



## Town of Alpine

# RESIDENTIAL BUILDING PERMIT APPLICATION

Permit applications are DUE now LATER than 4:00 PM  
on the 1<sup>st</sup> or 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 if applicant has failed to submit all the  
required information identified on the building checklist and has not paid all required  
permitting fees (Building & Connection Fees).

NO EXCEPTIONS WILL BE GIVEN

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

Please note all fees are non-refundable and there will be no waiver of fees.

*The Property Owner or a Representative  
must be present at the P&Z Meeting for  
your permit to be approved!*





# **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:

First Flr:

Second Flr.

Third Flr:

Basement:

Total 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:		
Notes:		





## Town of Alpine

### Residential Building 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 residential building 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:**

- \_\_\_\_\_ Residential Building Permit Application Completed and Signed;
- \_\_\_\_\_ 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 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 & 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;

Property Owner  
Initials:

- \_\_\_\_\_ Proposed Landscaping and Snow Storage Areas/Requirements 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;  
\_\_\_\_\_ 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 **2021 International Building Codes**; refer to the adopted codes for additional information and/or exclusions; the Town Adopted Building Code Ordinances located on our website for any exceptions that have been 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 Residential Building Permit.

**#4 - 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 are 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 suggested minimum of 48 hours notification notice is appreciated.**

- **FAILURE TO NOTIFY THE TOWN OFFICE OF SCHEDULED INSPECTIONS WILL RESULT IN ADDITIONAL INSPECTION CHARGES, FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT WAS INSTALLED PRIOR TO BEING 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 vehicular parking and snow storage requirements are completed, as per the applicant's site plan

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Property Owner  
Initials:



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 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 a 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, any other Adopted Building Code Ordinances.*

*These can be found on our website at: [www.alpinewy.gov/planningandzoning](http://www.alpinewy.gov/planningandzoning).*

***Yes, I received, completed and understand the Residential Permit Checklist.***

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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Property Owner  
Initials:



## *Town of Alpine*

# **PRIMARY RESIDENTIAL STRUCTURES**

## **REQUIRED SETBACKS**

### **Minimum Setbacks:**

1. Front Yard: Primary 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: Primary buildings shall have a setback shall be fifteen (15) feet from the property line.
3. Rear Yard: Primary 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](http://WWW.ALPINEWYO.ORG)





# 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>	
Plan Review & Site Inspection	
<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>	
Footings-Under Ground Cables, Rebar schedule	
Certificate of Placement - Submitted to the Town of Alpine by a Wyoming Licensed Land Surveyor	
Footings/Foundation Walls - Complete and ready for concrete, forms and rebar in place, hold downs, anchor bolts, foundation ventilation – on site.	
Waterproofing/Dampproofing 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>	
Structural Framing Inspection	
Roof Nail Inspection	
Shear Nail Inspection	
Roof System - truss plan {Truss Calc's are Required on site for Inspection}	
Rough Plumbing	
Pressure Test-water, sewer & gas	
Rough Heating	
Rough Stove/Fireplace	
Insulation Code or RES/COM Check used:	
<b>STAGE 4:</b>	
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.**