

**ORDINANCE NO. 2024-003  
TOWN OF ALPINE  
BUILDING DEPARTMENT FEE SCHEDULE**

AN ORDINANCE REPEALING AND REPLACING 297 ORDINANCE NO. 2022-15 TOWN OF ALPINE BUILDING DEPARTMENT FEE SCHEDULE FOR BUILDING APPLICATIONS AND PERMIT APPLICATIONS IN THE TOWN OF ALPINE. THIS ORDINANCE WILL ESTABLISH AN EFFECTIVE DATE AT ITS PASSING ON THE THIRD READING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING:

**Section I: Building Department Fee Schedule**

Plan review by Town of Alpine building official is included in the base rate along with the required inspection fees, any additional inspections and/or re-inspections will be charged and/or billed to the property owner accordingly.

**Plan Review Fee:** A Separate plan review fee of One Hundred (\$100) Dollars per hour for all plan reviews conducted outside of the regular permit submissions will be assessed to all requests.

In addition to the permit fee (base rate and price per square foot) the Town reserves the right with specific findings, to have a 3<sup>rd</sup> party entity plan review conducted, at the expense of the applicant, these additional costs would be on any complex projects the Town deems necessary.

**Building Fees:**

Building Type	Base Rate	Price Per Sq. Ft.
Commercial	\$2,600.00	\$0.50/sq. ft.
Multi-Unit Residential	\$1,500.00	\$0.50/sq. ft.
Single Family Residential (Garage with Primary Structure is included in 'SFR' Fee)	\$1,750.00	\$0.25/sq. ft.

**Re-Inspections:**

If for any reason a project is not ready when the Building Official arrives, **as requested**, thus requiring a return to the project site by the Building Official to conduct the inspection ~~or additional~~, the applicant will be charged accordingly for **each and every** additional visit. **Re-Inspection fees are charged on an hourly basis, if the re-inspection exceeds the allotted minimum time, the applicant will be charged the below identified rate accordingly.**

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Residential	(Fee Per Each Reinspection)	\$450.00	One (1) hr. minimum
Commercial	(Fee Per Each Reinspection)	\$750.00	One (1) hr. minimum

**Other Permits:**

Permit Type	Base Rate	Price Per Sq. Ft.
Addition	\$2,000.00	\$0.25/sq. ft.
Remodel	\$1,350.00	\$0.25/sq. ft.

Garage (Not Associated with "SFR" Structure)	\$2,000.00	\$0.25/sq. ft.
Minor Construction Permit Fees:	\$750.00	

**Affidavits:**

Deck Affidavit	\$300.00
Fence Affidavit	\$175.00
Re-Roof Affidavit (All Like Kind Materials)	\$250.00
Shed Affidavit (Includes Greenhouses)	\$250.00
All Others	\$250.00

**Extension Affidavit:**

Extension of 1 <sup>st</sup> Building Permit	\$750.00
Extension of 2 <sup>nd</sup> Building Permit	\$1,000.00

**Sign Permit Fees:**

Wall/Canopy	\$300.00
Fee Standing	\$400.00
Permanent Banners	\$275.00 – Per Banner
Temporary Banners (Must be removed 90 days from installation date)	\$125.00 – Per Banner

**Miscellaneous Permits:**

Demolition Permit (not associated with new construction)	\$300.00
Special Hearing by Planning & Zoning Commission	\$1,500.00
Temporary Use Permit (90 Day Use Only)	\$750.00

**Development Fees:**

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Variance Application (Person requesting variance shall also pay all advertising separately)	\$5,000.00
Zoning Map Amendment Application (Rezone) (Person requesting rezone shall also pay all advertising separately)	\$5,000.00

**Replat/Subdivisions Application**

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Simple	\$3,000.00
Minor	\$5,000.00
Major	\$5,000.00 (plus \$200.00 per lot)

**Additional Fees:**

If any of the above fees do not fully cover the total costs of processing any application and/or additional inspections or re-inspections, additional fees will be assessed pursuant to Section II of this Ordinance.

Charges for replating of a subdivision applications shall commence at the above cost basis. There may be extra costs incurred, as determined by the Town of Alpine, as every project is unique and may incur additional costs.

Fees listed do not include all costs for advertising which will be billed directly to the property owner along with all other out of ordinary expenses.

**SECTION II: Deposit.**

<b>Building Type</b>	<b>Deposit</b>
Commercial	\$2,500.00
Multi-Unit Residential	\$2,500.00
Single Family Residential	\$2,500.00
Addition	\$2,500.00
Garage	\$2,500.00
Remodel	\$2,500.00

A deposit fee will be required for all Commercial Building, Multi-Unit Residential Structures, Single Family Residential Structures, Garage Structures, Remodel and Addition Projects permit applications. If reinspection's are needed and/or completed, the reinspection fee will be taken out of the provided deposit. The deposit fee will be returned to the applicant upon completion of the project and after a certificate of occupancy/completion is issued. Should the number of reinspection's prevail over the deposit fee, the project will be stopped until the appropriate reinspection fees are paid in full.

**SECTION III: Payment/Refunds/Waiver of Fees.**

All **building permit** fees are non-refundable. There shall be no waiver of fees. ~~All Applicants shall be required to present a credit or debit card number and sign an authorization to allow the Town to keep the credit card information on file until a certificate of occupancy, or a sworn statement of the project inspector stating that the project is completed and has passed inspection, has issued, or received by the Town. Any additional inspections shall be charged to the Applicant's card upon seven (7) days' notice from the Administrator that additional inspections are required. Notice shall be mailed to the Applicant's mailing address. All credit or debit card transactions shall be assessed an additional three percent (3%) charge for card processing fees. Visa, MasterCard, and Discover are accepted.~~

**SECTION IV: Water And Sewer Connection Fees.**

In conjunction with the ~~permit~~ building permit application process and before a building permit is issued, all water and sewer connection fees must be paid in full.

**Section V: Severability.**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision, and such holding shall not affect the validity of the remaining portions of the ordinance.

**Section VI: Ordinances Repealed.**

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section VII: Effective Date.**

This Ordinance shall become effective from the date of its passage.

Passed First Reading on the 16<sup>th</sup> day of April 2024.

VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT

Passed Second Reading on the 21<sup>st</sup> day of May 2024.

VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT

Passed on Third and Final Reading 18<sup>th</sup> day of June 2024.

VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer

**ATTESTATION OF THE TOWN CLERK**

STATE OF WYOMING            )  
COUNTY OF LINCOLN        )  
TOWN OF ALPINE             )

I hereby certify that the forgoing Ordinance No. 2024-003 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

\_\_\_\_\_  
Monica L. Chenault Clerk / Treasurer