



## Town of Alpine

# REMODEL/ADDITION BUILDING PERMIT INSTRUCTIONS

### **BUILDING PERMIT APPROVAL PROCESS:**

STEP 1 -- A Remodel/Addition Building Packet is submitted and all fees paid.

STEP 2 -- The Town Building Official approves your plans and conducts an on-site inspection.

STEP 3 -- The Planning & Zoning Commission approves your remodel/addition building packet and a permit is issued.

### **STEP 1: YOUR BUILDING PACKET MUST INCLUDE:**

#### *A Remodel/Addition Building Permit Application:*

- \* All applicable areas must be filled in. Application must be signed and dated.
- \* All contractors and subcontractors hired by owners must obtain a Town of Alpine Business License. Applications are available at the Town Office or on the Town web site; [www.alpinewyoming.org](http://www.alpinewyoming.org). Applications must be submitted and approved prior to conducting any work in the Town of Alpine.

#### *A Remodel/Addition Building Permit Checklist:*

- \* All applicable items must be turned in at the time of submittal. Applications are valid for 180 days from time of submittal. Failure to provide the necessary items warrants cancellation of your application. ALL information DUE NO LATER than 12pm on the Monday of the week prior to the scheduled meeting- no exceptions will be given.
- \* All electrical contractors must be licensed by the State of Wyoming.
- \* Property owner(s) are responsible to have all contractors and subcontractors request a utility locate prior to ANY digging. Requests for a locate can be made by calling 1-800-849-2476. *Failure to request a locate will result in the property owner and/or contractors and subcontracts being responsible for any and all subsequent damage to the Utility Companies' property and/or damage incurred by the property owner(s).*
- \* Radon Mitigation System: Radon levels are reported as being high in this area. Please refer to Appendix F, available at the Town Office or on the web site, for further information.
- \* Site Plan: Submit your site-plan on 8 ½ x 11 " paper.
- \* Blueprints: The following plans must be engineered by a Wyoming Licensed Engineer.
  1. Building Elevations and building material used.
  2. Detailed Floor Plan
  3. Detailed Utilities/ Electrical Plan: indicate location of ufer ground cables, service entrance equipment, main disconnect and load center, fixed electrical appliances, devices, smoke detectors (one must be in each sleeping area and one outside of each sleeping area in the immediate vicinity), lighting and heating, indicate location of all GFIs and AFCIs in home and garage (inside and outside the structures).
  4. Foundation Plan: From the bottom of the footer to the finished grade, must be a minimum of 36".
  5. Detailed Roof Plan plus provide full engineered truss calculations that your roof will meet 100 # minimum snow load (live load), 90 mph wind factor and describe building materials used.
  6. Detailed Framing Plan and building materials used.

#### *Permit Fees:*

- \* All building permit fees must be paid when submitting your commercial building permit application.

### **STEP 2: Town Building Official Review:**

#### *Plan Review:*

- \* Plan reviews must be approved prior to being scheduled on the P&Z agenda.
- \* The Town has currently adopted the 2006 International Building Codes. The Town has also adopted the Land Use and Development Code, available on the website, with additional guidelines.

*Continued...*

*On-Site Inspection:*

- \* Your property must be clearly stringed and staked, identifying the proposed site for any structure. Note: string and stake the exact dimensions of all structures and septic systems; dimensions on the ground must match the site plan.
- \* Property Stakes: All property monument/ surveyor pins must be exposed and visible for on-site setback inspection. Wooden stakes without surveyor's monuments will not be accepted.

*State Electrical Inspection:*

- \* Remodel projects are subject to be reviewed and approved by the State Fire Marshall prior to beginning any work.

*Continued Inspections:*

- \* A Certificate of Placement must be obtained from a Wyoming Licensed Surveyor BEFORE your foundation is poured.
- \* See attached Building Inspection Record Sheet as to when Stage Inspections are to be requested.
- \* Call the P&Z Secretary to schedule any inspections. DO NOT CALL Inspectors directly for scheduling of inspections.
- \* A Final Inspection is required for ALL permits to obtain a Certificate of Occupancy/Completion. Failure to do so may result in fines to the owner.

*Repeat Stage Inspections:*

- \* Any inspections that need to be repeated by the Building Official are subject to additional costs by contractor/owner.

**STEP 3: Planning & Zoning Commission Reviews and Issues a Permit:**

*P&Z Agenda:*

- \* 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 remodel/addition building packet is not complete or,
  - Your Review is found to be incomplete or not approved by the Town Building Official.

*Scheduled Meetings:*

- \* The Planning & Zoning Commission meets 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of every month at 7:30 p.m. to review building packets. Call the Town Office and speak with the P&Z secretary if you have any questions at, 654-7754.

*Issued Permit:*

- \* After your permit is approved by the Commission the P&Z Secretary will mail you your permit to the address you provided with your building packet.

***By signing below, I acknowledge that I have read the above instructions, understand them, and agree to follow all Town of Alpine requirements. Additionally, I will inform all contractors and subcontractors of said requirements as well.***

\_\_\_\_\_

Owner Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Contractor/Builder

\_\_\_\_\_

Date



*Town of Alpine*

**REQUIRED SETBACKS  
&  
Building Heights**

Any deviations from the requirements listed below will require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision. For more details and guidelines please refer to the Land Use and Development Code.

**R1**

Front - 25'  
Side - 15'  
Rear - 20' / Accessory Bldg. 8'  
Max Bldg. Height -30'  
Max Accessory Bldg. Height-26'

**R2**

Front - 25'  
Side - 15'  
Rear - 20' / Accessory bldg. - 8'  
Max Bldg. Height -35'  
Max Accessory Bldg. Height-26'

**MRC**

Front - 25'  
Side – 15'  
Rear - 20' / Accessory Bldg. 8'  
Max Bldg. Height -35'

**C1**

Front - 25'  
Side-15'  
Rear - 20'  
Max Bldg. Height – 45' not to  
exceed 2.5 stories



# Town of Alpine

## REMODEL/ADDITION BUILDING INSPECTION

### SCHEDULE FOR OWNER TO FOLLOW

THIS SHOULD BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES UNTIL THE CONSTRUCTION IS COMPLETED SO INSPECTIONS ARE NOT MISSED.

FAILURE TO CALL FOR INSPECTIONS WILL RESULT IN FINES ISSUED TO THE OWNER &/OR CONTRACTOR. YOU WILL ALSO BE REQUIRED TO UNCOVER ANY AND ALL ITEMS TO BE INSPECTED PROPERLY AT YOUR OWN EXPENSE.

All details specified in your building plans must be inspected BEFORE they are concealed. Inspections will consist only of what your remodel/addition permit was approved for.

#### STAGE 2:

**\*\*\*DO NOT POUR FOUNDATION UNTIL YOU HAVE OBTAINED A CERTIFICATE OF PLACEMENT AND THE TOWN BUILDING INSPECTOR HAS APPROVED IT FOR POURING\*\*\***

**Footing**-Ufer Ground Cables, Rebar schedule-tied or hung

**Foundation walls**-complete and ready for concrete, forms and rebar in place, hold down needs to be present

**Concrete Slab Floor**

#### STAGE 3:

**\*\*\*DO NOT COVER ANY STRUCTURAL ELEMENTS UNTIL IT HAS BEEN APPROVED\*\*\***

**Framing**-nail pattern, exterior sheeting, interior & exterior framing members

**Roof Load**-truss plan and truss bracing

**Roof Sheeting**-nail pattern

**Rough Plumbing**

**Rough Electrical**-State and Town officials conduct the inspection simultaneously

**Rough Heating**

**Rough Stove/Fireplace**

**Pressure Test**-water, sewer & gas

**Insulation**

#### STAGE 4:

**Drywall**-screw pattern

**Electric Connection**- State and Town officials conduct the inspection simultaneously

**Final Electrical**-when completed-State and Town officials conduct the inspection simultaneously

**Final Plumbing**-when completed

**Final Mechanical**-when completed

**Final Building**-handrails, smoke detectors, ADA compliancy, etc.

PLEASE MAKE SURE YOU HAVE EVERYTHING COMPLETED BEFORE THE INSPECTION DATE. ANY REPEAT INSPECTIONS WILL BE AN ADDITIONAL CHARGE TO THE OWNER/CONTRACTORS.

The Contractor must call Town Office to set up appointments for all inspections.  
Occupancy is PROHIBITED until Certificate of Occupancy Permit is issued.

## Footings and Stem Wall Inspections and General Information

**R401.3 Drainage.** Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection so as to not create a hazard. Lots shall be graded so as to drain surface water away from foundation walls. The grade away from foundation walls shall fall a minimum of 6 inches within the first 10 feet.

**Exception:** Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, drains or swales shall be provided to ensure drainage away from the structure.

**R403.1.4** All exterior footings shall be placed at least 12 inches below the undisturbed ground.

**R403.1.4.1** Except where otherwise protected from frost, foundation walls, piers and other permanent supports of buildings and structures shall be protected from frost by extending below the frost line or another accepted approved method. Decks supported by a dwelling require footings that extend below the frost line.

**R403.1.4.2** Interior footings supporting bearing or braced walls and cast monolithically with a slab on grade shall extend to a depth of not less than 18 inches below the top of slab.

**R403.1.5** Slope. The top surface of footings shall be level. The bottom surface of footings shall not have a slope exceeding one unit vertical in ten units horizontal (10- percent slope). Footings shall be stepped where it is necessary to change the elevation of the top surface of the footings or where the slope of the bottom surface of the footings will exceed one unit vertical in ten units horizontal (10-percent slope).

**R403.1.6** The wood sole plate at exterior walls on monolithic slabs and wood sill plate shall be anchored to the foundation with anchor bolts spaced a maximum of 6 feet on center for a single story dwelling. The maximum anchor bolt spacing shall be 4 feet for buildings over two stories in height. There shall be a minimum of two bolts per plate section with one bolt not located more than 12 inches or less than seven bolts diameters from each end of the plate section. Bolts shall be at least ½ in diameter and shall extend a minimum of 7 inches into masonry or concrete. Anchor bolts shall be a minimum of 10 inches long and be on job site prior to stem wall or slab pour that requires foundation anchorage.

**R403.1.7.3** Foundation Elevation. On graded sites, the top of any exterior foundation shall extend above the elevation of the street gutter at point of discharge or the inlet of an approved drainage device a minimum of 12 inches plus 2 percent. Alternate elevations are permitted subject to the approval of the building official, provided it can demonstrated that required drainage to the point of discharge and away from the structure is provided at all locations on the site.

R408.1 Ventilation. The under-floor space between the bottom of the floor joists and the earth under any building (except space occupied by a basement or cellar) shall be provided with ventilation openings through foundation walls or exterior walls. The minimum net area of ventilation openings shall not be less than 1 square foot for each 150 square feet of under-floor space area. One such ventilating opening shall be within 3 feet of each corner of said building. EXCEPTION: The total area of ventilation openings may be reduced to 1/1500 of under-floor area where the ground surface is treated with an approved vapor retarder material (6 mil plastic) and the required openings are placed so as to provide cross-ventilation of the space. The installation of operable louvers shall not be prohibited. Ventilation openings are not required where continuously operated mechanical ventilation is provided at a rate of 1.0 cfm for each 50 square feet of under-floor space floor area and ground surface is covered with an approved vapor retarder material (6 mil plastic).

R408.4 Removal of debris. The under-floor grade shall be cleaned of all vegetation and organic materials. All wood forms used for placing concrete shall be removed before a building is occupied or used for any purpose. All construction materials shall be removed before a building is used for any purpose.

R319.3 Fasteners. Fasteners (bearing plate washers, nails that attach floor joists, nails through shear wall into treated plate and any hardware) for pressure preservative and fire-retardant-treated wood shall be of hot-dipped galvanized steel, stainless steel, silicon bronze or copper.  
Exception: One-half inch diameter or greater steel bolts.

R310.1 Emergency escape and rescue required. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. For basements with bedrooms requiring window wells the minimum horizontal area of the window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened. Window wells with a vertical depth greater than 44 inches shall be equipped with a permanently affixed ladder or steps (the ladder or steps may encroach a maximum of 6 inches into the required dimension of the window well) usable with the window in the fully opened position. Ladders or rungs shall have an inside width of at least 12 inches, shall project at least 3 inches from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the window well.

Before scheduling a footing inspection have all horizontal rebar lifted 3 inches above the ground, have the UFER ground attached properly to the rebar and have the vertical rebar dowels with a 6 inch bend and any hardware being used in the footing pour on site for inspection.

Before scheduling a stem wall inspection have all foundation vents in place for crawlspace foundations (if being placed in concrete stem wall), all required rebar 1 ½ inch clearance from exterior stem wall forms, have any required hardware/hold downs and have properly size anchor bolts on job site.



# *Department Of Fire Prevention & Electrical Safety*

**DAVE FREUDENTHAL**  
GOVERNOR

**LANNY APPEGATE**  
STATE FIRE MARSHAL

## REQUIREMENTS FOR PLAN REVIEW

To determine if a plan review is required on new construction or remodeling (remodel valuation of \$25,000 or more), ask the following questions and follow the indicated actions as outlined by §§W.S. 35-9-108:

QUESTION	ANSWER	ACTION
1. Is the building or structure owned or leased by the State or local governmental entities?	YES	Submit 4 sets of plans & 4 sets of specifications
	NO	Go to #2
2. Is it a public building or structure over 5,000 sq. ft. of total floor area including basement?	YES	Submit 4 sets of plans & 4 sets of specifications
	NO	Go to #3
3. Is the building or structure a multistory public building?	YES	Submit 4 sets of plans & 4 sets of specifications
	NO	Go to #4
4. Is the building or structure a childcare center housing more than 10 children?	YES	Submit 4 sets of plans & 4 sets of specifications
	NO	Go to #5
5. Is the building or structure to be used as a public bar, lounge, restaurant, nightclub, lodge hall, theater, church, or public meeting place regardless of size?	YES	Submit 4 sets of plans & 4 sets of specifications
	NO	Go to #6
6. Is the installation intended for public or private aboveground fuel dispensing facilities?	YES	See appropriate submittal packet.
	NO	Go to #7
7. Is the installation for aboveground flammable or combustible fuel storage tanks?	YES	See appropriate submittal packet.
	NO	Go to #8
8. Is the total square footage of the new public access area and the existing public access area over 5,000 sq. ft. including the basement?	YES	Submit 4 sets of plans & 4 sets of specifications
	NO	Go to #9
9. Does the building or structure remodel cost less than \$25,000 and affect a built-in fire protection system for the building?	YES	Submit 4 sets of plans & 4 sets of specifications
	NO	Go to #10
10. No Plan Review is Required		

THE STATE



OF WYOMING

# Department Of Fire Prevention & Electrical Safety

**DAVE FREUDENTHAL**  
GOVERNOR

**LANNY APPLGATE**  
STATE FIRE MARSHAL

## FIRE PROTECTION SPRINKLER SYSTEM PLAN REVIEW PACKET

### PROJECT INFORMATION SHEET

Please fill out and submit this **PROJECT INFORMATION SHEET** and the **SPRINKLER CRITERIA SHEET** (page 3); provide design documents as required in the **PLAN REVIEW CHECK LIST** (page 2).

Proposed Construction Starting Date: \_\_\_\_\_

Name of the Building/Facility: \_\_\_\_\_

Building/Facility Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Construction (underline):                      Combustible                      Non-combustible                      New                      Existing

Building Occupancy or Use: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Building Height: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Square Ft./Floor:    Basement:                      1<sup>st</sup> Floor:                      2<sup>nd</sup> Floor:                      3<sup>rd</sup> Floor: \_\_\_\_\_

4<sup>th</sup> Floor:                      5<sup>th</sup> Floor:                      6<sup>th</sup> floor:                      7<sup>th</sup> Floor:                      8<sup>th</sup> Floor: \_\_\_\_\_

Estimated Valuation of Work: \$ \_\_\_\_\_

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Note: The plan review will be returned to the submitter at the below noted address unless specific instructions are received to send it elsewhere.**

Plans Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**PLAN REVIEW CHECK LIST****PROJECT/NAME/ADDRESS:** \_\_\_\_\_**Date:** \_\_\_\_\_

- Plans submitted for fire protection systems and for fire detection and alarm systems must be prepared under the direct supervision of a Design Professional. (A Design Professional is defined as an individual who is legally registered to practice engineering, in the State of Wyoming, in accordance with the Wyoming State Engineer's Board of Registration.)
- Final plans, of fire protection systems, shall show the design completion date and bear the seal and signature of the Design Professional.

It is the responsibility of the Design Professional to coordinate the fire protection drawings with design drawings of other disciplines, to assure that the fire protection systems can be installed without interference with other trades. Such coordination is not a part of this review.

**Provide four complete sets of design documents (and other data required) as follows:**

- Site Plan, drawn to scale, showing street address, location and size of underground water mains, sprinkler feed mains, fire hydrants, valve locations, location of pumper connection(s), property lines, streets, and other structures on site. Indicate hydrant locations where the flow and pressure tests were taken in determining the sprinkler system water supply.
- Building Sprinkler Plans, drawn to scale, to include complete sprinkler system piping, showing: pipe sizes, pipe lengths, hanger locations, sprinkler head k-factor and temperature rating, elevation variances, type and size of all control valves including indicating valves, OS&Y valves, backflow preventers, alarm check valves, dry pipe valves, deluge valves, etc.
- Floor and Construction Plans, drawn to scale, identifying all rooms and their uses (occupancies). Provide details of all building construction materials, including interior and exterior walls, floors, ceilings and framing.
- Elevation Drawings indicating sprinkler system riser heights and sprinkler head elevation in relation to the underground piping system.
- Manufacturers catalog cuts of all fire protection devices and equipment to be installed. This should include sprinkler heads, sprinkler system control valves, fittings, flow switches, tamper switches, hydrants, piping and any other devices pertinent to the fire protection system.
- Fire Protection Technical Specifications (preferably CSI format)
- Sprinkler System Hydraulic Calculations and appropriate water supply information.
- Completed Project Information Sheet (see preceding).
- Completed Sprinkler Criteria Sheet (see page 3 following). Fill in all system design data shown.
- Plan review fee (see attached fee schedule on page 4).
- Postage for the return of one set of approved plans.

**SPRINKLER CRITERIA SHEET**PROJECT/NAME/ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**SPRINKLER REQUIREMENTS:**

Demand \_\_\_\_\_ gpm/sq ft      Demand Area \_\_\_\_\_ sq ft      Hose Stream \_\_\_\_\_ gpm  
 Hyd. Design \_\_\_\_ Lt. Haz. \_\_\_\_      Ord. Haz. 1 \_\_\_\_      Ord. Haz. 2 \_\_\_\_      Ext. Haz. 1 \_\_\_\_      Ext. Haz. 2 \_\_\_\_  
 Orifice size:      1/2 in. \_\_\_\_      17/32 in. \_\_\_\_      Other \_\_\_\_\_      K-factor \_\_\_\_\_  
 Spacing:      \_\_\_\_\_ sq ft/head      On lines: \_\_\_\_\_ ft      Between Lines: \_\_\_\_\_ ft.  
 BOR Requirement:      \_\_\_\_\_ gpm @ \_\_\_\_\_ psi      Riser Height: \_\_\_\_\_ ft.

**WATER SUPPLY:**

Tested By: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Nozzle/Size: \_\_\_\_\_ / \_\_\_\_\_ in.

Discharge Coefficient: \_\_\_\_\_

Flow Test Location: \_\_\_\_\_

Residual Gauge Location: \_\_\_\_\_

Static Pressure: \_\_\_\_\_ psi

Residual Pressure: \_\_\_\_\_ psi

Flow: \_\_\_\_\_ gpm

**PUMP:**

Type:      Horizontal (centrifugal)      Vertical Turbine      In-Line (centrifugal)

Other: \_\_\_\_\_

Driver:      Electric      Diesel

Other: \_\_\_\_\_

Rating:      \_\_\_\_\_ gpm @ \_\_\_\_\_ psi

\_\_\_\_\_ rpm

Pump Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

Driver Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

Controller Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

Suction:      Water Main (booster)      Tank

Tank:      Capacity: \_\_\_\_\_ gal

Height: \_\_\_\_\_ ft.