



Town of Alpine

GARAGE

PERMIT APPLICATION

ALL permit information is DUE NO LATER than 4:00 PM on the 1st and 3rd Mondays of the month.

P&Z Commission meets on the 2nd & 4th Tuesdays of the month (during the months of (May – October) at 7:00 pm.
P&Z Commission meets on the 2nd Tuesday of the month (during the months of November - April) at 7:00 pm.

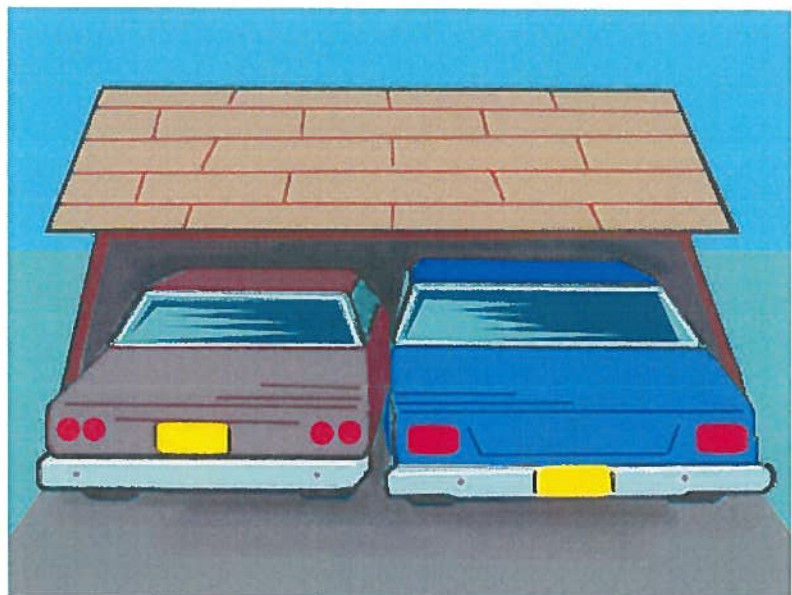
Meeting appointments will not be scheduled if applicant has failed to submit all the requested information identified on the checklist and/or has not paid all required permitting fees.

Please plan accordingly. 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 building application fees.

Property Owner or Representative must be present at the scheduled meeting for your permit to be approved.





Town of Alpine

Garage Permit CHECKLIST

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

- Your application is turned in after the deadline date/day; or,
- If your garage permit packet (application, checklist, fee payments, all required information, etc.,) is not completed and/or submitted; or,
- 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 deliver in person to: 250 River Circle, Alpine, WY 83128

#1 - REVIEW AND COMPLETE ALL APPROPRIATE AREAS; PLACE A CHECK MARK ONCE COMPLETED:

- 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)

#2 - GETTING A BUILDING PERMIT:

- _____ Garage Permit Application Completed and Signed;
- _____ Garage Permit Checklist Completed and Signed;
- _____ Owner must read and sign Garage Permit Instructions;
- _____ **Payment of Permit Fees, which MUST be paid when submitting the Building Permit Application;**
*****See Fee Schedule ** ALL FEES ARE NON REFUNDABLE**

SUBMITTAL REQUIRMENTS: SITE PLAN TO BE PUT ON 11" X 17" PAPER SIZE AND MUST CONTAIN:

- _____ Setback distances;
- _____ All Property Line & measurements according to surveyor's dimensions;
- _____ Location & Dimensions of ALL buildings (home, garage, yard hydrants, propane tanks etc.) Dimensions must include exact perimeter of the new proposed garage building – include any recessed areas when documenting;
- _____ Location of utility connections;
- _____ Location of all recorded easements;
- _____ Proposed Snow Storage/Removal Areas as stated in Land Use and Development Code;
- _____ Proposed Vehicular Parking Requirement as stated in Land Use and Development Code;

THREE (3) FULL SETS OF STRUCTURAL PLANS {2' x 3' IN SIZE} (MUST BE STAMPED BY A WYOMING LICENSED ENGINEER) - (MINIMUM SCALE 1/4" – 1'):

- _____ Detailed Building Elevations;
- _____ Detailed Floor Plan;
- _____ Detailed Wall Sections;

Property Owner
Initials:

- _____ Detailed Utilities {Plumbing, HVAC Systems, etc.,} and Electrical Plan;
- _____ Detailed Footing/Foundation Plan and Building Material to be Used;
- _____ Detailed Roof Plan and Building Material to be Used;
- _____ Detailed Insulation Schedule {Energy Code, Rescheck or Comcheck Used};
- _____ Detailed Window and Door Schedules/Identifications;
- _____ Detailed Radon Mitigation System Identified;

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;
- _____ Application for State of Wyoming Department of Fire Prevention & Electrical Safety (if applicable);

Please note that the Town of Alpine has adopted the **2018 International Building Codes**; refer to the adopted codes for additional information; in addition, please review the Town Adopted Building Code Ordinances located on our website for any exceptions granted by the Town of Alpine to the Adopted Building Codes.

#3 - TOWN RESPONSIBILITIES:

- _____ Town Building Official approves plans, by conducting a plan review;
- _____ Planning & Zoning Board approves Garage Building Permit.

#4 – PROPERTY OWNER PREPARATIONS:

ON-SITE SETBACK INSPECTION:

- _____ Clearly string & stake the EXACT dimensions of the new structure. **All Dimensions on the ground **MUST MATCH your Site Plan**;*
- _____ 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.
- _____ **Town Building Official verifies the site preparation/plan by conducting an on-site inspection;**

BUILDING/PROJECT INSPECTIONS:

Refer to the inspection schedule for the complete list of scheduled inspections for your project. **IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR INSPECTIONS; a minimum of 48 hours notice is suggested. FAILURE TO NOTIFY THE TOWN OFFICE OF SCHEDULED INSPECTIONS MAY RESULT IN ADDITIONAL INSPECTION CHARGES, FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT WAS INSTALLED BUT NOT BEEN INSPECTED.**

CERTIFICATE OF COMPLETION/COMPLIANCE:

Upon final completion of all of the remodel/addition building requirements; *a final inspection will be completed, it is the applicant's responsibility to contact the Town Office to schedule the final inspection to receive your Certificate of Completion/Compliance.* A Certificate of Completion/Compliance represents the building can be **permanently** occupied.

***For more thorough information and instructions: Refer to the current version of the adopted Town Ordinance of the International Building Code {IBC} and/or International Residential Code {IRC} in addition refer to the Alpine Land Use and Development Code Ordinance; plus the Adopted Building Code Ordinances for any exceptions.**

Property Owner
Initials:

These can be found on our website at: www.alpinewy.org/planningandzoning.

Yes, I received, completed and understand the Garage Permit Checklist.

Property Owner Signature

Date

Contractor Signature (if applicable)

Date

Office Use Only:	
Received By:	Date:
All Items have been Completed & Application Accepted:	
Incomplete Application Returned:	
Scheduled for P&Z Meeting:	

Property Owner
Initials: