



Alpine Architectural Studio
PO Box 3975
Alpine, WY 83128
Contact: Brett Bennett (bbennett@alpinearchstudio.com)

September 10, 2025

TO: Town of Alpine Planning & Building Dept.
PO Box 3070
Alpine, WY 83128

RE: Town of Alpine Permit Memo

To whom it may concern,

The Alpine Education Foundation submitted for a Special Use Permit and is requesting the Town of Alpine provide direction for additional building permit applications if required.

Attached is a commercial building permit application for your records. If the Town determines that a minor-construction application is required or if the Special Use Permit application alone is adequate, we will follow that direction.

Sincerely,

A handwritten signature in black ink, appearing to read "Brett Bennett", with a horizontal line extending to the right.

Brett Bennett
Owner / Architect



Town of Alpine

COMMERCIAL BUILDING PERMIT APPLICATION

Permit applications are DUE now LATER than 4:00 PM
on the 1st and 3rd Mondays of the month

P&Z Commission meets on the 2nd & 4th Tuesdays of the month (during the months of May – October) at 7:00 pm.
P&Z Commission meets on the 2nd Tuesday of the month (during the months of November – April) at 7:00 pm.

Meeting appointments will not be scheduled, until all the associated paperwork has
been submitted (as identified on the permit checklist) along with the payment
of all the required fees.

NO EXCEPTIONS WILL BE GIVEN

Permit Applications are valid for 90 days from the submitted date to the Town Office.
There are no refunds on application/connection fees.

Property Owner or Representative must be present for your permit to be approved!





Commercial Building Permit Application

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

PROJECT:

Physical Address:

Provided by Town of Alpine

Legal Description (Lot # and Subdivision):

Lot 15 Alpine West Third Addition

Description of Work:

Relocated Modular Buildings. Including (11) Modules.

Proposed Building Use:

Existing Occupancy Classification: E (Educational) No Change of Occupancy

Square Footage of Building

8,628 Gross Square Feet

Zoning District:

Floor Area - First Floor:

8,628 Gross Square Feet

Second Floor:

0

Third Floor:

0

Basement:

0

Total Height of Structure

14'-8"

Estimated Valuation of Work:

\$500,000

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:

Alpine Education Foundation

Phone:

(303) 981-8665

Mailing Address:

PO Box 2911, Alpine, WY 83128

Owner Email Address:

meredith@alpineeducation.foundation

Contractor:

To Be Determined

Phone:

Mailing Address:

Contractor Email Address:

Electrical Contractor:

To Be Determined

Phone:

Mailing Address:

Wyoming Electrical License Attached:

{Check One}

YES

☐

NO

☐

Plumbing Contractor:

To Be Determined

Phone:

Mailing Address:	
Mechanical Contractor: To Be Determined	Phone:
Mailing Address:	
Project Engineer: Sunrise Engineering	Phone: 307.885.8500
Mailing Address: 770 S. Washington Street, Suite A, Afton, Wyoming 83110	

Authorized Representative if different from Owner:	
<i>Dominique Brough</i> Signature of Owner or Authorized Representative:	
Date: 9/10/2025	

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
Permit Fees:	Paid Fees: (Check# / Cash)	Date Paid:
Water Fees:	Paid Fees: (Check# / Cash)	Date Paid:
Sewer Fees:	Paid Fees: (Check# / Cash)	Date Paid:
Additional Notes:		



Town of Alpine Commercial Building 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 Commercial 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: Alpine Education Foundation Phone #'s: (303) 981-8665

Contractor: To Be Determined Phone #'s: _____

Lot#/Subdiv. Lot-15, Alpine West Third Addition Physical Address: Provided by the Town of Alpine

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:

- Y Commercial Building Permit Application Completed and Signed;
- Y Commercial Building Checklist Completed and Signed;
- Y Water Connection Application Completed and Signed;
- Y Sewer Connection Application Completed and Signed;
- Y Copy of Warranty Deed in owner's name that appears on the commercial building permit application, & if applicable the Surveyor's written Verification of Lot Dimensions
- Y Owner must read and sign Commercial Building Permit Instructions;
- Y **Payment of Permit Fees, which MUST be paid when submitting the Building Permit Application;**
****See Fee Schedule Ordinance ****
- Y **Water and Sewer Fees, which MUST be paid when submitting the Building Permit Application;**
****See Fee Schedule Ordinance****

ALL FEES ARE NON-REFUNDABLE

- Y **Building Permit Deposit; which MUST be paid when submitting the Building Permit Application;**
****See Fee Schedule Ordinance****

Property Owner
Initials: DKB

SUBMITTAL REQUIREMENTS:

SITE PLAN TO BE PUT ON 11" X 17" PAPER SIZE OR LARGER AND MUST CONTAIN:

- ☒ Setback distances;
- ☒ All Property Line & measurements according to surveyor's dimensions;
- ☒ Location & Dimensions of ALL buildings (home, garage, hydrants, propane tanks etc.) Dimensions must include exact perimeter of all proposed building(s) – include any recessed areas when documenting perimeter;
- ☒ Location of utility connections;
- ☒ Location of all recorded easements;
- ☒ Proposed Landscaping area identified, with square footage of defined landscaping;
- ☒ Snow Storage Areas required, with area identification, square footage of area to be documented;
- ☒ Proposed Vehicular Parking Requirement and space identification, plus square footage of areas to be documented.

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 (All Units);
- ☒ 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 {Energy Code, Rescheck or Comcheck Used};
- ☒ Detailed Window and Door Schedules/Identifications;
- ☒ Detailed Radon Mitigation System Identified;
- ☒ **Digital Copy of the Plan Set to be emailed to the Zoning Administrator.**

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;
- ☒ **Copy of Completed Plan Review Check List (State Department of Fire Prevention & Electrical Safety);**
- ☒ **Copy of Submitted Application for State of Wyoming Department of Fire Prevention & Electrical Safety, along with written permit approval from the State;**

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.

#3 - TOWN RESPONSIBILITIES:

- ☒ Town Building Official approves plans, by conducting a plan review;
- ☒ Planning & Zoning Board approves Commercial Building Permit.

Property Owner

Initials: **DKB**



Town of Alpine

COMMERICAL DISTRICT

SETBACKS & BUILDING HEIGHTS

Minimum Setbacks:

1. Front Yard: Commercial buildings will be located, at least, twenty-five (25) feet from the front property line. Detached accessory buildings will not be located beyond the front line of any primary commercial structure. Both street frontages of corner lots shall be considered front yards.
2. Side Yard: Commercial buildings a Zero Setback will be allowed; however, property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the setback shall be ten (10) feet from the property line. When a lot adjoins a lot in an R2 or R1 zoning district the setback shall be fifteen (15) feet from the property line.
3. Rear Yard: Commercial buildings a Zero Setback will be allowed; however, property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the setback shall be ten (10) feet from the property line. When a lot adjoins a lot in an R2 or R1 zoning district the setback shall be fifteen (15) feet from the property line.
4. Any deviations from setback requirements will require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.

Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner will accept full responsibility for any and all costs for repairs.

Maximum Building Height:

1. Commercial building structures in the "MRC" Mixed Residential and Commercial District can be forty-five (45) feet or less. Buildings with a mixture of residential and commercial use must have a minimum amount of thirty-three (33%) percent of the building use allocated for the commercial businesses. The Residential/Commercial buildings in this zoning will not exceed three (3) stories.
2. The height of detached accessory structures will be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures will be placed behind the front plan of the existing residential/commercial structure.
 - aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; will have a height restriction of fourteen (14) feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.
3. Roof eaves for non-sprinkled buildings will be twenty-eight (28) feet or less from the finished grade elevation.

**For more details and guidelines please refer to the Land Use and Development Code;
Also, available online at: WWW.ALPINEWYO.GOV**

#4 – PROPERTY OWNER PREPARATIONS:

Y Property stakes: All property monuments/surveyor pins must be exposed and visible;

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 are 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 OCCUPANCY:

Upon final completion of all of the commercial 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 Occupancy. A Certificate of Occupancy represents the building can be **legally and permanently** occupied.

***For more thorough information and instructions: Refer to the current version of the adopted International Building Code (IBC) Town Ordinance in addition refer to the Alpine Land Use and Development Code Ordinance.**

These can be found on our website at: www.alpinewy.org/planningandzoning.

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



Property Owner Signature

9/10/2025

Date

Contractor Signature (if applicable)

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: DKB