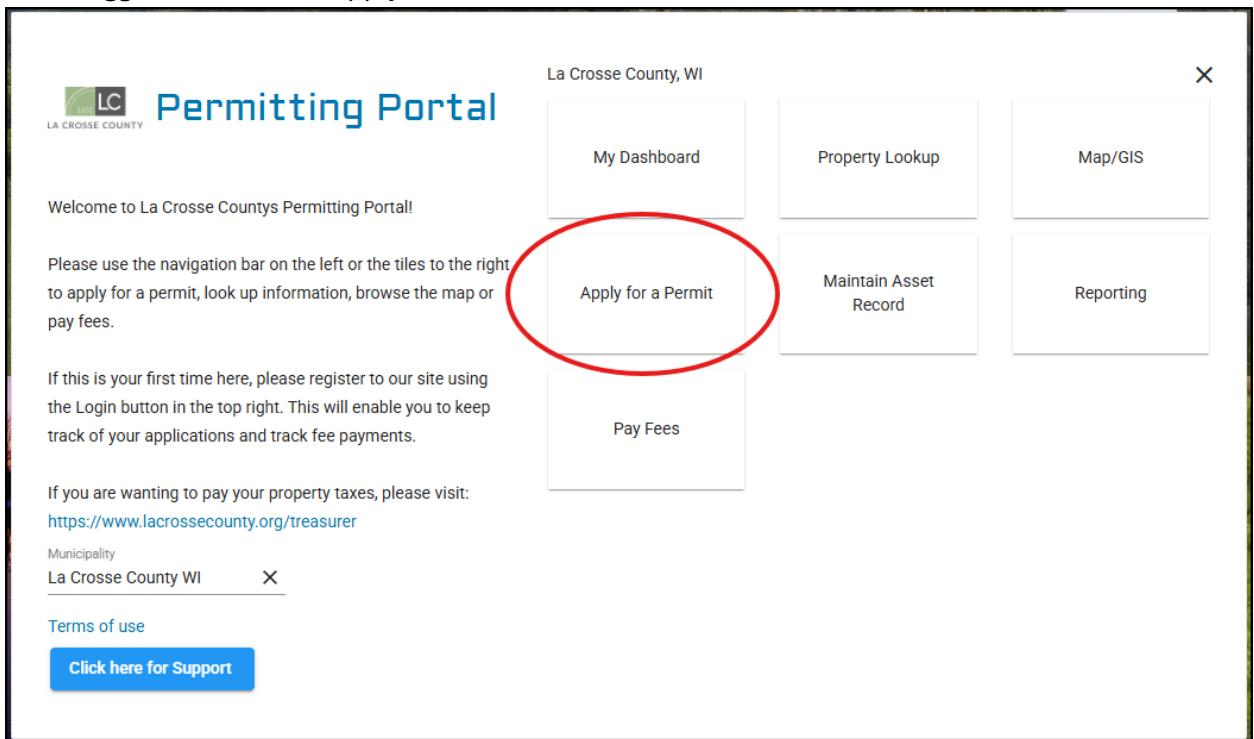


How to Apply for a Permit

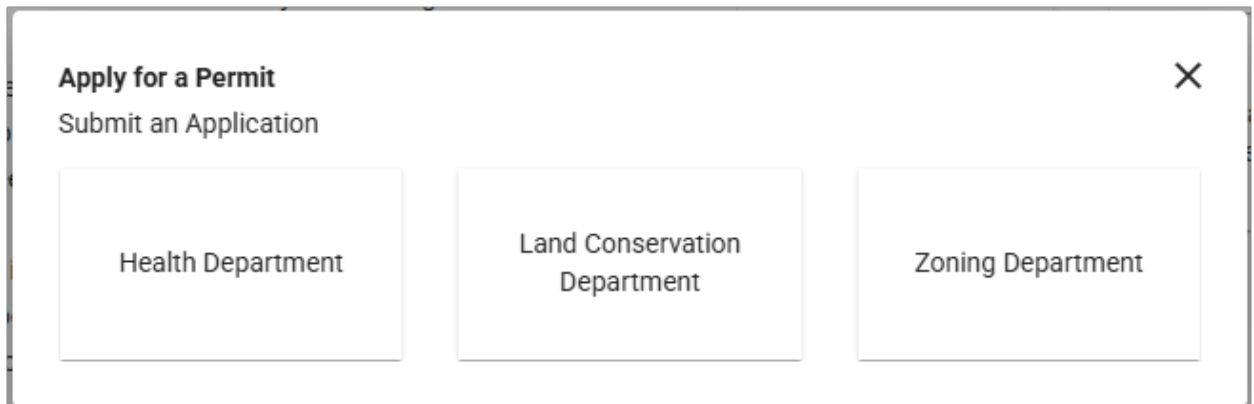
1. Go to: <https://www.citysquared.com/#/app/LaCrosseCountyWI/landing>
2. You will need to log in or create an account before completing an application.
3. Click the “Login / Register” button in the top right corner.



- a. If you already have an account created, please enter your email and password.
 - b. If you need to create an account, please click “Register” at the bottom.
 - i. Complete the registration form and click “Register”.
 - ii. After registration, you will receive a confirmation e-mail to complete the registration process.
4. Once logged in, click the “Apply for a Permit” button.



5. Select the department.



6. Click “Permit Types”.



7. Select the type of permit you are applying for.
8. Complete each step of the application process.
 - a. Fields with an asterisks (*) is required.
 - b. PERMIT TYPE:
 - i. Verify the Department and Permit Type are correct
 - ii. Enter the description of the application/proposed work.
 - c. PROPERTY:
 - i. You can search by parcel number 00-00000-000, address, or ownership
 - ii. You can add one or more parcels by clicking the “Add” button on the parcel on the left
 - iii. To remove a parcel, click the “Remove” button on the parcel on the right
 - d. DETAILS:
 - i. Complete the detail screen(s) with the necessary information for the permit.
 - ii. Each permit type will have their own detail fields you need to complete. Please complete all information to the best of your knowledge.
 - e. OWNER:
 - i. The existing property owner(s) of the parcel are automatically added to the application, as well as yourself as the applicant.
 - ii. If neither the applicant nor property owner is the builder/contractor for the project, you may add the builder/contractor to the application.
 1. First, search for builders/contractors already registered in the system.
 2. If you don’t find yours, click “Create contact” and enter their information on the screen.
 - iii. Please select the Role for each contact that does not have one.
 - f. GUIDE:
 - i. The guide is different for each permit type.
 - ii. Please review this document carefully and follow the instructions. You may need to download the document and upload it in the next step.
 - g. DOCUMENT UPLOADS:
 - i. Upload all requested documents for the application by dragging and dropping the document, or clicking in the grey box to browse for your document.

- ii. After you upload all your documents, please associate the document with the list of those requested near the bottom of the screen.
 - iii. Required documents are marked with an asterisk (*).
 - h. FEE REVIEW:
 - i. The fee review step displays the list of fees for each permit type.
 - ii. You may want to download this document to keep it for future reference.
 - iii. Actual permit fees will be decided upon review of the application.
 - i. ADDITIONAL INFORMATION:
 - i. This document will provide you the next steps for your application.
 - ii. You may want to download this document to keep it for future reference.
 - j. DISCLOSURE:
 - i. The disclosure statement is our disclaimer.
 - ii. Please enter the name exactly as it appears on the screen. It is case-sensitive.
 - k. SUBMIT APPLICATION:
 - i. This screen gives you a summary of your application and allows you one last review of the application before you submit it to La Crosse County.

Please note:

- An incomplete application will delay the permit process. Please provide all information that is requested.
- The application is not complete until it is paid in full. We will not issue a permit until the entire application is complete.
- Applications are processed in the order they are received.