



Town of Alpine

COMMERCIAL BUILDING PERMIT APPLICATION

ALL information DUE NO LATER than 5pm on the Wednesday 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 Tuesday of every month at 7:30 pm

A representative must be present for your permit to be approved!





COMMERCIAL 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

Commercial 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 commercial 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:

- _____ Commercial Building Permit Application Completed and Signed
- _____ Commercial Building Checklist Completed and Signed
- _____ Water Connection Application Completed and Signed
- _____ Sewer Connection Application Completed and Signed
- _____ Owner read and signed Commercial Building Permit Instructions
- _____ Fees, which **MUST** be paid when submitting Commercial Building Permit Application:
Water and Sewer 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 sewer connection form/application
- _____ **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 commercial building permit

YOUR COMMERCIAL BUILDING PACKET MUST INCLUDE:

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

Site Plan on 8 ½ x 11 paper containing:

- _____ Setback distances
- _____ Property line & measurements according to surveyor's dimensions
- _____ Location & Dimensions of **ALL** buildings-Dimensions must include exact perimeter of the proposed building(s)-include any recessed areas when documenting perimeter
- _____ Distances of easements, roads, etc
- _____ Sketch proposed utility connections to your structure - 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 to scale containing: (minimum scale ¼"=1')

- _____ Detailed Building Elevations
- _____ Detailed Floor Plan

- _____ Detailed Electrical Plan
- _____ Detailed Plumbing (Mechanical) Plan
- _____ Detailed Foundation Plan and Building Material Used
- _____ Detailed Roof Plan and Building Material Used
- _____ Detailed Framing Plan (including Floor Framing Plan) and Building Materials 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
- _____ Copy of Application for State of Wyoming Department of Fire Prevention & Electrical Safety
- _____ Copy of **Completed Plan Review Check List - (State Department of Fire Prevention & Electrical Safety)**
<http://wyofire.state.wy.us/pdf/BUILDING%20%20PLAN%20REVIEW%20PACKET.pdf>
- _____ Copy of Submitted 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 ½ 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 by a Wyoming Licensed Surveyor **BEFORE** your foundation is poured.

CERTIFICATE OF OCCUPANCY:

Upon completion of your commercial 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 and penalties.

***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 Commercial Building Permit Checklist

Signature

Date

FOR USE BY TOWN

Date Received:

Permit Fees:

Town Employee: