



Town of Alpine

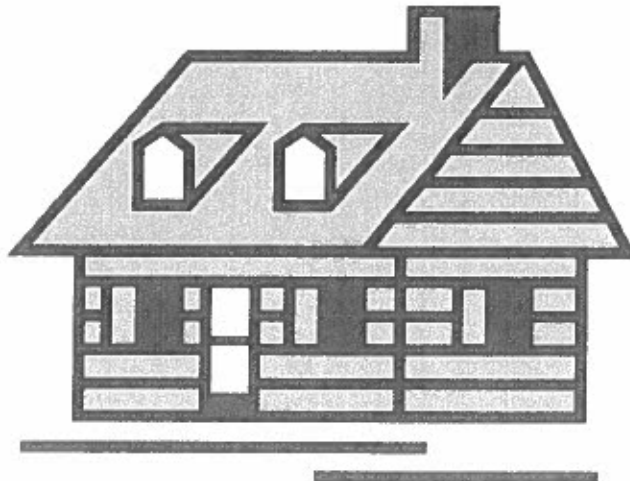
RESIDENTIAL BUILDING PERMIT APPLICATION

**ALL information DUE NO LATER than 12pm on any 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!**





RESIDENTIAL BUILDING

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):				
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

Residential Building 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 residential building 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:

- _____ Residential Building Permit Application Completed and Signed
- _____ Residential Building Checklist Completed and Signed
- _____ Water Connection Application Completed and Signed
- _____ Septic Permit Application Completed and Signed (if applicable)
- _____ Sewer Connection Application Completed and Signed (if applicable)
- _____ Owner read and signed Residential Building Permit Instructions
- _____ Fees, which **MUST** be paid when submitting Residential Building Permit Application:
 - _____ Water and Sewer/Septic Fees paid in full
 - ***See Fee Schedule **Separate Checks for Water fees, Sewer fees and Building Permit fees**all fees are non-refundable*
- _____ Town Building Official approves plans
- _____ Town Building Official approves septic application (if applicable)
- _____ 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 residential building permit

YOUR COMMERCIAL BUILDING PACKET MUST INCLUDE:

- _____ 1 copy of Warranty Deed in owner's name that appears on this residential building permit application, & if applicable, the Surveyor's written Verification of Lot Dimensions

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)

Continued

10/2/2009

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
- _____ Detailed Radon Mitigation System
- _____ Engineered Plans, Plan Calculations & Truss Calculation 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 & stake the EXACT dimensions of the home, garage, and any other structures.
**Dimensions on the ground MUST MATCH your 8 1/2 x 11 Site Plan*
- _____ Clearly string and stake proposed site for septic system, primary and reserve leach fields. (if applicable)
- _____ 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 by a Wyoming Licensed Surveyor BEFORE your foundation is poured.

CERTIFICATE OF OCCUPANCY:

Upon completion of your residential building please contact the Town Office for a final inspection to receive your Certificate of Occupancy. A Certificate of Occupancy represents the building can be legally occupied. Failure to obtain one before you occupy the premise may result in fines.

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

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

Yes, I received and understand the Residential Building Permit Checklist

Signature

Date