



Town of Alpine

REMODEL/ADDITION 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!**





REMODEL/ADDITION

Permit APPLICATION

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

PROJECT:

Physical Address:			
Legal Description (Lot#, Block, Tract and Subdivision):			
Description of Work (New/Addition/Alteration/Repair/Move/Remove):			
Existing Building Use:		Proposed Building Use:	
Estimated Valuation of Work:			
Floor Area: First Flr.	Second Flr.	Third Flr.	Basement:
Total Size of Building (Sq.Ft.):			# of Stories:

APPLICANT/CONTRACTORS:

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:
Fire Sprinklers Required: (Yes/No)	# of Dwelling Units:	
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:

Town of Alpine

Remodel/Addition Permit 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 remodel/addition 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 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)
- Must have written approval from Homeowner's Association on Building Plans (if Applicable)

GETTING A BUILDING PERMIT:

- _____ Remodel/Addition Permit Application Completed and Signed
- _____ Remodel/Addition Permit Checklist Completed and Signed
- _____ Owner read and signed Remodel/Addition Permit Instructions
- _____ Fees, which **MUST** be paid when submitting Remodel/Addition Permit Application

(See Fee Schedule**all fees are non-refundable)

- _____ Town Building Official approves plans
- _____ Town Building Official approves the site plan by conducting an on-site inspection

***Above Must be approved prior to being placed on the following P&Z Agenda

- _____ Planning & Zoning Board approves building permit

YOUR BUILDING PACKET MUST INCLUDE:

Site Plan on 8 1/2 x 11 paper containing:

- _____ Setback distances
- _____ Property line & measurements according to surveyor's dimensions
- _____ Location & Dimensions of ALL buildings (home, garage, etc.). Dimensions must include exact perimeter of the proposed building(s) – include any recessed areas when documenting perimeter
- _____ Septic System –septic tank (include exact dimensions of tank & how far away from building), draw leach fields- including reserve leach field *Ensure they are not located underneath driveways.
- _____ Distances of easements, roads, etc
- _____ Sketch proposed utility connections to your home- water, sewer, power, telephone, propane tank, etc. (their locations) *Ensure they are not located underneath driveways.
- _____ Draw all proposed fencing, driveways, green space and snow removal areas (if appropriate)

Blueprints/Site Plan to scale containing: (minimum scale 1/4"=1')

- _____ Detailed Building Elevations
- _____ Detailed Floor Plan
- _____ Detailed Utilities and Electrical Plan
- _____ Detailed Foundation Plan and Building Material Used
- _____ Detailed Roof Plan and Building Material Used
- _____ Detailed Framing Plan (including Floor Framing Plan) and Building Material Used
- _____ Engineered Plans, Plan Calculations & Truss Calculations from a Wyoming Licensed Engineer

Additional Submittals needed:

- _____ Read Propane Tank Ordinance (if applicable) Chapter 38 of IFC
- _____ Application for State of Wyoming Department of Fire Prevention & Electrical Safety

ON-SITE SETBACK INSPECTION:

- _____ Clearly string and stake proposed site for any structure (home, garage, etc)
**Dimensions on the ground MUST MATCH your 8 1/2 x 11 Site Plan*
- _____ Property Stakes: All property monument/surveyor pins must be exposed and visible.
**Wooden stakes without Surveyor's monuments will not be accepted*

Certificate of Placement:

A Certificate of Placement must be obtained from a Wyoming Certified Surveyor BEFORE the foundation is poured.

Certificate of Occupancy/Completion:

Upon completion please contact the Town Office for a final inspection to receive your Certificate of Occupancy or Completion.

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

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

Yes, I received and understand the Building Permit Checklist

Signature

Date