



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 5 pm on the Wednesday 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 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.
- * 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 Plumbing, Mechanical and Electrical Plans: 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 calculations that your roof will meet 100 pound (P.S.F.) minimum snow load (live load), calculations for 90 mph wind factor (Exposure C) and describe building all 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.

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 2012 International Building Codes. The Town has also adopted the Land Use and Development Code, available on the website, with additional guidelines described.

On-Site Inspection:

- * Your property must be clearly stringed and staked, identifying the **EXACT** site for any structure. Note: String and stake the exact dimensions of all structures; dimensions on the ground must match 8 1/2 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.
- * Copy of Initial Application for State of Wyoming Department of Fire Prevention & Electrical Safety
- * Copy of **Completed Plan Review From State Department of Fire Prevention & Electrical Safety**
<http://wyofire.state.wv.us/pdf/BUILDING%20%20PLAN%20REVIEW%20PACKET.pdf>

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 will result in additional costs to the property owner and/or contractor. Fees not paid will result in a delay of the Certificate of Occupancy/Completion.**

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 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 (307) 654-7757.

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

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 - Town and/or State Officials conduct the inspection simultaneously

Rough Heating

Rough Stove/Fireplace – pipe installation (Before covered by roofing material)

Pressure Test - water, sewer & gas

Insulation

STAGE 4:

Drywall/Sheetrock - screw pattern

Electric Connection - Town and/or State Officials conduct the inspection simultaneously

Final Electrical -when completed - Town and/or State 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 TOWN inspections.

The Contractor must call the STATE of set up all applicable inspections.

Occupancy is PROHIBITED until Certificate of Occupancy Permit is issued.