

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.

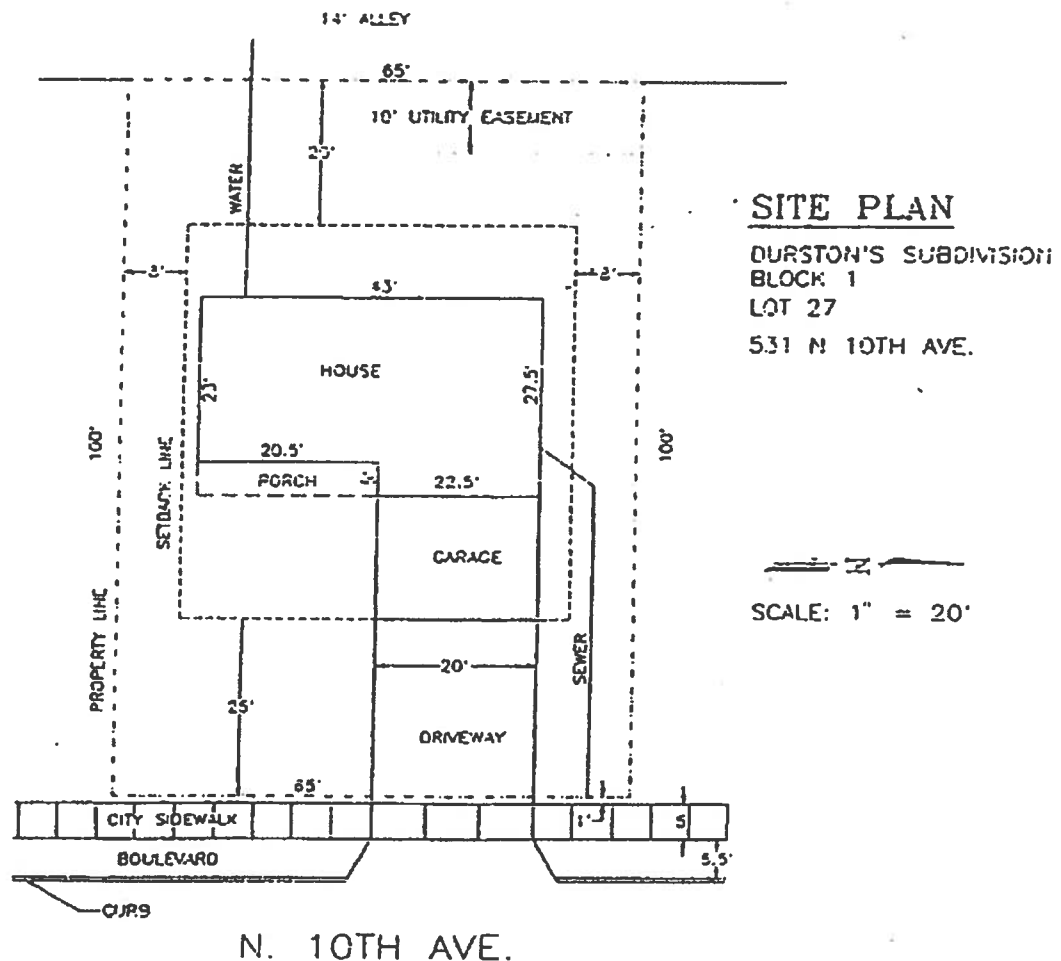
Plot/Site Plan

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

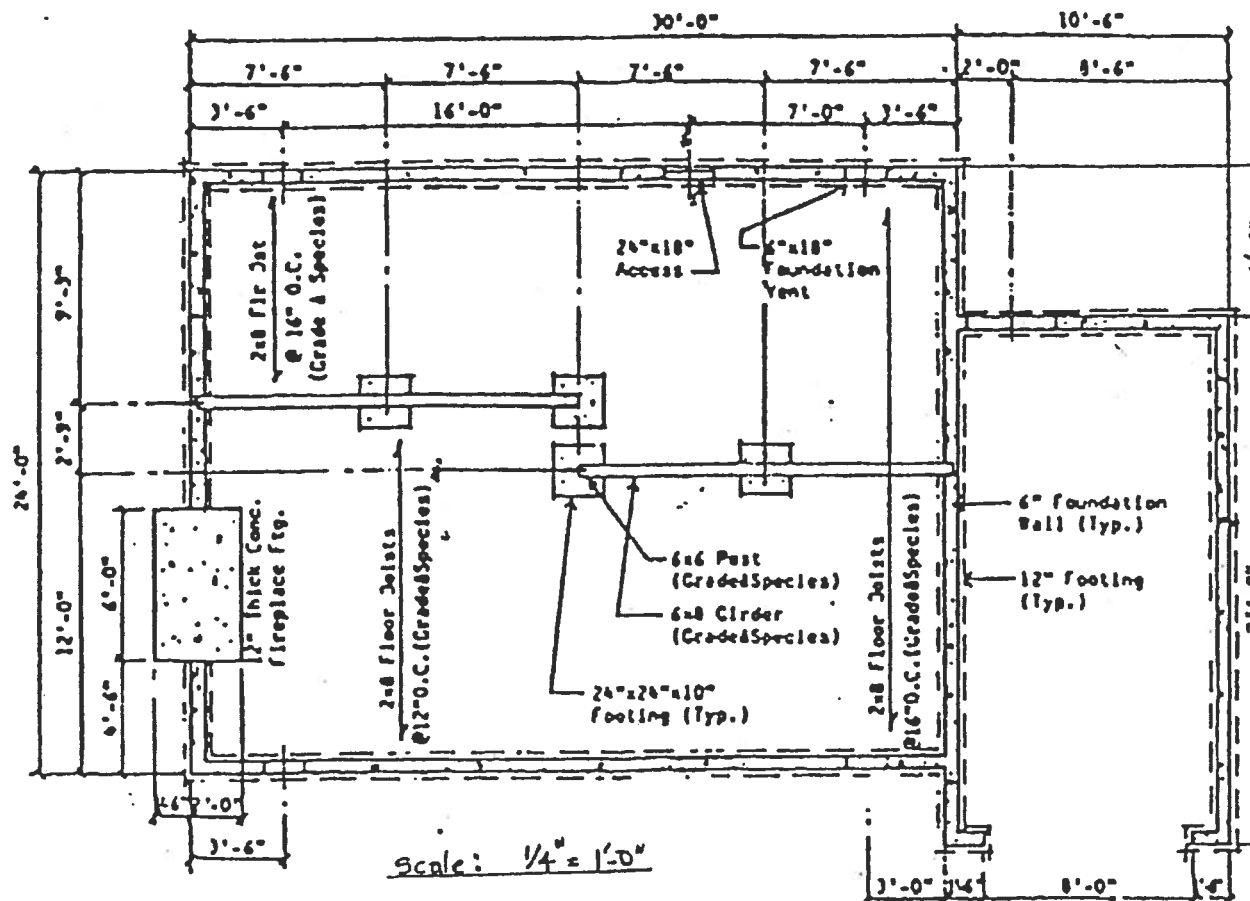


Foundation

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

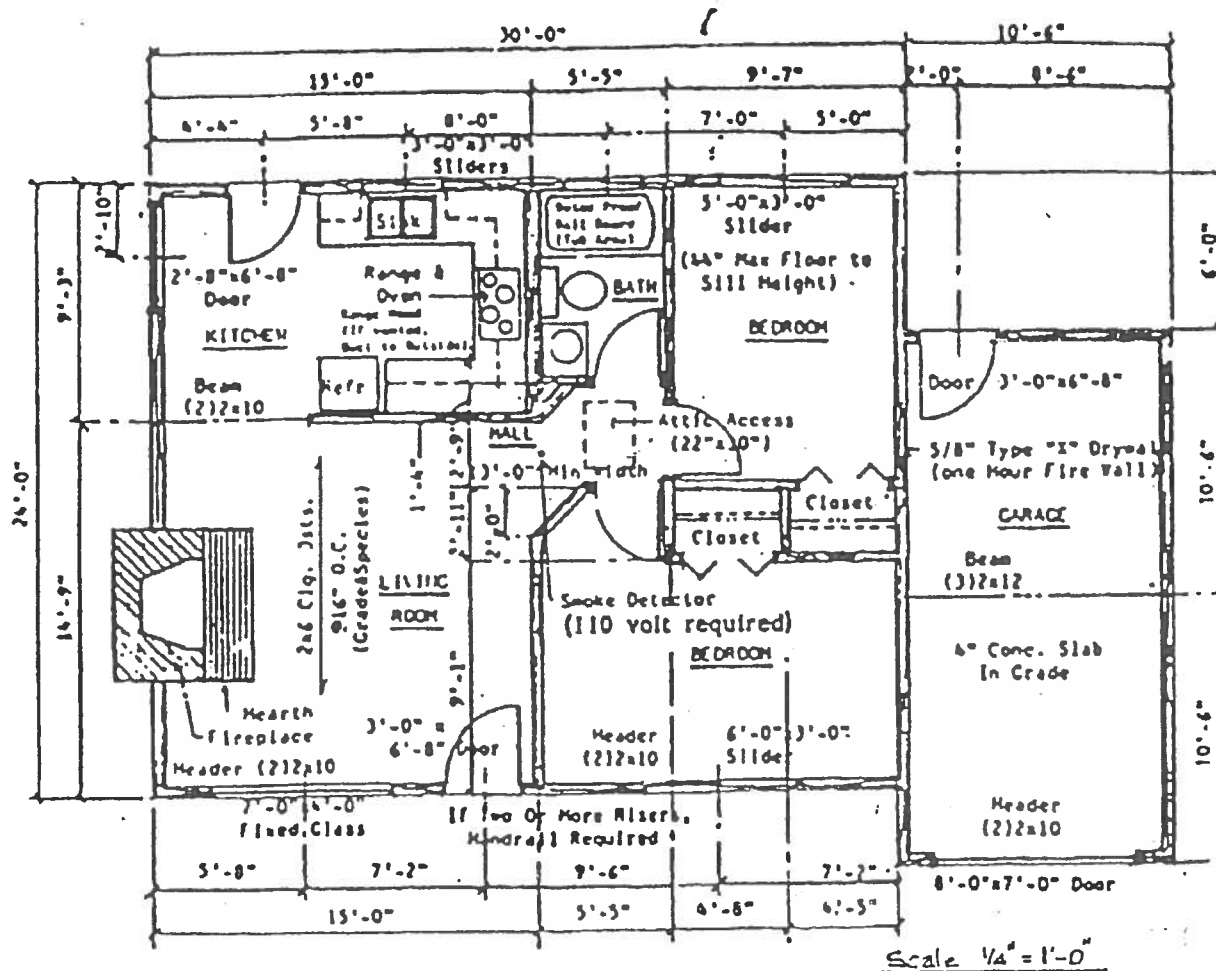


Floor Plan

The floor plan is a sketch showing permanent or structural elements of your construction, including width and shape of rooms, doors, windows, etc.

The floor plan should include:

- Scale of 1/4" per foot or greater
- The arrangement of walls and rooms
- Location and size of window and doors; showing direction of opening; header/ceiling beam sizes
- Location of plumbing fixtures
- Location of electrical fixtures, receptacles (GFCI & AFCI) and switches
- Location and type of fireplaces or wood stoves
- Room use
- Indicate egress windows (basement & bedroom)
- Attic and crawl space access
- Size and location of mechanical units (furnace & fan)
- Location of smoke detectors
- Location of combustion air openings
- Location of required bracing

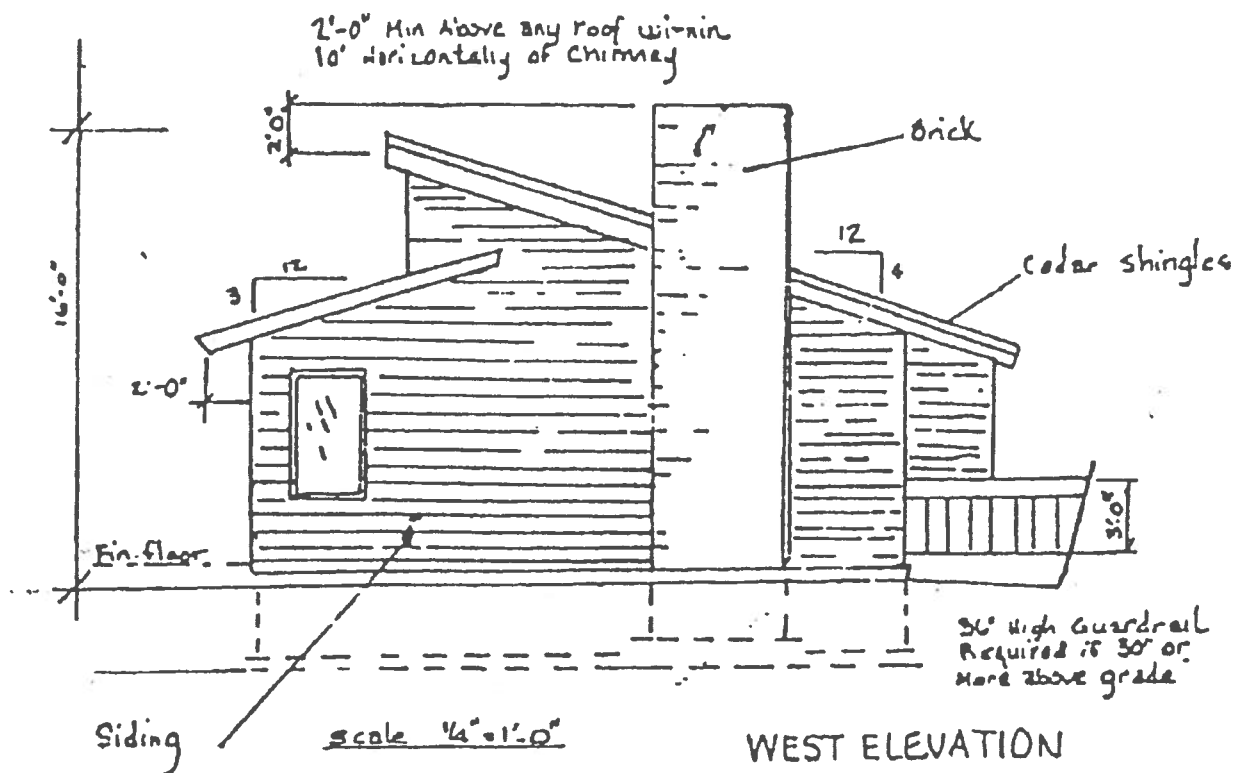


Elevations

Elevations show roughly what the exterior of the building will look like when finished.

The elevations should include:

- Scale Used
- Position and height of windows and doors
- Relationship of an addition (if applicable) to the rest of the building
- Roof slope

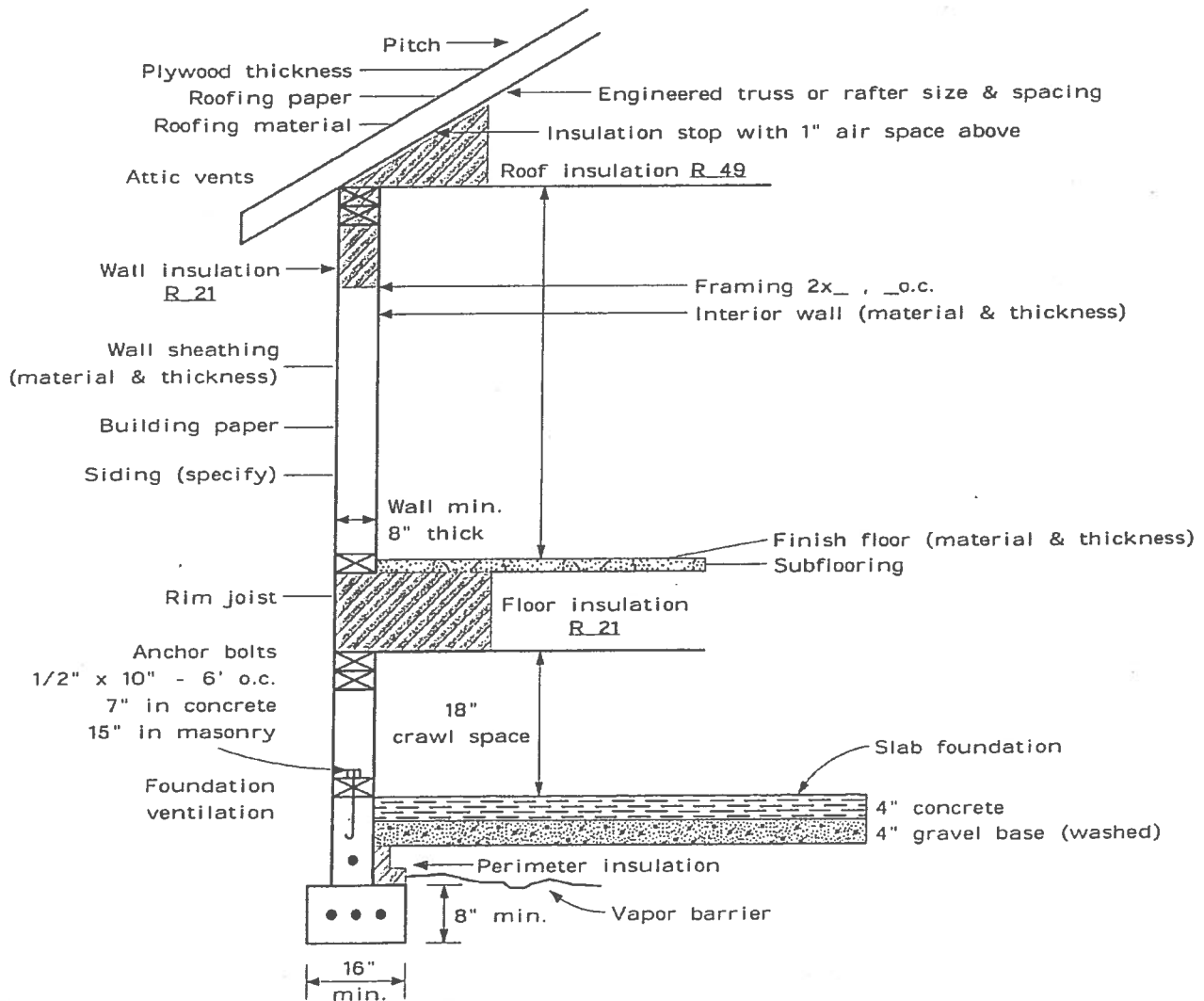


Wall Section

Section drawings literally slice through the building to show construction details.

Your drawings need not be complex, but should include:

- Scale Used
- How wall frame connects to foundation
- Roof Slope
- Ceiling heights
- Insulations locations and R-values
- Window U values
- How walls connect to ceilings/roof
- Size of framing members (rafters, studs, joist, etc.)
- How attic is vented



Scale 1/4" = 1' (1" = 4')