



Town of Alpine

MINOR CONSTRUCTION

PERMIT APPLICATION

All information is
DUE IN THE TOWN OFFICE NO LATER
than **4:00 pm** on the **1st & 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.

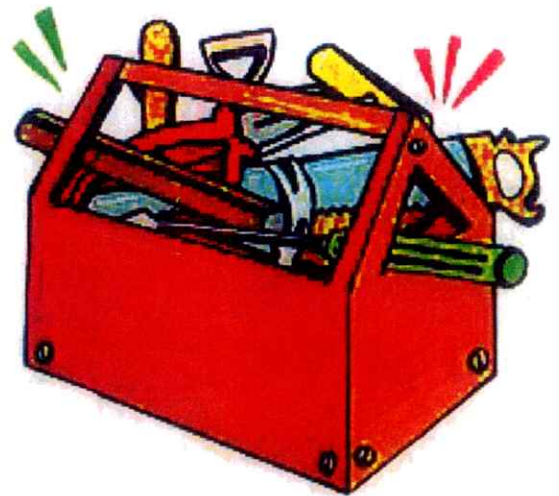
P&Z Commission meets on the 2nd Tuesday of the month
(During the months of November – April) at 7:00 pm.

Complete permit application in its entirety -- any one of the steps warrants an invalid permit application.

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

**There are no refunds on
building application fees**

***A representative must be
present at the P&Z Meeting
for your permit to be
approved!***





Minor Construction

Permit Application

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

PROJECT NAME:

Physical Address:	166 Stoor DR
Legal Description (Lot # and Subdivision):	Lakeview Estates Lot 312
Estimated Valuation of Work:	
Description (Intent of Permit):	Relocate the driveway to within the new easement. Including retaining wall + backfill

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:	Maeve McKovac + Dustin Kovac	Phone:	970-819-2875
Mailing Address:	PO Box 3984 Alpine WY		
Contractor:	None Yet	Phone:	
Mailing Address:			
Electrical Contractor:		Phone:	
Mailing Address:			
Plumbing Contractor:		Phone:	
Mailing Address:			
Mechanical Contractor:		Phone:	
Mailing Address:			
Authorized Representative if different from Owner:			
Signature of Owner or Authorized Representative:		Date:	4/17/25

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
	MC-0425-0002	
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:

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: Dustin Kovac & Maeve McKovac Phone #'s: 970-819-2875 / 503-927-0553

Lot#/Subdiv. Lakeview Estates Lot 312 Physical Address: 166 Stoor 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:

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- ____ 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: