



*Town of Alpine*

# MINOR CONSTRUCTION

## PERMIT APPLICATION

All information is  
**DUE IN THE TOWN OFFICE NO LATER**  
than **4:00 pm** on the **1<sup>st</sup> & 3<sup>rd</sup> Mondays** of the month.

P&Z Commission meets on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of the month  
(During the months of May – October) at 7:00 pm.

P&Z Commission meets on the 2<sup>nd</sup> Tuesday of the month  
(During the months of November – April) at 7:00 pm.

Complete permit application in its entirety -- any one of the steps warrants an invalid permit application.

Applications are valid for 90 days from the date submitted to the Town Office.

There are **no refunds** on  
building application fees

***A representative must be  
present at the P&Z Meeting  
for your permit to be  
approved!***





**Minor Construction  
Permit Application**

INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

**PROJECT NAME:**

Physical Address:
Legal Description (Lot # and Subdivision):
Estimated Valuation of Work:
Description (Intent of Permit):

**APPLICANT/CONTRACTOR/CONSULTANTS:**

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:	
Signature of Owner or Authorized Representative:	Date:

**FOR USE BY TOWN:**

<b>Date Received:</b>	<b>Permit #:</b>	<b>Use Zone:</b>
<b>Permit Fees:</b>	<b>Paid Fees: (Check#/Cash)</b>	<b>Date Paid:</b>

**TOWN OF ALPINE**  
**MINOR CONSTRUCTION**  
**CHECKLIST**

**Please place a check mark on all lined items and initial the bottom of all pages, as requested**

- There will be NO guarantees of being on the following P & Z Agenda if...
  - o You wait until the deadline day for turning in your paperwork or;
  - o If your Minor Construction packet is not complete or;
  - o 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: PO Box 3070, Alpine, WY 83128  
Person: 250 River Circle, Alpine, WY 83128

**Please Complete:**

- o ALL information is filled out and submitted as requested by the Town of Alpine
- o **ALL** Contractors/Subcontractors obtained a **Town of Alpine Business License**
- o Requested Water and Sewer Main Locates prior to ANY digging (Owner's Responsibility)
- o Requested all other utility(electrical, phone, cable, etc) lines located prior to ANY digging (Owner's Responsibility)
- o Must have written approval from Homeowner's Association on Building Plans (if Applicable)

**The following items fall under a minor construction permit: (Please circle which one(s) applies to your application)**

- Sheds which contain **less** than 300 sq. ft., of total floor area without Plumbing or Electrical; - (See Shed Affidavit)
- Sheds which contain **more** than 300 sq. ft., but **less** than 400 sq. ft., of total floor area without Plumbing or Electrical;
- Re-Roofing Applications:
  - o Replacement of existing roofing materials, this includes any and all materials that increase existing roof load;
  - o Addition of roofing layers (Any and all materials that increase existing roof load);
  - o Change in under sheeting materials;
- Construction of Deck - (See Deck Affidavit)
  - o Addition of stair, dimensions and/or alterations to existing deck and/or building/structure
- Construction of perimeter fences - (See Fence Affidavit)
- Installation of **new** propane/gas storage tanks (including underground propane tanks)
- Plumbing Additions or Adjustments (improvements) to Commercial Buildings
- Electrical Additions or Adjustment (improvements) to Commercial Buildings
  - o Completed Plan Review Check List - (State Department of Fire Preventions & Electrical Safety)
- Replacing doors and/or windows when dimensions are increased in size and/or changes egress
  - o **Note - A Wyoming Certified Engineered Stamp Drawing will be required -**
- Utility Improvements and/or Changes - (ex. Wood to Gas, Electric to Propane, etc.) (See Stove Affidavit)

**GETTING A MINOR CONSTRUCTION PERMIT:**

\_\_\_\_\_ Minor Construction Permit Application Completed and Signed

Initials:

- \_\_\_\_\_ Minor Construction Checklist Completed and Signed
- \_\_\_\_\_ Fees, which **MUST** be paid when submitting Minor Construction Permit Application:  
**\*\*\*See Fee Schedule \*\* all fees are non refundable**
- \_\_\_\_\_ Site Preparation is Complete (Property Corners Identified and Clearly Marked) **{If Applicable}**

**#3 - TOWN RESPONSIBILITIES:**

- \_\_\_\_\_ Town Building Official approves plans, by conducting a complete plan review;
- \_\_\_\_\_ Planning & Zoning Board approves Minor Construction Permit.
- \_\_\_\_\_ **Town Building Official verifies and approves the site plan by conducting an on-site inspection;**

**YOUR MINOR CONSTRUCTION PACKET MUST INCLUDE: (as applicable)**

**Site plan on 11 x 17 paper containing:**

- \_\_\_\_\_ Blueprints (Drawings);
- \_\_\_\_\_ Setback distances;
- \_\_\_\_\_ Property Line & measurements according to surveyor's dimensions;
- \_\_\_\_\_ Location & Dimensions of **ALL** buildings (home, garage, etc.), property lines, location of septic system, roads & easements;
- \_\_\_\_\_ Detailed Utilities and Electrical Plan connections to the structure (water, sewer, power, telephone, propane tank, etc *(\*Ensure they are not located underneath driveways)*)
- \_\_\_\_\_ Detailed Roof Plan
- \_\_\_\_\_ Building Material Used and Application of Material
- \_\_\_\_\_ Installation Factor for Windows and Doors
- \_\_\_\_\_ Sketch proposed fencing, driveways, green space, and snow removal areas (if appropriate)
- \_\_\_\_\_ Engineered Plans, Plan Calculations & Truss Calculation from a Wyoming Licensed Engineer
- \_\_\_\_\_ Read Propane Tank Regulations (if applicable) Chapter 38 of IFC
- \_\_\_\_\_ Application for State of Wyoming Department of Fire Prevention & Electrical Safety

**ON-SITE SETBACK INSPECTION: (as applicable)**

- \_\_\_\_\_ Clearly string & stake the EXACT dimensions of where the proposed project is **(\*Dimensions on the ground MUST MATCH your 11 x 17 Site Plan);**
- \_\_\_\_\_ Property stakes: All property monuments/surveyor pins must be exposed and visible.  
*\*Wooden stakes without Surveyors Monuments will not be accepted.*

**CERTIFICATE OF COMPLETION:**

Upon completion; please contact the Town Office to **schedule a final inspection** once completed and approved by the Town Building Official you will receive your Certificate of Completion

**\*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 all items on the Permit Checklist***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR USE BY TOWN:**

\_\_\_\_\_  
Received by:

\_\_\_\_\_  
Date:

Initials: