



Garage Permit Application

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

PROJECT:

Physical Address:	504 Three Rivers Rd.
Legal Description (Lot # and Subdivision):	#40, Forest Meadows
Square Footage of Proposed Structure:	1200
Does this Structure Include Habitable Living Space: {Circle Answer}	<input checked="" type="radio"/> NO <input type="radio"/> YES
Description (Intent of Permit):	Garage/Shop
Estimated Valuation of Work:	\$40,000.00

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:	Anna Pantone	Phone:	307-734-2943
Mailing Address:	Po Box 3361 Jackson, WY 83001		
Contractor:	JL Construction, Robert Shockey	Phone:	307-752-1839
Mailing Address:	Po Box 3377 Alpine, WY 83128		
Electrical Contractor:	owner	Phone:	
Mailing Address:			
Plumbing Contractor:	none	Phone:	
Mailing Address:			
Mechanical Contractor:	none	Phone:	
Mailing Address:			
Authorized Representative: (If different from Owner):	Michael Soderling		
Signature of Owner:		Date:	07/21/25

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
Permit Fees:	Paid Fees: (Check# / Cash)	Date Paid:



Town of Alpine
Garage 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 garage permit 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: Anna Pantone Phone #'s: 307-734-2943

Lot#/Subdiv. #40 Forest Meadows Physical Address: 504 Three Rivers Rd.

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:

- ☒ Garage Permit Application Completed and Signed;
- ☒ Garage Permit Checklist Completed and Signed;
- ☒ Owner must read and sign Garage Permit Instructions;
- ☒ **Payment of Permit Fees, which MUST be paid when submitting the Building Permit Application;**
*****See Fee Schedule ** ALL FEES ARE NON REFUNDABLE**

SUBMITTAL REQUIREMENTS: SITE PLAN TO BE PUT ON 2' BY 3' 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 the new proposed garage building – include any recessed areas when documenting;
- ☒ Location of utility connections;
- ☒ Location of all recorded easements;
- ☒ Proposed Snow Storage/Removal Areas 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'), PLUS A DIGITAL COPY OF THE SUBMITTAL:

- ☒ Detailed Building Elevations;
- ☒ Detailed Floor Plan;
- ☒ Detailed Wall Sections;
- ☒ Detailed Utilities {Plumbing, HVAC Systems, etc.,} and Electrical Plan;

Property Owner

Initials: AP

- ☒ 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; 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 the prepared site plan for the Garage Building Permit.

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 required. FAILURE TO NOTIFY THE TOWN OFFICE OF SCHEDULED INSPECTIONS MAY RESULT IN ADDITIONAL INSPECTION CHARGES, FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT WAS INSTALLED BUT NOT BEEN INSPECTED.**

CERTIFICATE OF COMPLETION/COMPLIANCE:

Upon final completion of all of the remodel/addition 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 Completion/Compliance.* A Certificate of Completion/Compliance 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. Information can be found on our website at: www.alpinewy.gov/planningandzoning.**


Yes, I received, completed and understand the Garage Permit Checklist.



 Property Owner Signature

07/21/25


 Date



 Contractor Signature (if applicable)

7-21-25

 Date

Property Owner
 Initials: 

FOR USE BY TOWN:

Received By:	
All Items have been Completed & Application Accepted:	
Incomplete Application Returned:	
Submitted to Building Official:	
Building Official Review Status:	
Building Official Approval or Return:	
Scheduled Meeting Date for Site Plan Review:	
Notes:	

Property Owner
Initials: 