

MC-1025-0061

\$750⁰⁰

Minor Construction Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

PROJECT NAME: Robinson

Physical Address: 709 Sunset dr.

Legal Description (Lot # and Subdivision): Grand Lake Addition Lot # 1

Estimated Valuation of Work: < 10000 \$

Description (Intent of Permit):
bury propane Tank

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner: David Robinson

Phone: 307-690-0516

Mailing Address: 709 Sunset dr. box 2702, Alpine WY, 83128

Contractor: Owner

Phone: 11

Mailing Address: 11

Electrical Contractor:

Phone:

Mailing Address:

Plumbing Contractor: Owner

Phone: 11

Mailing Address: 11

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 #:	Use Zone:
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Permit Fees:	Paid Fees: (Check# / Cash)	Date Paid:
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TOWN OF ALPINE

MINOR CONSTRUCTION

CHECKLIST

Please place a check mark on all lined items and initial the bottom of all pages, as requested

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

- ☐ You wait until the deadline day for turning in your paperwork or;
- ☐ If your Minor Construction packet is not complete or;
- ☐ Your Review is found to be incomplete or not approved by the Town Building Official.

Owner: David Robinson Phone #'s: 307-690-0516

Lot#/Subdiv. Grand Lake Addition #1 Physical Address: 709 Sunset dr.

You may submit your Building Application Packet by: Mail: PO Box 3070, Alpine, WY 83128
Person: 250 River Circle, Alpine, WY 83128

Please Complete:

- ☐ 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 and Sewer Main Locates prior to ANY digging (Owner's Responsibility)
- ☐ Requested all other utility(electrical, phone, cable, etc) lines located prior to ANY digging (Owner's Responsibility)
- ☐ Must have written approval from Homeowner's Association on Building Plans (if Applicable)

The following items fall under a minor construction permit: (Please circle which one(s) applies to your application)

- Sheds which contain less than 300 sq. ft., of total floor area without Plumbing or Electrical; - (See Shed Affidavit)
- Sheds which contain more than 300 sq. ft., but less than 400 sq. ft., of total floor area with or without Plumbing or Electrical;
- Re-Roofing Applications:
 - ☐ Replacement of existing roofing materials;
 - This could include any and all materials that increase or decrease existing roof load;
 - ☐ Addition of roofing layers (Any and all materials that increase existing roof load);
 - ☐ Change in under sheeting materials;
- Construction of Deck - (See Deck Affidavit)
 - ☐ Addition of stair, dimensions and/or alterations to existing deck and/or building/structure
- Construction of perimeter fences - (See Fence Affidavit)
- Installation of new propane/gas storage tanks (including underground propane tanks)
- Plumbing Additions or Adjustments (improvements) to Commercial Buildings
- Electrical Additions or Adjustment (improvements) to Commercial Buildings
 - ☐ Completed Plan Review Check List - (State Department of Fire Preventions & Electrical Safety)
- Replacing doors and/or windows when dimensions are increased in size and/or changes egress
 - ☐ **Note - A Wyoming Certified Engineered Stamp Drawing will be required -**
- Utility Improvements and/or Changes - (ex. Wood to Gas, Electric to Propane, etc.) (See Stove Affidavit)

GETTING A MINOR CONSTRUCTION PERMIT:

☒ Minor Construction Permit Application Completed and Signed

Initials:

- _____ Minor Construction Checklist Completed and Signed
_____ Fees, which **MUST** be paid when submitting Minor Construction Permit Application:
***See Fee Schedule ** all fees are non refundable
_____ Site Preparation is Complete (Property Corners Identified and Clearly Marked) {If Applicable}

#3 - TOWN RESPONSIBILITIES:

- _____ Town Building Official approves plans, by conducting a complete plan review;
_____ Planning & Zoning Board approves Minor Construction Permit.
_____ **Town Building Official verifies and approves the site plan by conducting an on-site inspection;**

YOUR MINOR CONSTRUCTION PACKET MUST INCLUDE: (as applicable)

Site plan on 11 x 17 paper containing:

- _____ Blueprints (Drawings);
_____ Setback distances;
_____ Property Line & measurements according to surveyor's dimensions;
_____ Location & Dimensions of **ALL** buildings (home, garage, etc.), property lines, location of septic system, roads & easements;
_____ Detailed Utilities and Electrical Plan connections to the structure (water, sewer, power, telephone, propane tank, etc) (*Ensure they are not located underneath driveways)
_____ Detailed Roof Plan
_____ Building Material Used and Application of Material
_____ Installation Factor for Windows and Doors
_____ Sketch proposed fencing, driveways, green space, and snow removal areas (if appropriate)
_____ Engineered Plans, Plan Calculations & Truss Calculation from a Wyoming Licensed Engineer
_____ Read Propane Tank Regulations (if applicable) Chapter 38 of IFC
_____ Application for State of Wyoming Department of Fire Prevention & Electrical Safety

ON-SITE SETBACK INSPECTION: (as applicable)

- _____ Clearly string & stake the EXACT dimensions of where the proposed project is (***Dimensions on the ground MUST MATCH your 11 x 17 Site Plan**);
_____ Property stakes: All property monuments/surveyor pins must be exposed and visible.
_____ **Wooden stakes without Surveyors Monuments will not be accepted.*

CERTIFICATE OF COMPLETION:

Upon completion; please contact the Town Office to **schedule a final inspection** once completed and approved by the Town Building Official you will receive your Certificate of Completion

***For more thorough information and instructions:**

Refer to the IBC/IRC and/or the Town of Alpine Land Use and Development Codes

Yes, I received and understand all items on the Permit Checklist

Signature

Date

FOR USE BY TOWN:

Received by:

Date:

Initials: