

Town of Alpine

Building Application Processing Schedule

1. Purpose

The purpose of this Building Application Processing Schedule is to establish a clear, consistent, and administrable process for the submittal, review, approval, issuance, validity, and enforcement of building-related applications, permits, and affidavits administered by the Town of Alpine.

2. Applicability

This Processing Schedule applies to all building applications, permits, affidavit applications, and related development approvals processed by the Town of Alpine, unless otherwise specifically provided by ordinance, resolution, or formal condition of approval.

3. Processing Fees

Processing fees for building applications, permits, and affidavit applications are based on the average cost of review and administration by the Town, including but not limited to:

- Planning and Zoning Administrator
 - Planning and Zoning Commission
 - Town Engineer
 - Town Building Official
 - Town Attorney
 - Town Clerk
 - Planning and Zoning Secretary
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4. Water and Sewer Connection Fees

As part of the application process, and prior to issuance of a building permit, all applicable water and sewer connection fees shall be paid in full.

5. Fee Schedule; Payment; Refunds

Fees shall be established by Town ordinance and set forth in the most current version of the Town of Alpine Building Department Fee Schedule.

All required fees, including building permit fees and water and sewer connection fees, shall be due at the time of submittal unless otherwise authorized by the Town.

All fees are non-refundable. No waiver of fees shall be permitted unless authorized by ordinance or formal action of the Town Council.

6. Application Completeness

Applications shall be submitted in a form approved by the Town and shall include all materials, plans, reports, and supporting documentation required for review.

An application shall not be deemed complete until all required materials and fees have been received.

7. Application Validity

Applications shall remain valid for ninety (90) days from the date of submittal.

One (1) extension of up to ninety (90) additional days may be granted upon written request submitted prior to expiration and upon a showing of justifiable cause.

If all required materials are not submitted within the allowed time frame, the application shall expire and the applicant shall be required to submit a new application and pay all applicable fees.

8. Permit Validity

8.1 Commercial Permits

Issued commercial permits shall be valid for one (1) year from the date of issuance and may be granted one (1) extension of up to one (1) additional year upon a showing of justifiable cause.

If the project is not completed within two (2) years, the applicant shall be required to reapply and pay all applicable fees.

8.2 Multi-Family Residential Permits

Issued multi-family residential permits shall be valid for one (1) year from the date of issuance and may be granted up to two (2) one (1) year extensions upon a showing of justifiable cause.

If the project is not completed within three (3) years, the applicant shall be required to reapply and pay all applicable fees.

8.3 Single-Family Residential Permits

Issued single-family residential permits shall be valid for one (1) year from the date of issuance and may be granted up to two (2) one (1) year extensions upon a showing of justifiable cause.

If the project is not completed within three (3) years, the applicant shall be required to reapply and pay all applicable fees.

8.4 Remodel, Addition, and Garage Permits

Issued remodel, addition, and garage permits shall be valid for one (1) year from the date of issuance and may be granted up to two (2) one (1) year extensions upon a showing of justifiable cause.

If the project is not completed within three (3) years, the applicant shall be required to reapply and pay all applicable fees.

8.5 Affidavits

Issued affidavits shall be valid for six (6) months from the date of issuance and may be granted one (1) extension of up to six (6) additional months upon a showing of justifiable cause.

8.6 Other Permit Types (Catch-All)

Issued permits not specifically identified above shall be valid for one (1) year from the date of issuance.

Such permits may be granted one (1) extension of up to one (1) additional year upon a showing of justifiable cause.

If the project is not completed within the allowed time frame, the permit shall expire and the applicant shall be required to reapply and pay all applicable fees.

9. Expiration and Reapplication

Any application or permit that expires without an approved extension shall be deemed null and void.

Upon expiration, the applicant or permit holder shall be required to submit a new application, updated materials, and all applicable fees before further review, approval, or work may proceed.

10. Additional Cost Recovery; Case-by-Case Fees

If any established fees do not fully cover the total cost of processing an application, the Town may assess additional fees on a case-by-case basis.

11. Work Without Permit; Violations and Penalties

Any person who commences building development or remodeling requiring a permit without first obtaining such permit shall be in violation of this Land Use and Development Code.

Such person shall be required to pay:

- Double the required permit fee;
- All costs associated with the Town's investigation of the violation; and
- Any costs associated with hearings to abate the violation, including reasonable attorney, engineer, inspector, and surveyor fees.

Payment of such fees shall not:

- Relieve the person from full compliance with this Code;
- Constitute approval of the work; or
- Preclude enforcement action for the violation.

This provision shall not apply to emergency work, as identified in Article 3.3, Section 3-303 (Facility Repairs), where there is or would have been an unreasonable delay in obtaining a permit.

12. Permit Transferability

Permit fees may be transferred, provided the associated application and/or permit has not expired.

13. Compliance With Current Standards

Any application resubmitted after expiration, or any permit extension requiring substantial revisions, may be reviewed under the ordinances, resolutions, fee schedules, and construction standards in effect at the time of resubmittal or extension approval.

14. Administration

The Town of Alpine shall have the authority to administer and interpret this Processing Schedule consistent with applicable ordinances, resolutions, adopted fee schedules, and Town procedures.