



Town of Alpine

MULTI UNIT RESIDENTIAL BUILDING PERMIT APPLICATION

Permit applications are DUE now 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, 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 building application fees.

*The Property Owner or a
Representative must be present for
your permit to permit to be approved!*





MULTI UNIT RESIDENTIAL BUILDING

Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ PLEASE FILL IN ALL BLANKS

PROJECT NAME:

Physical Address:				
Legal Description (Lot # and Subdivision):				
Description of Work:				
Proposed Building Use:				
Estimated Valuation of Work:				
Floor Area per Unit:	First Fir:	Second Fir.	Third Fir:	Basement:
Total Number of Units:				
Total Unit Square Footage:				
Overall Total Project Square Footage:				

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner:	Phone:
Mailing Address:	
Contractor:	Phone:
Mailing Address:	
Excavating 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:

Date Received:	Permit #:	Property Zoning:
Permit Fees:	Paid Fees: (Check#/Cash)	Scheduled Meeting Date:
Fire Sprinklers Required: (Yes/No)	Business Licenses:	
Application Completed:	Employee Review:	Application Return Date:
Town Inspector Submittal Date:		



Town of Alpine

Multi Unit Residential 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 date/day; or,
- o If your Multi Unit Residential building packet (application, checklist, fee payments, all required information, etc.,) is not completed and/or submitted; 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 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:

- _____ Multi Unit Residential Building Permit Application Completed and Signed;
- _____ Multi Unit Residential Building Checklist Completed and Signed;
- _____ Water Connection Application Completed and Signed;
- _____ Sewer Connection Application Completed and Signed;
- _____ Copy of Warranty Deed in owner's name that appears on the residential building permit application, & if applicable the Surveyor's written Verification of Lot Dimensions
- _____ Owner must read and sign Multi Unit Residential Building Permit Instructions;
- _____ **Payment of Permit Fees, which MUST be paid when submitting the Building Permit Application;**
*****See Fee Schedule ****
- _____ **Water and Sewer Fees paid in full; ***See Fee Schedule ** Separate Checks are required for Water, Sewer and Building Permit Fees ** ALL FEES ARE NON REFUNDABLE**

SUBMITTAL REQUIREMENTS:

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 all proposed building(s) – include any recessed areas when documenting perimeter;
- _____ Location of utility connections;
- _____ Location of all recorded easements;
- _____ Proposed Landscaping and Snow Storage Areas/Requirements as stated in Land Use and Development Code;

Property Owner
Initials:

_____ 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 (All Units);
- _____ Detailed Floor Plan;
- _____ Detailed Wall Sections;
- _____ 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 Multi Unit Residential Building Permit.

#4 – PROPERTY OWNER PREPARATIONS:

ON-SITE SETBACK INSPECTION:

- _____ Clearly string & stake the EXACT dimensions of the home, garage, and any other structures. **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;**

CERTIFICATE OF PLACEMENT:

A Certificate of Placement must be obtained by a Wyoming Licensed Surveyor **BEFORE** your foundation is poured. This certificate must be submitted to the Town Office, before you will be allowed to move forward with your project.

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**

Property Owner
Initials:

IN ADDITIONAL INSPECTION CHARGES, FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT WAS INSTALLED BUT NOT BEEN INSPECTED.

TEMPORARY CERTIFICATE OF OCCUPANCY

A Temporary Certificate of Occupancy will be issued upon completion of all the final building construction. A Temporary Certificate of Occupancy will be valid for a period of one (1) year from the date of issuance. The temporary certificate will be issued until all landscaping, vehicular parking, storage and snow storage requirements are completed, as per the applicant's site plan requirements, or to at least to the minimum standards as established in the Land Use and Development Code Regulations. **Applicant is to notify the Town office once all requirements have been met.**

CERTIFICATE OF OCCUPANCY:

Upon final completion of all of the multi unit residential 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 Occupancy.* A Certificate of Occupancy 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.***

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

Yes, I received, completed and understand the Multi Unit Residential 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:



Town of Alpine

MULTI UNIT RESIDENTIAL STRUCTURES

REQUIRED SETBACKS

Minimum Setbacks:

1. Front Yard: Multi Unit Residential 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 building. Both street frontages of corner lots shall be considered front yards.
2. Side Yard: Multi Unit Residential buildings shall have a setback shall be fifteen (15) feet from the property line.
3. Rear Yard: Multi Unit Residential buildings shall have a setback shall be twenty (20) 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.

**For more details and guidelines please refer to the Land Use and Development Code;
Also, available online at: 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.

STAGE 1:
Plan Review & Site Inspection
STAGE 2:
DO NOT POUR FOUNDATION UNTIL YOU HAVE OBTAINED A CERTIFICATE OF PLACEMENT AND THE TOWN BUILDING INSPECTOR HAS APPROVED IT FOR POURING
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}
STAGE 3:
DO NOT COVER ANY STRUCTURAL ELEMENTS UNTIL IT HAS BEEN APPROVED
Structural Framing Inspection
Roof Nail Inspection
Shear Nail Inspection
Roof System - truss plan { <i>Truss Calc's are Required on site for Inspection</i> }
Rough Plumbing
Pressure Test-water, sewer & gas
Rough Heating
Rough Stove/Fireplace
Insulation Code or RES/COM Check used:
STAGE 4:
Utility Connections
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.**