



Town of Alpine

COMMERCIAL BUILDING PERMIT INSTRUCTIONS

BUILDING PERMIT APPROVAL PROCESS:

STEP 1 -- A Commercial 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 commercial building packet and a permit is issued.

STEP 1: YOUR BUILDING PACKET MUST INCLUDE:

A Commercial 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. Applications must be submitted and approved prior to conducting any work in the Town of Alpine.

A Commercial 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. The Town of Alpine requires a radon mitigation system be installed for all new properties.
- * 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 user 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.

Property Warranty Deed:

- * Submit one (1) copy of the warranty deed describing property identified by surveyor which lists owner to property as being the same as on permit application.

Water & Sewer Connection Applications:

- * Submit completed applications as outlined on each of the application forms.
- * Monthly fees will begin the first full month after installation of the meter, irrespective of use. Meter will be installed when requested.

Permit Fees:

- * All building permit fees must be paid when submitting your commercial building permit application.
- * All water and sewer connection fees must be paid when submitting your applications.
- * Please write separate checks- 1 for new water connection fees, 1 for new sewer connection fees, and 1 for building fees.

Continued...

10/6/09

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.

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; dimensions on the ground must match 8 ½ X 11" 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:

- * 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. 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 commercial 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 2nd and 4th 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'
Max Bldg. Height -35'
Max Accessory Bldg. Height-26'

R2

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

MRC

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

C1

Front - 25'
Side-10'
Rear – see LUDC
Max Bldg. Height – 45' not to
exceed 3 stories



Town of Alpine

COMMERCIAL 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.

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, etc
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/Sheetrock -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.

How To Obtain A Building Permit

General Information

A building permit is the Town of Alpine's official stamp of approval, giving you the go-ahead to do a building project. It is issued only after your plans have been carefully reviewed to ensure the proposed construction is in compliance with the Town's Zoning Regulations and Construction Codes. These regulations were established not to hinder you or befuddle you; rather, they are intended to assure well-planned development and to safeguard health and safety.

The Town of Alpine requires that you obtain a building permit if you erect, enlarge, alter, repair, move, improve, convert, or demolish a building or structure. This includes not only building construction or remodeling, but also electrical, plumbing, or mechanical modifications. Ask the Town Office if you are uncertain about whether your plans require a permit. If work is commenced without a permit, the Building Code requires that an additional investigative fee be charged.

Any permit may be issued to a homeowner. Inspections will not be performed unless the appropriate permits have been obtained.

Advantages of a Building Permit

One of the primary benefits of receiving a building permit is that you receive the services of the Building Official. The inspections approve each phase of the construction process, checking to see that the work is done per the building code, which helps ensure your safety and that of your family and friends.

Secondly, there are legal liabilities that you could face if you don't obtain a permit. Construction work without a permit is illegal and could pose unnecessary complications when you later sell or refinance your home. Furthermore, more and more lending institutions are requiring a final inspection and approval from the Building Official prior to final release of funds.

Zoning Regulations

Zoning regulations govern how areas of the Town are developed. Designed to prevent haphazard development, they deal with the relationship of a building to the neighborhood as a whole and to the individual piece of property. Dwellings must conform to certain requirements and restrictions such as how far they must be set back from street, front, rear and side property lines, and how much of the lot they are allowed to cover.

The first step in making your plans is to consider the zoning regulations which apply. Check with the Town if you have any questions.

Construction Regulations

Construction codes deal with the building itself, establishing minimum construction standards designed to safeguard health and safety. Building design for the Town of Alpine shall be in accordance with the accepted engineering practices by a State of Wyoming licensed Civil or Structural Engineer.

Building Code: This code specifies structural requirements such as the sizes of rafters and joists, lintels over doors, and headers over windows that you will need to span a particular distance. The building code also identifies foundation requirements, how thick masonry must be, whether pier foundations are permitted, the requirements of footing sizes and other details. The building code also specifies exiting requirements, locations of smoke detectors, egress requirements from bedroom, etcetera. Another building code specification is that the snow load in the Town of Alpine is 100 pounds per square foot live load.

Plumbing Code: This code governs the installation of the piping that carries water into a home and the drain, waste and vent system that carries the water out. Fixture placement, connection, and materials permitted are also covered in this code.

Mechanical Code & Fuel Gas Code: This code deals with the minimum requirements for the installation of mechanical equipment and gas piping in your home. Furnace location, vent sizing, gas pipe installation and combustion air requirements are some of the issues addressed by this code.

Electrical Code: This code governs the installation of the electrical wiring in a home. Spacing and number of receptacles is governed, as well as sizes of wires, location of services and panels, etcetera. In the Town of Alpine, a State Electrical Inspector enforces the Electrical Code.

Inspection Information

Most projects require several inspections as the work progresses. Look at your inspection schedule for the required inspections. These inspections must be requested prior to covering or concealing the work in any way. Call the Town Office if you are in doubt about any requirements or inspections.

Inspections must be called in one working day in advance. Sometimes we can get there sooner, but don't depend on it. The approved plans and inspection record card must be on the job and a street address must be posted for an inspection to be performed. We prefer all residential rough-in inspections (plumbing, mechanical, and framing) to be performed on the same inspection call.

Certificate of Occupancy/Completion

Builders must call the Building Official for final inspection of all projects before occupancy or use of the structure. If your project passes the final inspection, you will be issued a Certificate of Occupancy/Completion.

Occasionally, the Building Official may approve a temporary Certificate of Occupancy for a building which would allow the owner to occupy the building and given a specific amount of time to complete.

Work Requiring a Building Permit

- Building Construction
- Building a Garage
- Building a Deck
- Additions or Remodeling
- Replacing Windows or Doors when dimensions change
- Roofing and Re-roofing increasing the roof load
- Demolition or moving a Building
- Sheds
- Fences
- Retaining Walls
- Other items not listed...please contact the Town Office if you have questions.

Work Not Requiring a Building Permit

- Concrete Flatwork
- Painting, papering and similar finish work

Work in the Town of Alpine right-of-way is not permitted.

Permit Application Process

To obtain a building permit for new, remodel or addition construction, the following information must be submitted to the Town Office.

1. **Building Permit Application**- This form contains information needed to complete your building permit and assure your project gets an accurate and timely review.
2. **Plans**- These plans should include the following detailed items:
 - Plot/Site Plan
 - Foundation Plan
 - Floor Plans
 - Roof (framing) Plan
 - Elevations
 - Sections + Details

On residential plans, plumbing and mechanical details are usually shown on the floor plans.

In the Town of Alpine, certain commercial projects must be reviewed by the State Fire Marshal's office. Please consult with the Building Official if you have questions about who needs to review your plans.

If the information in your application is complete and the project is within the requirements of codes and regulations, it will be reviewed by the Planning & Zoning Commission.

Once your plans are approved by Planning & Zoning you may obtain your building permit. After approval, you or your contractor will receive the building permit, an approved set of plans, and the inspection schedule, all of which must remain on the job site at all times.

A building permit is valid for one year. If building has not commenced 180 days after your building permit is issued it becomes invalid. It is possible to get an extension for one additional year. If project is not completed within 2 years a new application will have to be processed with new fees, filings, meetings, etcetera.

The following pages show sample drawings of the various plans required for residential projects. Please be sure these plans are drawn to scale and are legible.

NOTE: The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the International Building, Residential, Fire, Fuel/Gas, Mechanical or Plumbing Codes; the National Electrical Code; the Town of Alpine Zoning and Sign Code; the Town of Alpine Municipal Codes or any other ordinance of the Town of Alpine. The Permit Applicant and Owner have responsibility for compliance with the applicable Codes and Ordinances.

Additionally, the issuance or granting of a permit or approval of plans, specifications and computations should not be construed to be an approval of any safety aspects of the project. The Building Inspector's duties and responsibilities are limited to those expressly set forth herein and no representations, warranties or guarantees of any kind or nature whatsoever, including those regarding the safety or quality of any construction project, express or implied, are hereby made, or made as the result of any inspection.

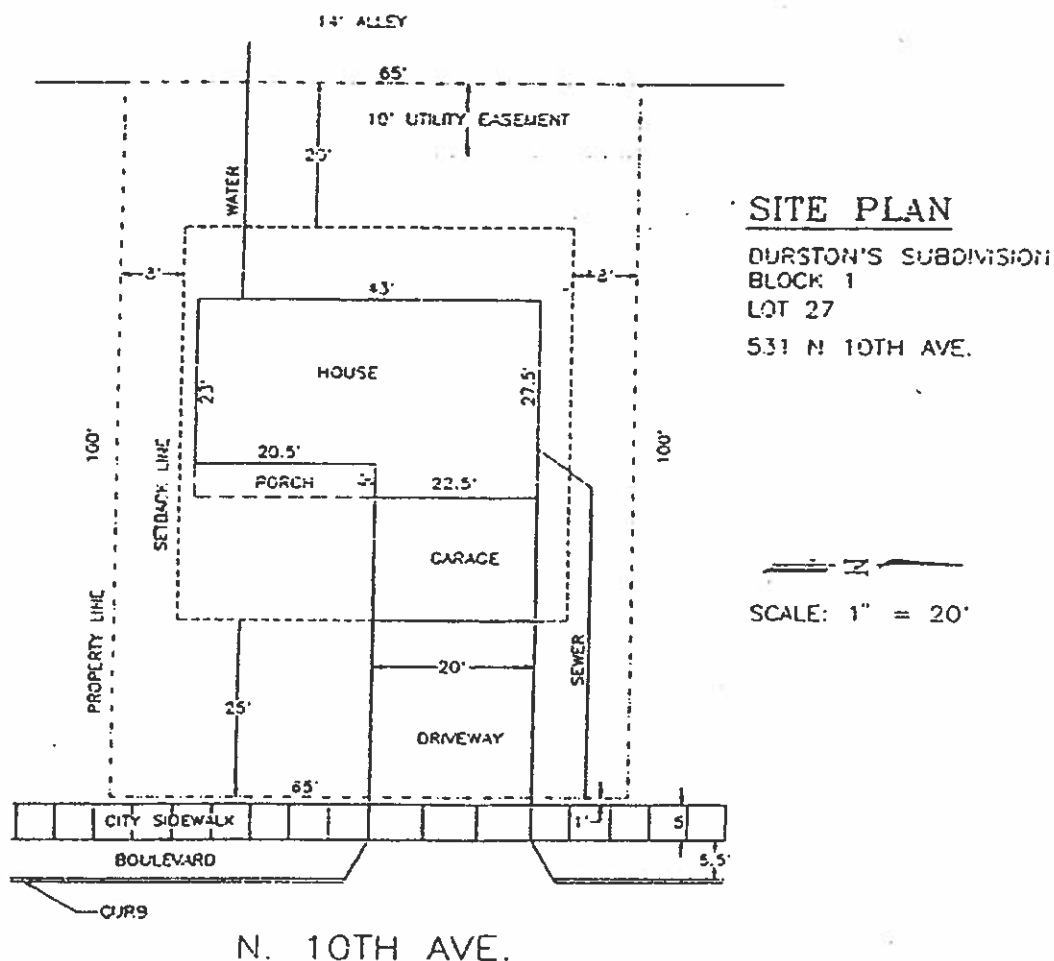
Plot/Site Plan

The plot plan is a sketch of your property showing dimensions of the lot, location of streets, alleys, and dimensions and locations of structures in relation to the property lines.

The plot plan is used to check for compliance with zoning regulations (setbacks, lot coverage) and to determine water and sewer/septic locations and fees.

Your plot plan should include:

- Scale used and direction north
- Location & Dimensions of property lines, easements
- Porches, decks, walks, retaining walls, overhangs, driveways, etc.
- Building address
- Location, dimension & identification of all existing and proposed buildings or structures
- Indication of any building that is to be removed or demolished
- Setbacks
- Approximate elevation at each corner of site
- Legal description
- Property owner



Foundation

The foundation plan is used to determine how the weight of the building is distributed over the ground on which it sits.

The foundation plan should include:

- Scale of 1/4" per foot or greater
- Shape, size, and material used for foundation footings, walls, and rebar
- Type of lumber and attachments used (sill plate, cripple walls)
- Slab insulation and vapor barriers
- Location and size of vents where required (crawl spaces)
- Location and size of beams, posts, and interior footings
- Floor joists sizes, spacing, direction and length of span, support, hangers, solid blocking, and floor sheathing

