



ML-0825-0001

Town of Alpine

RESIDENTIAL PERMIT APPLICATION

All applicants seeking a Residential Building Permit from the Town of Alpine, Wyoming, must submit a complete application in accordance with the procedures outlined in the Town's Land Use and Development Code. The application must include all required documentation demonstrating compliance with applicable zoning regulations and the Town's Comprehensive Plan.

Property Owner Information: Please fill out the information below for the legal property owner.

Full Name:

Last

First

M.I.

Mailing Address:

City

State

Zip

Email Address:

Phone Number:

Authorized
Representative:

If the applicant is not the property owner, written authorization from the property owner must be attached to this application.

Project Description:

Legal Description:

(Lot #, Block, Tract, & Subdivision)

Physical Address:

Complete Description of Work:

Property Zoning District:

Estimated Valuation of Work:

Proposed Building Use:

Floor Area:

First Floor	Second Floor	Third Floor	Basement

Total Square Footage
including Garage:

Contractors and/or Consultants:

All Contractors Listed Below Must Have A Town Of Alpine Business License

Contractor:

Mailing Address:

City State Zip

Email Address:

Phone Number:

Excavating Contractor:

Mailing Address:

City State Zip

Email Address:

Phone Number:

Electrical Contractor:

Servant Electric

Mailing Address:

PO Box 3847

Alpine WA 98527

City State Zip

Email Address:

Kevin.Azusa@SRPWR.com

~~Mike Smiley~~

Phone Number:

307 713 7378

Plumbing Contractor:

~~307~~ 307 mechanical

Mailing Address:

1100 84 North Hwy 89 #1 Etna WY 83418
City State Zip

Email Address:

admin@307mechanical.com Phone Number: 1-307-248-2330

Mechanical Contractor:

~~Custom Air Solutions~~

Aaron McCormick

Mailing Address:

P.O. Box 5638 Etna WY 83418
~~P.O. Box 12991 Jackson WY 83002~~
City State Zip

Email Address:

Aaron@307mechanical.com 307-248-2330
~~Kevin@customairsolutionsllc.net 307-224-4822~~

Project Engineer:

Same as Above

Mailing Address:

City

State

Zip

Email Address:

Phone Number:

REQUIRED SUBMITTALS:

The following documents must be submitted with all residential building permit applications:

Site/Plot Plan: To Scale (Min. 18" x 24")

A scaled site or plot plan indicating:

- Location of proposed structures (building envelope)
- Distances from proposed structures to property lines (front, back, and sides)
- Proposed vehicular access
- Final grade of the project site
- Septic system or sewer connection location
- Water connection location
- All above- and below-ground utilities (e.g., power, propane)
- Easements, if applicable
- Garage square footage and driveway dimensions
- Setbacks
- Onsite drainage facilities
- Snow storage areas with dimensions (square footage)

**One (1) hard copy and one (1) digital copy are required.
Please refer to the permit checklist for complete details.**

Construction Drawings: To Scale (Min. 2' x 3')

One (1) complete set of scaled construction drawings that illustrate:

- Foundation
- Floor plans
- Typical wall section
- Roof system
- Building elevations
- Exterior materials
- Electrical, plumbing, radon, and HVAC systems

All structures greater than 300 square feet must be designed, stamped, and certified by a civil or structural engineer licensed in the State of Wyoming.

**One (1) digital copy of the full construction drawing set is also required.
Please refer to the permit checklist for additional specifications.**

ADDITIONAL REQUIRED DOCUMENTS (To Scale if applicable)

- **One (1)** sets of any other construction documents or related materials the applicant deems relevant.
- All submitted documents must be stamped and certified by a **civil or structural engineer** if related to structures greater than 300 square feet.
- **One (1)** complete digital copy of all submitted materials, including the site plan and construction drawings, must be provided. This digital file is for internal use only and will not be shared with third parties in accordance with copyright guidelines.
- **One (1)** Digital Calculations Packet

By signing below as the Property Owner or an Authorized Representative, I hereby certify that all information provided in this Special Use Permit application is true, accurate, and complete to the best of my knowledge. I acknowledge that any false or misleading information may result in delays, denial, or revocation of the permit.

Signature: _____

Printed Name: _____

Title/Relationship to Property (if applicable): _____

Date: _____

Following Submission, the Process Is as Follows:

- The applicant submits a **fully completed Residential Building Permit Application** along with all required documents and applicable fees to the **Zoning Administrator** for initial review.
- The Zoning Administrator conducts a **completeness and compliance review** of the application and accompanying site plan. The site plan is then submitted to the **Planning and Zoning Commission** for evaluation at a public meeting.
- The Planning and Zoning Commission will **approve or deny** the proposed site plan. If denied, the applicant may appeal the decision to the **Alpine Town Council** pursuant to the procedures outlined in **Part 5 – Appeals & Enforcement** of the Land Use and Development Code.
- If approved, the Zoning Administrator then submits the full building permit application, including all required construction documents, to the **Building Official** for technical review.
- The Building Official will review the submitted plans for structural, mechanical, electrical, and code compliance. The application will be **approved or denied** based on this review. If denied, the applicant has the right to appeal the decision to the Town Council.
- Upon approval by the Building Official, the **building permit will be issued**.
- Once construction begins, **required inspections** must be scheduled and completed in the following phases:
 - **Site Work & Foundation**
 - **Building, Framing, Plumbing, HVAC, Electrical & Mechanical Systems**
 - **Final Inspection upon Completion of the Building**
- Following completion of the Site Work, Foundation, & Mechanical inspection, the applicant must submit a **Certificate of Placement**.
- Upon final approval of all inspections, the **Certificate of Occupancy** will be:
 - Authorized by the Building Official
 - Prepared by the Zoning Administrator
 - Issued by the **Town Clerk**

**Construction may not begin until the building permit is issued.
Occupancy is not permitted until a Certificate of Occupancy is officially issued.**