



Town of Alpine  
**REMODEL/ADDITION**  
**PERMIT APPLICATION**

ALL permit information is DUE NO LATER than 4:00 PM on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month. Meeting appointments will not be scheduled if applicant has failed to submit all the requested information identified on the checklist and/or has not paid all required permitting fees.

Please plan accordingly. NO EXCEPTIONS WILL BE GIVEN

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

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.

There are no  
refunds  
on building  
application fees.

The Property  
Owner and/or a  
Representative  
must be present at

the scheduled meeting for your permit to be approved.





750.3

## REMODEL/ADDITION

### Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ PLEASE FILL IN ALL BLANKS

#### PROJECT NAME:

Physical Address:

358 WOODEN SPUR DR

Legal Description (Lot # and Subdivision):

GREYS RIVER VILLAGE NO. 2 LOT-27

Description of Work:

RESIDENTIAL GARAGE AND RENOVATION OF EXISTING DWELLING

Proposed Building Use:

RESIDENTIAL R-1

Estimated Valuation of Work:

\$200,000.00

Floor Area:

FLOOR AREAS IN GROSS SQUARE FEET

First Flr:

ONE FAMILY DWELLING GROSS FLOOR AREAS:

EXISTING 1ST FLOOR DWELLING AREA: 1,216 SQFT

EXISTING ATTACHED GARAGE AREA: 528 SQFT

EXISTING 2ND FLOOR AREA: 295 SQFT

Total Square Footage:

EXISTING 1ST COVERED PORCH: 132 SQFT

PROPOSED 1ST FLOOR ADDITION: 180 SQFT

COVERED PORCH TO LIVING ROOM: 132 SQFT

EXISTING GARAGE TO LIVING ROOM: 515 SQFT

PROPOSED DETACHED GARAGE: 676 SQFT

PROPOSED COVERED OUTDOOR AREA: 150 SQFT AT ENTRY + 312 SQFT AT DETACHED GARAGE

1503

#### APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner:

BRETT BENNETT

Phone:

(307) 880-4280

Mailing Address:

PO BOX 3975, ALPINE, WY 83128

Contractor:

RIGHT ANGLE CONSTRUCTION

Phone:

(307) 690-3728

Mailing Address:

PO BOX 3375, ALPINE, WY 83128

Excavating Contractor:

TO BE DETERMINED

Phone:

Mailing Address:

Electrical Contractor:

TO BE DETERMINED

Phone:

Mailing Address:	
Plumbing Contractor: ● BE DETERMINED	Phone:
Mailing Address:	
Mechanical Contractor: TO BE DETERMINED	Phone:
Mailing Address:	
<b>Authorized Representative if different from Owner:</b>	
<b>Signature of Owner or Authorized Representative:</b>	<b>Date:</b>

**FOR USE BY TOWN:**

<b>Date Received:</b> ●	<b>Permit #:</b>	<b>Property Zoning:</b>
<b>Permit Fees:</b>	<b>Paid Fees: (Check# / Cash)</b>	<b>Scheduled Meeting Date:</b>
<b>Fire Sprinklers Required: (Yes/No)</b>	<b>Business Licenses:</b>	
<b>Application Completed:</b>	<b>Employee Review:</b>	<b>Application Return Date:</b>
<b>Town Inspector Submittal Date:</b>		





## Town of Alpine

### Remodel/Addition 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 remodel/addition 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: BRETT BENNETT Phone #'s: (307) 880-4280

Lot#/Subdiv. LOT-27 GREYS RIVER Physical Address: 368 WOODEN SPUR DR  
VILLAGE NO.2

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 OR PLACE "N/A" IF NOT APPLICABLE TO YOUR PERMIT APPLICATION {DO NOT LEAVE ANY OF THE LINES BLANK}:**

- 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:**

- ☒ Remodel/Addition Building Permit Application Completed and Signed;
- ☒ Remodel/Addition Building Checklist Completed and Signed;
- ☒ Owner must read and signs Remodel/Addition Building 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 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 the new proposed building/addition – include any recessed areas when documenting;
- ☒ Location of utility connections;
- ☒ Location of all recorded easements;
- ☒ 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;

Property Owner  
Initials:

**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 {a Rescheck or Comcheck can be utilized};
- ☒ 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 Remodel/Addition Building Permit.

**#4 – PROPERTY OWNER PREPARATIONS:**

- ☐ Clearly string & stake the EXACT dimensions of the new structure. *\*All Dimensions on the ground **MUST MATCH your 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 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 will be 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 minimum of 48 hours notice is suggested. 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.

Property Owner  
Initials:

**\*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 the Adopted Building Code Ordinances for any exceptions.

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

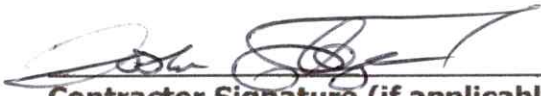
**Yes, I received, completed and understand the Remodel/Addition Permit Checklist.**



Property Owner Signature

JUNE 9TH, 2025

Date



Contractor Signature (if applicable)

6/9/2025

Date

**Office Use Only:**

Received By:

Date:

All Items have been Completed & Application Accepted:

Incomplete Application Returned:

Scheduled for P&Z Meeting:

Property Owner  
Initials:

Planning 21