



Town of Alpine

MINOR CONSTRUCTION PERMIT APPLICATION

**ALL information DUE NO LATER than 12pm on the Monday of the week prior to the
scheduled meeting-
NO EXCEPTIONS WILL BE GIVEN**

*Failure to complete any one of the steps warrants cancellation of permit request.
Applications are valid for 180 days from the date they were submitted to the Town Office.
There are no refunds on building application fees.

***P&Z Commission meets the 2nd & 4th Tuesday of every month at 7:30pm
A representative must be present for your permit to be approved!***





Minor Construction Permit APPLICATION

INFORMATION TO BE PROVIDED BY APPLICANT - ALL BLANKS MUST BE FILLED IN

PROJECT:

Physical Address:	
Legal Description (Lot#, Block, Tract and Subdivision):	
Estimated Valuation of Work:	
Description of Work (use separate sheet if necessary):	

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:	Phone:
Mailing Address:	
Contractor:	Phone:
Mailing Address:	
Electrical Contractor:	Phone:
Mailing Address:	
Plumbing Contractor:	Phone:
Mailing Address:	
Mechanical Contractor:	Phone:
Mailing Address:	
Authorized Representative if different from Owner:	Phone:
Signature of Owner or Authorized Representative:	Date:

FOR USE BY TOWN

Date Received:	Permit #:	Use Zone:
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:

Town of Alpine

Minor Construction CHECKLIST

- There will be NO guarantees of being on the following P&Z Agenda if...

- You wait until the deadline day for turning in your paperwork or,
- If your Minor Construction packet is not complete or,
- Your Review is found to be incomplete or not approved by the Town Building Official.

Owner: _____ Phone #'s: _____

Lot#/Subdiv. _____ Physical Address: _____

You may submit your Building Application packet by mail to: PO Box 3070, Alpine, WY 83128

Or in person at: 250 River Circle, Alpine, WY 83128

Please complete:

- ALL information is filled out and submitted as requested by the Town of Alpine
- All Contractors/Subcontractors have obtained a Town of Alpine Business License
- Requested Water Main Locate prior to ANY digging (Owner's Responsibility)
- Requested all other utility (electrical, phone, etc) lines located prior to ANY digging (Owner's Responsibility)
- Written approval from Homeowner's Association on Building Plans (if Applicable)

The following items fall under a minor construction permit: (Please check off which one(s) applies to your application.)

- Re-Roofing with increased roof load
- Replacing Windows or Doors with dimension changes
- Switching Utilities (ex. Wood to Gas, Electric to Propane, etc.)
- Electrical Additions or Adjustments to Commercial Buildings
- Plumbing Additions or Adjustments to Commercial Buildings
- Installation of Underground Propane Tanks
- Sheds less than 200sq ft with no Plumbing or Electrical

GETTING A MINOR CONSTRUCTION PERMIT:

- _____ Minor Construction Permit Application Completed and Signed
- _____ Minor Construction Checklist Completed and Signed
- _____ Fees, which MUST be paid when submitting Minor Construction Permit Application
(See Fee Schedule**all fees are non-refundable)
- _____ Town Building Official approves plans
- _____ Town Building Official approves Site Plan by conducting an on-site inspection (if applicable)
- ***Above Items Must be completed and approved prior to being placed on the P&Z Agenda
- _____ Planning & Zoning Board approves Minor Construction permit

YOUR MINOR CONSTRUCTION PACKET MUST INCLUDE: (as applicable)

- _____ Blueprints
- _____ Site Plan including: location & dimensions of all bldgs, property lines, location of septic system, setback distances, roads & easements,
- _____ Detailed Utilities and Electrical Plan
- _____ Detailed Roof Plan
- _____ Building Material Used and Application of Material
- _____ Installation Factor for Windows and Doors
- _____ Read Propane Tank Ordinance: Chapter 38 of IFC
- _____ Application for State of Wyoming Department of Fire Prevention & Electrical Safety

Certificate of Completion

Upon completion please contact the Town Office to schedule a final inspection to receive your Certificate of Completion

***For more thorough information and instructions:**

Refer to either the IBC/IRC and/or the Town of Alpine Land Use and Development Codes

Yes, I received and understand the Minor Construction Permit Checklist

Signature

Date