



## Town of Alpine

# COMMERCIAL BUILDING PERMIT APPLICATION

**Permit applications are DUE now LATER than 4:00 PM  
on the 1<sup>st</sup> and 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.

**Meeting appointments will not be scheduled, until all the associated paperwork has  
been submitted (as identified on the permit checklist) along with the payment  
of all the required fees.**

**NO EXCEPTIONS WILL BE GIVEN**

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

There are no refunds on application/connection fees.

***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 # and Subdivision):			
Description of Work:			
Proposed Building Use:			
Total Size of Building			# of Stories:
Floor Area - First Floor:	Second Floor:	Third Floor:	Basement:
Estimated Valuation of Work:			

## **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:	
Project Engineer:	Phone:
Mailing Address:	

Authorized Representative if different from Owner:

Signature of Owner or Authorized Representative:

Date:

**FOR USE BY TOWN:**

**Date Received:**

**Permit #:**

**Use Zone:**

**Permit Fees:**

**Paid Fees: (Check#/Cash)**

**Date Paid:**

**Water Fees:**

**Paid Fees: (Check#/Cash)**

**Date Paid:**

**Sewer Fees:**

**Paid Fees: (Check#/Cash)**

**Date Paid:**

**Additional Notes:**



## Town of Alpine Commercial Building Permit CHECKLIST

There will be NO guarantees of being on the P & Z Agenda if...

- o Your application is turned in after the deadline day; or,
- o If your commercial building packet (application, checklist, fee payments, all required information, etc.,) is **not complete**; or,
- o Your review is found to be incomplete and/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

### **#1 - 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 and/or all other utility (electrical, phone, propane, etc) lines locates are located prior to ANY digging (Owner's Responsibility)
- Must have written approval from Homeowner's Association on Building Plans (if Applicable)

### **#2 - 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;
- \_\_\_\_\_ Septic Permit Application Completed and Signed (if applicable);
- \_\_\_\_\_ Copy of **Warranty Deed** in owner's name that appears on this commercial building permit application, & if applicable the Surveyor's written Verification of Lot Dimensions
- \_\_\_\_\_ Owner reads and signed Commercial Building Permit Instructions;
- \_\_\_\_\_ **Payment of Permit Fees, which MUST be paid when submitting Commercial Building Permit Application; \*\*\*See Fee Schedule \*\***
- \_\_\_\_\_ **Water and Sewer/Septic Fees paid in full; \*\*\*See Fee Schedule \*\***  
***Separate Checks are required for Water, Sewer and Building Permit Fees \*\****  
**ALL FEES ARE NON REFUNDABLE**

### **#3 - TOWN RESPONSIBILITIES:**

- \_\_\_\_\_ Town Building Official approves plans, by conducting a plan review;
- \_\_\_\_\_ Town Building Official approves septic application (if applicable);
- \_\_\_\_\_ Planning & Zoning Board approves Commercial Building Permit.

\_\_\_\_\_ Town Building Official verifies the site plan by conducting an on-site inspection;

**ON-SITE SETBACK INSPECTION:**

\_\_\_\_\_ Clearly string & stake the **EXACT** dimensions of the proposed structures.

*\*Dimensions on the ground **MUST MATCH your Site Plan;***

\_\_\_\_\_ Clearly string and stake proposed site for septic system, primary and reserve leach fields. (If applicable);

\_\_\_\_\_ Property stakes: All property monuments/surveyor pins must be exposed and visible; Property lines must be strung & staked - Wooden Stakes without Surveyors Monuments will not be accepted

**SITE PLAN ON 11 X 17 SIZE PAPER CONTAINING:**

\_\_\_\_\_ Setback distances;

\_\_\_\_\_ Property Line & measurements according to surveyor's dimensions;

\_\_\_\_\_ Location & Dimensions of **ALL** buildings; Dimensions must include exact perimeter of proposed building(s) – include any recessed areas when documenting perimeter;

\_\_\_\_\_ Location of all utility connections to the structure;

\_\_\_\_\_ Location of all recorded easements;

\_\_\_\_\_ Draw all proposed fencing, driveways, landscaping and snow removal areas

\_\_\_\_\_ Septic System/Septic Tank (include exact dimensions of tank & how far away from building), draw leach fields & reserve leach field \*Ensure they are not located underneath driveways.

**LANDSCAPING PLAN ON 11 X 17 SIZE PAPER CONTAINING:**

\_\_\_\_\_ Proposed Landscaping Areas/Requirements as stated in Land Use and Development Code;

**FULL SET OF STRUCTURAL PLANS {2' x 3' IN SIZE} (STAMPED BY A WYOMING LICENSED ENGINEER) - (MINIMUM SCALE 1/4" – 1'); - *\*NOTE\* {A 1/8" - 1' scale is acceptable when building size exceeds the paper size}.***

\_\_\_\_\_ Detailed Building Elevations;

\_\_\_\_\_ Detailed Floor Plan;

\_\_\_\_\_ Detailed Utilities and 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 Insulation Schedule;

\_\_\_\_\_ Detailed Window and Door Schedules/Identifications;

\_\_\_\_\_ Detailed Radon Mitigation System;

**ADDITIONAL SUBMITTALS NEEDED:**

\_\_\_\_\_ Any Additional information and/or attachments as stipulated by the Wyoming Licensed Engineer associated with the project;

\_\_\_\_\_ Read Propane Tank Regulations (if applicable) Refer to Chapter 38 of IFC;

\_\_\_\_\_ Copy of Completed Plan Review Check List (State Department of Fire Prevention & Electrical

Safety);

\_\_\_\_\_ Copy of Submitted Application for State of Wyoming Department of Fire Prevention & Electrical Safety;

**CERTIFICATE OF PLACEMENT:**

A Certificate of Placement must be obtained by a Wyoming Licensed Surveyor **BEFORE** your foundation is poured.

**BUILDING/PROJECT INSPECTIONS:**

Refer to the inspection schedule for the complete schedule of inspections for your project. **IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR INSPECTIONS; a minimum of 48 hours notice is required.** *FAILUTRE TO NOTIFY THE TOWN OFFICE OF SCHEDULED INSPECTIONS MAY RESULT IN FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT HAS COMPLETED BUT NOT BEEN INSPECTED.*

**TEMPORARY CERTIFICATE OF OCCUPANCY AND/OR CERTIFICATE OF OCCUPANCY:**

**Upon** completion of commercial building please contact the Town Office for a final inspection to receive a Certificate. A Temporary Certificate of Occupancy will be issued until all landscaping and parking requirements have been met; A Certificate of Occupancy represents the building can be legally occupied. Failure to obtain one before you occupy the premise may result in fines.

***\*For more thorough information and instructions: Refer to the current version of the IBC/IRC that has been adopted by the Town of Alpine and the adopted Town Ordinance referencing the Alpine Land Use and Development Codes.***

***Yes, I have received and understand the Commercial Permit Checklist.***

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature (if applicable)

\_\_\_\_\_  
Date

**FOR USE BY TOWN:**

<b>Date Received:</b>	<b>Permit #:</b>	<b>Use Zone:</b>

<b>Town Employee/Official:</b>



**Town of Alpine**  
**COMMERICAL DISTRICT**  
**SETBACKS & BUILDING HEIGHTS**

**Minimum Setbacks:**

1. **Front Yard:** Commercial buildings will be located, at least, twenty-five (25) feet from the front property line. Detached accessory buildings will not be located beyond the front line of any primary commercial structure. Both street frontages of corner lots shall be considered front yards.
2. **Side Yard:** Commercial buildings a Zero Setback will be allowed; however property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the set back shall be ten (10) feet from the property line. When a lot adjoins a lot in an R2 or R1 zoning district the set back shall be fifteen (15) feet from the property line.
3. **Rear Yard:** Commercial buildings a Zero Setback will be allowed; however property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the set back shall be ten (10) feet from the property line. When a lot adjoins a lot in an R2 or R1 zoning district the set back shall be fifteen (15) feet from the property line.
4. Any deviations from setback requirements will require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.

**Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner will accept full responsibility for any and all costs for repairs.**

**Maximum Building Height:**

1. Commercial buildings will not exceed three (3) stories or forty-five (45) feet in height.
2. The height of detached storage/accessory structures will be thirty-five (35) feet or less.
3. Roof eaves for non-sprinkled buildings will be twenty-eight (28) feet or less from the finished grade elevation.

**For more details and guidelines please refer to the Land Use and Development Code;  
Also, available online at: [WWW.ALPINEWYO.ORG](http://WWW.ALPINEWYO.ORG)**



# Town of Alpine

## BUILDING INSPECTION

SCHEDULE FOR OWNER /CONTRACTOR TO FOLLOW

**FAILURE TO CALL FOR INSPECTIONS WILL RESULT IN FINES ISSUED TO THE PROPERTY OWNER AND YOU WILL BE REQUIRED TO UNCOVER ANY AND ALL ITEMS TO BE INSPECTED PROPERLY AT YOUR OWN EXPENSE. ALL DETAILS SPECIFIED IN YOUR BUILDING APPLICATION/PLANS MUST BE INSPECTED BEFORE THEY ARE CONCEALED.**

<b>STAGE 1:</b>
<b>Plan Review &amp; Site Inspection</b>
<b>STAGE 2:</b>
<b>***DO NOT POUR FOUNDATION UNTIL YOU HAVE OBTAINED A CERTIFICATE OF PLACEMENT AND THE TOWN BUILDING INSPECTOR HAS APPROVED IT FOR POURING***</b>
Footing-Ufer Ground Cables, Rebar schedule
Certificate of Placement - Submitted to the Town of Alpine by a Wyoming Licensed Land Surveyor
Footing/Foundation Walls - Complete and ready for concrete, forms and rebar in place, hold downs, anchor bolts, foundation ventilation – on site.
Waterproofing/Damproofing Applied
Concrete Slab Floor-Reinforcement; note sub-slab plumbing, heating, radon mitigation, etc {Inspection for systems are required}
SILL Plate and Floor Joist Framing Installation {prior to sub-floor}
<b>STAGE 3:</b>
<b>***DO NOT COVER ANY STRUCTURAL ELEMENTS UNTIL IT HAS BEEN APPROVED***</b>
<b>Structural Framing Inspection</b>
Roof Nail Inspection
Shear Nail Inspection
Roof System - truss plan {Truss Calc's are Required on site for Inspection}
<b>Rough Plumbing</b>
Pressure Test-water, sewer & gas
<b>Rough Heating</b>
<b>Rough Stove/Fireplace</b>
Insulation Code or RES/COM Check used:
<b>STAGE 4:</b>
<b>Utility Connections</b>
Smoke/Carbon Monoxide Detectors- {Final Inspection}
Final Plumbing-when completed
Final Mechanical-when completed
Final Building Inspection – {Code Compliance - All life/safety items have been completed}

**PLEASE MAKE SURE YOU HAVE EVERYTHING COMPLETED BEFORE THE INSPECTION DATE.  
ANY REPEAT INSPECTIONS WILL BE AN ADDITIONAL CHARGE TO THE OWNER.**

**THE OWNER/CONTRACTOR MUST CALL TOWN OFFICE TO SET UP APPOINTMENTS FOR ALL INSPECTIONS.  
OCCUPANCY IS PROHIBITED UNTIL CERTIFICATE OF OCCUPANCY PERMIT IS ISSUED.**



## Department Of Fire Prevention & Electrical Safety

**MATTHEW H. MEAD**  
GOVERNOR

**J. MICHAEL REED**  
STATE FIRE MARSHAL

### REQUIREMENTS FOR PLAN REVIEW

To determine if a plan review is required on new construction or remodeling (remodel valuation of \$40,000 or more), ask the following questions and follow the indicated actions as outlined by §§W.S. 35-9-108:

QUESTION	ANSWER	ACTION
1. Is the building or structure owned or leased by the State or local governmental entities?	<input type="checkbox"/> YES	Submit 4 sets of plans & 1 set of specifications
	<input type="checkbox"/> NO	Go to #2
2. Is it a public building or structure over 5,000 sq. ft. of total floor area including basement?	<input type="checkbox"/> YES	Submit 4 sets of plans & 1 set of specifications
	<input type="checkbox"/> NO	Go to #3
3. Is the building or structure a multistory public building?	<input type="checkbox"/> YES	Submit 4 sets of plans & 1 set of specifications
	<input type="checkbox"/> NO	Go to #4
4. Is the building or structure a childcare center housing more than 10 children?	<input type="checkbox"/> YES	Submit 4 sets of plans & 1 set of specifications
	<input type="checkbox"/> NO	Go to #5
5. Is the building or structure to be used as a public bar, lounge, restaurant, nightclub, lodge hall, theater, church, or public meeting place regardless of size?	<input type="checkbox"/> YES	Submit 4 sets of plans & 1 set of specifications
	<input type="checkbox"/> NO	Go to #6
6. Is the installation intended for public or private aboveground fuel dispensing facilities?	<input type="checkbox"/> YES	See appropriate submittal packet.
	<input type="checkbox"/> NO	Go to #7
7. Is the installation for aboveground flammable or combustible fuel storage tanks?	<input type="checkbox"/> YES	See appropriate submittal packet.
	<input type="checkbox"/> NO	Go to #8
8. Does the building or structure remodel cost less than \$40,000 and affect a built-in fire protection system for the building?	<input type="checkbox"/> YES	Submit 4 sets of plans & 1 set of specifications
	<input type="checkbox"/> NO	Go to #9

#### 9. No Plan Review is Required

If you answer yes to one or more questions please provide plans and construction documents as indicated.



## *Department Of Fire Prevention & Electrical Safety*

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### PLAN REVIEW SUBMITTAL CHECKLIST: CHAPTER II, SECTION 1 SUBMISSION OF PLANS AND SPECIFICATIONS

- |  |   |
|--|---|
| <p><input type="checkbox"/> Plans that have been prepared by a professional individual or firm practicing architecture or engineering shall include the name and Wyoming license number of the responsible architect or engineer and bear their seal.</p> <p><input type="checkbox"/> Plans submitted for fire protection systems and for fire detection and alarm systems must be prepared by a design professional that is registered to practice in Wyoming.</p> <p><input type="checkbox"/> Four complete sets of plans and one set of Specifications (if applicable)</p> <p><input type="checkbox"/> Provide a complete site plan, drawn to scale, showing the property lines, streets and alleys, proposed building location and any other structures on the site.</p> <p><input type="checkbox"/> Provide floor plans either drawn to scale or with all room dimensions.</p> <p><input type="checkbox"/> Identify all rooms and their uses.</p> | <p><input type="checkbox"/> Provide complete mechanical plans</p> <p><input type="checkbox"/> Provide exterior elevations.</p> <p><input type="checkbox"/> Provide details of all wall types including floors and ceilings.</p> <p><input type="checkbox"/> Provide complete electrical plans include: One line diagrams showing feeders, service and panels, panel schedules, location of all electrical equipment, devices, classification of hazardous areas, emergency systems and short circuit current available at the supply terminals at the service equipment.</p> <p><input type="checkbox"/> Plan review fee (see attached fee schedule)</p> <p><input type="checkbox"/> Postage for the return of one set of approved plans.</p> <p><input type="checkbox"/> Completed Project Information Sheet</p> |
|--|---|

**NOTE: IF THE DEPARTMENT OF FIRE PREVENTION & ELECTRICAL SAFETY DOES NOT RECEIVE COMPLETE INFORMATION, THE SUBMITTAL WILL BE RETURNED "NOT APPROVED – INSUFFICIENT INFORMATION".**

**Please submit plans for review to:  
Department of Fire Prevention & Electrical Safety  
2500 Academy Court  
Riverton, WY 82501  
307-856-8214**



# Department Of Fire Prevention & Electrical Safety

**MATTHEW H. MEAD**  
GOVERNOR

**J. MICHAEL REED**  
STATE FIRE MARSHAL

## PROJECT INFORMATION SHEET

Please submit four (4) sets of plans and one (1) set of specifications as well as provide the following information.

Name of the Building/Facility: \_\_\_\_\_

Building/Facility Address and/or GPS Coordinates: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

**\*IF ADDRESS AND/OR GPS COORDINATES ARE NOT SUBMITTED THIS APPLICATION WILL BE RETURNED MARKED "NOT APPROVED - INFUFFICIENT INFORMATION".**

Type of Construction (Circle one):  I-A  I-B  II-A  II-B  III-A  III-B  IV-HT  V-A  V-B

Building Occupancy or Use: \_\_\_\_\_

Automatic Fire Sprinklers: Yes  No

Number of Stories: \_\_\_\_\_ Basement: \_\_\_\_\_ Building Height: \_\_\_\_\_

Square Footage: 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Basement \_\_\_\_\_

3<sup>rd</sup> Floor \_\_\_\_\_ 4<sup>th</sup> Floor \_\_\_\_\_

Estimated Valuation of Work: \$ \_\_\_\_\_

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Note: The plan review will be returned to the submitter at the below noted address unless specific instructions are received to send it elsewhere.**

Plans Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



# Department Of Fire Prevention & Electrical Safety

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**PROJECT VALUATION AND PLAN REVIEW FEES**

The construction costs for your project shall be based upon the following definition:

**VALUATION:** of a building shall be the estimated cost to replace the building and structure in kind, based on current replacement costs.

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$16.03
\$501.00 to \$2,000.00	\$16.03 for the first \$500.00 plus \$2.08 for each additional \$100.00, or fraction thereof, and including \$2,000.00
\$2001.00 to \$25,000.00	\$47.22 for the first \$2,000.00 plus \$9.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$267.12 for the first \$25,000.00 plus \$6.90 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$438.95 for the first \$50,000.00 plus \$4.78 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$677.60 for the first \$100,000.00 plus \$3.82 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,204.94 for the first \$500,000.00 plus \$3.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$3,824.33 for the first \$1,000,000.00 plus \$2.49 for each additional \$1,000.00, or fraction thereof

**Other Inspections and Fees:**

1. Inspections outside of normal business hours.....\$49.31/hour (Minimum charge –2 hours)
2. Re-inspection fees.....\$49.31/hour\*
3. Inspection for which no fee is specifically indicated.....\$49.31/hour\* (Minimum charge-1/2 hour)
4. Additional plan review required by changes, addition or revisions to plans.....\$49.31/hour\* (Minimum charge 1/2 hour)
5. For use of outside consultants for plan checking and inspections, or both.....Actual Costs\*\*

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits to the employees involved.

\*\*Actual costs include administrative and overhead costs.

THE STATE



OF WYOMING

*Department Of Fire Prevention &  
Electrical Safety*

**MATTHEW H. MEAD**  
GOVERNOR

**J MICHAEL REED**  
STATE FIRE MARSHAL

**NOTICE**

**PRIOR TO BEGINNING ANY NEW CONSTRUCTION, THE REMODELING OF EXISTING BUILDINGS OR THE INSTALLATION OF ABOVEGROUND FLAMMABLE OR COMBUSTIBLE FUEL STORAGE TANKS, PLANS MUST BE SUBMITTED FOR REVIEW AS PER WYOMING STATUTE 35-9-108 AND THE DEPARTMENT OF FIRE PREVENTION & ELECTRICAL SAFETY ADMINISTRATIVE RULES.**

**IF NEW CONSTRUCTION OR REMODELING OF BUILDINGS OR INSTALLATION OF ABOVEGROUND FLAMMABLE OR COMBUSTIBLE FUEL STORAGE TANKS IS COMMENCED WITHOUT APPROVED PLANS OR WITH NO PLANS SUBMITTED, THE STATE FIRE MARSHAL MAY ORDER THE CONSTRUCTION, REMODELING OR INSTALLATION TO CEASE UNTIL PLANS ARE APPROVED.**