



## COMMERCIAL / NON-RESIDENTIAL BUILDING PERMIT

69 PINEDALE SOUTH RD / PO BOX 709

PINEDALE WY 82941

PHONE: (307) 367-4136 FAX: (307) 367-2578

[paz@townofpinedale.us](mailto:paz@townofpinedale.us)

PERMIT REQUIRED	PERMIT <u>NOT</u> REQUIRED
<ul style="list-style-type: none"> <li>• New construction on site (i.e. stick-built)</li> <li>• Installing off-site built structures (i.e. mobile homes, modular/manufactured, cabins, etc.)</li> <li>• Additions (horizontal and vertical)</li> <li>• Accessory structures (detached garages, shops or sheds on permanent foundations or attached to the ground)</li> <li>• A building permit has expired or there are changes to the original plan</li> <li>• Substantial change of use that effects the exterior and/or site conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Interior remodeling that does not change the use or exterior (check with Engineering regarding code compliance)</li> <li>• Building maintenance (re-roofing or re-siding)</li> <li>• Small sheds not attached to the ground under 120 square feet (must meet setbacks and be in yard)</li> </ul>

### NOTES

- The Town of Pinedale has adopted commercial building code IBC 2012.
- The Town Engineer will review plans and conduct inspections. The Town does not issue certificate of occupancy permits at this time.
- The State Fire Marshall will review for electrical and fire suppression, it is the applicant's responsibility to submit plans.
- All new and remodeled buildings for use as schools, restaurants, cafes or any other place where cooking is done and food prepared for the public, other than private dwelling units, are required to provide grease traps or interceptors. All such traps or interceptors shall be of a type and capacity approved by the Town and shall be located as to be readily and easily accessible for cleaning and inspection. In the maintaining of these interceptors, the owner shall be responsible for the proper cleaning, removal and disposal by appropriate means of the captive material and shall maintain records of the dates and means of cleaning and disposal which are subject to review by the Town.
- The Town has not adopted official figures for wind or snow loads, it is the responsibility of the design professional to arrive at an appropriate number.
- The Town of Pinedale does not currently participate in the National Floodplain Insurance Program, as such building within a floodplain is not permitted.
- Contractor licensing is currently not required by the Town of Pinedale.

### INSPECTIONS & CONTACTS

- **SCHEDULE INSPECTIONS:** Please call Town Hall (307-367-4136) to request a permit work order within 48 business hours of the respective inspection/review. Notify Town Hall immediately if the inspection needs to be canceled.
- Town of Pinedale Planning & Zoning, Ronnie Tambourine 307-367-4136
- Director of Public Works, Abram Pearce 307-367-4136
- State Fire Marshal, Mike Reed 307-777-7288
- Call Before You Dig 800-849-2476 or 811 for utility locates (must give descriptive location)



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### **APPLICATION REQUIREMENTS**

A building permit application that includes the following:

- Pre-application meeting with Town Staff to discuss process, identify potential issues, etc.
- Completed Building Permit Application, including application fee
- Site Plan (see checklist, 2 full size to scale, 11 x 17 in pdf format)
- Building Floor Plan and Exterior Elevation drawing (1 full size, 1 11 x 17 in pdf format)
- Building Plans for code review (1 set to scale, no smaller than 1/4" = 1')
- Drainage plan (include spot elevations, flow arrows, detention areas, etc., may be included on site plan)
- Approval from Home Owners Association, if applicable (Check with County Clerk)
- Supplemental permit applications, if applicable, including:
  - Water and Sewer Permit Application
  - Demolition Permit Application
  - Excavation in a Right-of-Way Permit Application
  - Fence Permit Application
  - Sign Permit Application
- Any relevant information Planning & Zoning or the Town Engineer requires to adequately review the permit application

### **FEE**

Fee is determined by resolution, refer to [www.townofpinedale.us](http://www.townofpinedale.us) or contact the Town for the fee. Permit fees may be paid by cash, check, card or money order. If a water and sewer connection permit is submitted simultaneously with the building permit, two separate payments shall be made (one for the water and sewer connection and one for the building permit.)

### **SITE PLAN**

Site plans should be prepared by a design professional to ensure accuracy, limit liability to the property owner, and have professional depiction of your property investment. An accurate and thorough site plan answers the standard and anticipated questions of Town staff, Planning and Zoning Commission, and Town Council which can result in quicker review and approval times making it advantageous to the applicant. In addition, a professionally done site plan is an asset to the current and future property owners when conveying real estate, further developing the property or locating utilities.



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### **REVIEW PROCESS**

Town Ordinance requires all commercial (non-residential) building permits with permit fees over \$5000 to go through the public hearing process (Planning and Zoning Commission and Town Council.) Once a completed application packet is submitted to the Town, it is sent out for review to applicable agencies including but not limited to Planning and Zoning, Town Engineer, Public Works, Town Attorney and the fire department. Should a professional review be required and contracted outside of Town departments, the review fee will be passed on to the applicant.

Staff will schedule complete applications on a first-come, first-served basis. During the building season you may have to wait until the next month if the agenda is full (estimated time frame if packet is complete and there are no major issues is 2 months.) Applicant or their agent must attend the Planning and Zoning Commission and Town Council meetings or the application will not be heard by the boards. Although Town Council may approve your application, *you may not begin construction until you have been issued a permit.*

\*Note that Town Council meetings are held the second and fourth Monday of each month at 5 p.m. Planning and Zoning Commission meetings are held the first Monday of each month at noon.

### **VALIDITY**

The permit is considered null and void if construction does not commence within 60 days of issuance or construction has been commenced within 60 days and then lapses for a period of 120 days.

### **STATE FIRE MARSHAL**

Wyoming State Statute 35-9-108 requires the State Fire Marshal to review and approve new building construction plans and plans for remodeling with costs over \$40,000 before beginning work on the following types of buildings:

- Buildings/structures owned or leased by state or local government entities
- All buildings for public access that exceed 5,000 square feet total floor area (including basement) or exceed one story in height
- Buildings used for child care centers for more than 10 children
- Buildings used for public bars, lounges, restaurants, night clubs, lodge halls, theaters, churches or public meeting spaces regardless of size
- Public or private above ground fuel dispensing facilities

Wyoming State Statute 35-9-121 requires all local enforcement to give notification to the Wyoming State Fire Marshal's office of plans received in their office for review, by filling out the plan review notification form.

If no one has submitted plans to the department for review, and the building or structure falls within these categories, a violation of the requirements under Wyoming State Statute 35-9-130 has occurred.

**It is the responsibility of the building permit applicant to comply with the State Fire Marshal requirements.**



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<b>PROJECT NAME:</b>		<b>DATE:</b>	
<b>ADDRESS:</b>			
<b>OWNER</b>	PROPERTY OWNER:		
	MAILING ADDRESS:		
	PHONE:	EMAIL:	
<b>LESSEE</b>	BUSINESS/RENTER (IF DIFFERENT THAN PROPERTY OWNER):		
	MAILING ADDRESS:		
	PHONE:	EMAIL:	
<b>AGENT</b>	NAME (IF DIFFERENT THAN PROPERTY OWNER):		
	MAILING ADDRESS:		
	PHONE:	EMAIL:	
<b>LEGAL</b>	LOT:	BLOCK:	ADDITION:
	LOT SIZE/AREA:		STREET ADDRESS:
	ZONE:		PARCEL ID (PIDN):
	ARE THERE COVENANTS OR DEED RESTRICTIONS PERTAINING TO THIS PROPERTY? <input type="checkbox"/> NO <input type="checkbox"/> YES		
	APPROVAL REQUIRED BY A HOMEOWNER'S ASSN OR ARCHITECTURAL CMMT? <input type="checkbox"/> NO <input type="checkbox"/> YES		
<b>PROJECT DETAILS</b>	CLASS OF WORK: <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ACCESSORY STRUCTURE (SHED, GARAGE)		
	CHECK ALL THAT APPLY <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REPLACE		
	DESCRIPTION OF WORK:		
	PLANNED USES FOR SITE:		
	TYPE OF CONSTRUCTION: <input type="checkbox"/> MODULAR <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> MANUFACTURED		
	<input type="checkbox"/> METAL <input type="checkbox"/> STICK BUILT <input type="checkbox"/> OTHER:		
	STRUCTURE LENGTH:	WIDTH:	HEIGHT:
	BASEMENT: <input type="checkbox"/> NO <input type="checkbox"/> YES		
	GARAGE: <input type="checkbox"/> NO <input type="checkbox"/> YES, DETACHED <input type="checkbox"/> YES, ATTACHED		
	SETBACKS (MEASURE IN FEET AND INCLUDE ON PLANS):		
FRONT:	BACK:	SIDE 1:	SIDE 2:
OFF STREET PARKING SPACES: _____		PROPOSED OFF STREET PARKING: _____	
LOADING AREA: <input type="checkbox"/> NO <input type="checkbox"/> YES			
DOES SITE NEED A STREET ADDRESS? <input type="checkbox"/> NO <input type="checkbox"/> YES EXISTING ADDRESS: _____			
<b>COMPLETE IF SITE IS IN FIRE LIMITS C-1, C-2, I-1 OR I-2</b>	DOES PROPOSED SITE INCLUDE A KITCHEN? <input type="checkbox"/> NO <input type="checkbox"/> YES – IF YES, A GREASE TRAP MAY BE REQ'D		
	FIRE PROOF ROOFING MATERIALS: _____ <input type="checkbox"/> I CERTIFY THAT I HAVE READ AND WILL COMPLY TO CHAPTER 219, FIRE LIMITS AND PREVENTATIVE CONSTRUCTION OF THE TOWN OF PINEDALE CODE		



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<b>UTILITIES</b>	EXISTING SERVICES: <input type="checkbox"/> WATER <input type="checkbox"/> SEWER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PHONE	
	WATER SERVICE SIZE:	PROPOSED WATER SERVICE SIZE:
	INSTALLED WATER METER: <input type="checkbox"/> NO <input type="checkbox"/> YES	
	SEWER SERVICE SIZE:	PROPOSED SEWER SERVICE SIZE:
	IS PUBLIC STORMWATER DRAINAGE WITHIN 500 FEET OF SITE? <input type="checkbox"/> NO <input type="checkbox"/> YES	
<b>ADDITIONAL WORK REQUIRING PERMITS</b>	NEW WATER, WATER METER AND/OR SEWER CONNECTION	<input type="checkbox"/> NO <input type="checkbox"/> YES
	FENCE INSTALLATION	<input type="checkbox"/> NO <input type="checkbox"/> YES
	EXCAVATION IN A RIGHT-OF-WAY	<input type="checkbox"/> NO <input type="checkbox"/> YES
	STRUCTURE DEMOLITION	<input type="checkbox"/> NO <input type="checkbox"/> YES
	SIGN INSTALLATION	<input type="checkbox"/> NO <input type="checkbox"/> YES

### SITE PLAN REQUIREMENTS

#### TEXT INFORMATION

- LEGAL DESCRIPTION AND STREET ADDRESS
- NORTH ARROW, SITE PLAN MUST BE TO SCALE (NO LARGER THAN 1"=20'), DATE OF PREPARATION
- APPLICANT, PROPERTY OWNER, AND PREPARER'S NAMES AND ADDRESSES
- CURRENT AND/OR PROPOSED ZONING DISTRICT
- ABUTTING PROPERTY OWNER'S NAMES AND ZONING DISTRICT
- VICINITY MAP (1"=600'), LOCATION OF PARCEL IN RECOGNIZABLE AREA

#### GRAPHICAL INFORMATION

DEPICT LOCATION, SIZE (DIAMETER, DIMENSIONS, LENGTH, ETC) AND TYPE OF THE FOLLOWING (EXISTING AND PROPOSED.) INCLUDE A LEGEND IF NECESSARY.

- |   |   |
|---|---|
| <input type="checkbox"/> PARCEL BOUNDARIES & DIMENSIONS   | <input type="checkbox"/> FOOTPRINT OF ALL BUILDINGS/STRUCTURES (INCLUDE SQUARE FOOTAGE) |
| <input type="checkbox"/> SIDEWALKS, DRIVEWAYS, CURBING, CURB CUTS, BOLLARDS, ETC  | <input type="checkbox"/> UTILITIES (WATER, SEWER, GAS, ELECTRIC)                        |
| <input type="checkbox"/> EASEMENTS INCLUDING DIMENSION TO STRUCTURES  | <input type="checkbox"/> ADJACENT STREETS & ALLEYS (INCLUDE WIDTHS)                     |
| <input type="checkbox"/> SETBACKS INCLUDING DIMENSION TO STRUCTURES   | <input type="checkbox"/> FENCING AND/OR SCREENING                                       |
| <input type="checkbox"/> LANDSCAPING AND/OR SCREENING   | <input type="checkbox"/> LIGHTING   |
| <input type="checkbox"/> SIGNS  | <input type="checkbox"/> TRASH RECEPTACLES  |
| <input type="checkbox"/> OFF-STREET PARKING AND LOADING, ADJACENT ON-STREET PARKING INCLUDING SURFACE MATERIAL AND MARKINGS (HANDICAP, DIRECTIONS, ENTRANCES/EXITS) |   |

#### DRAINAGE INFORMATION

- |  |   |
|--|---|
| <input type="checkbox"/> SITE CONTOURS                               | <input type="checkbox"/> SPOT ELEVATIONS  |
| <input type="checkbox"/> DIRECTIONAL ARROWS INDICATING FLOW PATTERNS | <input type="checkbox"/> INFILTRATORS, DRAINS, SWALES, DETENTION BASINS OR OTHER FEATURES |



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## ADDITIONAL SITE PLAN REQUIREMENTS IF IN C-1 OR C-2 AND IF PERMIT EXCEEDS \$5,000

- SITE PLAN SHOWING LOT NUMBER, ADJACENT LOT NUMBERS AND STREETS ON ALL SIDES, LOT
- DIMENSIONS (BEARINGS AND DISTANCES), BUILDING SETBACKS, BUILDING FOOTPRINT (FOUNDATION), DISTANCES FROM FOUNDATION WALLS TO PROPERTY LINES, EXTERIOR LIGHTING AND SIGNAGE
- EXTERIOR ELEVATIONS SHOWING OVERALL HEIGHT OF THE STRUCTURE, HEIGHT OF FIRST FLOOR WALLS,
- ROOF PITCH(S), ROOF OVERHANGS, ROOFING MATERIAL AND COLOR, SIDING MATERIAL AND COLOR, TRIM MATERIAL AND COLOR, WINDOW AND DOOR LOCATIONS
- GREASE TRAP DETAILS MUST BE PROVIDED IF REQUIRED

## INSPECTION AND SUBMITTAL DETAILS

- INSPECTION SCHEDULE: PLEASE CALL TOWN HALL (307-367-4136) TO REQUEST A PERMIT WORK ORDER
- WITHIN 48 BUSINESS HOURS OF THE RESPECTIVE INSPECTION AND/OR REVIEW. CALL IMMEDIATELY IF YOU NEED TO RESCHEDULE.
- WATER AND SEWER CONNECTION: PUBLIC WORKS MUST BE PRESENT WHEN THE PLUMBER IS TAPPING THE TOWN WATER AND SEWER MAIN AND BEFORE BACKFILLING THE CONNECTION.
- WATER METER CHECK: WATER METER MUST BE PURCHASED FROM THE TOWN AT THE EXPENSE OF THE APPLICANT. THE METER MAY BE INSTALLED BY THE APPLICANT. PIT METERS MUST BE INSPECTED BY PUBLIC WORKS PRIOR TO BACKFILL AND ALL INSTALLED METERS MUST BE PROGRAMMED BY PUBLIC WORKS FOR PROPER OPERATION.
- WALL CHECK CERTIFICATION: BUILDING SETBACKS MUST BE DETERMINED AND SUBMITTED BY A LICENSED ENGINEER OR LICENSED SURVEYOR AND SUBMITTED TO PLANNING AND ZONING.
- AS-BUILT SUBMITTAL: THE REVISED SET OF DRAWINGS REFLECTING ALL CHANGES MADE IN THE SPECIFICATIONS AND WORKING DRAWINGS DURING THE CONSTRUCTION PROCESS MUST BE SUBMITTED.
- DRAWINGS MUST SHOW THE EXACT LOCATIONS, DIMENSIONS AND GEOMETRY OF ALL ELEMENTS OF THE WORK COMPLETED UNDER THE CONTRACT, INCLUDING WATER AND SEWER LINES, BUILDING SETBACKS, PARKING, ETC. AS-BUILTS MAY BE SUBMITTED VIA EMAIL TO [paz@townofpinedale.us](mailto:paz@townofpinedale.us)
- COMMERCIAL GREASE TRAP: GREASE TRAPS SHALL BE INSPECTED AT THE TIME OF INSTALLATION.

## FEES & VALUATION

TOTAL CONSTRUCTION VALUATION: \$ \_\_\_\_\_  
 PERMIT FEE (DETERMINED BY TOWN): \$ \_\_\_\_\_

*I hereby acknowledge that I have read this application and state that the information contained herein is accurate to the best of my knowledge and I agree to comply with all Town Ordinances and Wyoming State laws regulating commercial building construction. I agree to contact the Town of Pinedale to schedule the required inspections included in this application. I also understand that this permit is of public record. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

PAYMENT: CASH CREDIT MO CHECK #	ADDITIONAL PERMITS SUBMITTED	
PERMIT NUMBER:	<input type="checkbox"/>	WATER & SEWER PERMIT NO:
DATE:	<input type="checkbox"/>	RIGHT-OF-WAY EXCAVATION PERMIT NO:
PARCEL ID NUMBER:	<input type="checkbox"/>	DEMOLITION PERMIT NO:
PERMIT FEE:	<input type="checkbox"/>	FENCE PERMIT NO:
PERMIT APPROVED BY:	<input type="checkbox"/>	SIGN PERMIT NO: