



Town of Alpine

DECK PERMIT APPLICATION

ALL information DUE NO LATER than 5pm on the Wednesday of the week prior to the scheduled meeting

***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 7:30pm

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



Town of Alpine

DECK 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 deck packet is not complete or,
 - Your Review is found to be incomplete or not approved by the Town Building Official.

Owner: _____ Phone #: _____

Physical Address: _____ Lot#/Subdivision: _____

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 DECK BUILDING PERMIT:

- _____ Deck Building Permit Application Completed and Signed
- _____ Deck Building Permit Checklist Completed and Signed
- _____ Fees, **MUST** be paid when submitting Deck Permit Application (*See Fee Schedule**all fees are non-refundable*)
- _____ Town Building Official approves plans
- _____ Town Building Official approves Site Plan by conducting an on-site inspection
- ***Above Items Must be completed and approved prior to being placed on the P&Z Agenda
- _____ Planning & Zoning Board approves deck permit

YOUR DECK PACKET MUST INCLUDE:

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

- _____ Setback distances
- _____ Property corners & measurements according to surveyor's dimensions
- _____ Location & Dimensions of the proposed deck
- _____ Location & Dimensions of other Structures and Septic System
- _____ Distances of easements, roads, etc

Blueprints to scale containing:

- _____ Elevations (*if applicable*)
- _____ Concrete foundation/Pier Plan
- _____ Utilities and Electrical Plan (*if applicable*)
- _____ Detailed Deck Framing Plan
- _____ Dimensions of Deck
- _____ Materials Using

ON-SITE SETBACK INSPECTION: (**Repeat or Additional Inspections will be assessed an additional fee.*)

- _____ Clearly String & Stake the EXACT dimensions of the deck
(**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 COMPLETION:

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

Yes, I received and understand the Deck Permit Checklist

Signature

Date



DECK 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:
Estimated Valuation of Work:

APPLICANT/CONTRACTORS:

Owner:	Phone:
Mailing Address:	
Contractor:	Phone:
Mailing Address:	
Subcontractor:	Phone:
Mailing Address:	
Subcontractor:	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:
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:



Basic Residential Deck Guidelines

These are basic guidelines to assist you in building your deck. For more specific requirements please reference the 2012 International Residential Code and/or the Town of Alpine Land Use & Development Code.

Railing:

- Guard rail required when the height of the deck is 30" or greater above grade.
- A 4" sphere/ball cannot fit between the spacing.
- Hand rail height must be between 34" and 38" (measured vertically from the sloped plane adjoining the tread nosing)
- Guard rail height must be at least 36"

Steps:

- Hand railing is required on four (4) risers or more between grade and deck
- Riser height maximum of $7\frac{3}{4}$ "
- Tread depth - minimum of 10" with $\frac{3}{4}$ " - $1\frac{1}{4}$ " nosing (measured horizontally between vertical planes of treads leading edge)
- Tread depth minimum 11" without nosing

Footings:

- Must be below the frost line (36") when attached to the primary structure

If Attached to Structure:

- Ledgers must be bolted to the structure and including joist hangers

Load Requirements:

- 100 lb live load

Setbacks:

<u>R1</u>		<u>R2</u>		<u>MRC</u>		<u>C1</u>		
Front	-	25'	Front	-	25'	Front	-	25'
Side	-	15'	Side	-	15'	Side	-	15'
Rear	-	20'	Rear	-	20'	Rear	-	Reference LUCD