



Structural Modification / Deck Building Permit Application

ALL permit information is **DUE NO LATER** than 8 calendar days prior to a P&Z meeting. Meetings are held on the **2nd and 4th** Wednesday of each month. While not mandatory it is recommended that the applicant or his/her representative be present at the Planning and Zoning meeting.

Applications will not be scheduled if applicant has failed to submit all requested information identified on the checklist and/or has not paid all required permitting fees.

NO EXCEPTIONS WILL BE GIVEN

Allow for up to 30 days for plan review and action on the request

There will be no guarantees of being on the P&Z agenda if your residential building packet is not complete

PRIOR TO DIGGING YOU MUST CALL "one call" of Wyoming @ 1-800-849-2476
Or from a Wyoming phone Just dial: 811

ALL PROPERTY MONUMENTS/SURVEYOR PINS MUST BE EXPOSED AND VISIBLE
IDENTIFY MARKERS USING A THREE-FOOT-HIGH POST, WITH THE TOP ONE (1)
FOOT PAINTED A BRIGHT COLOR AND/OR FLAGGED WITH A BRIGHT COLOR
SURVEYORS TAPE

Wooden Stakes without Surveyors Monuments/Pins will not be accepted
If you have any questions regarding building permits, please contact or call the
Town Planning and Zoning Clerk at Town Hall:

171 Vista Drive
Phone (307) 883-8696

Do Decks-New or Repair Require Permits? If any of the answers to the questions below are yes, then a permit is required.

- **Over 200 SQ Feet**
- **30 Inches Above Grade (at any point)**
- **Attached to A Dwelling**

Owner/Builder Initial: _____

**To: Town of Star Valley Ranch
Planning and Zoning
171 Vista Drive #7001
Star Valley Ranch, WY 83127
(307) 883-8696**

Date _____

From _____ (Owner Name)

_____ (Address)

_____ (City, State Zip)

_____ (Email Address)

(Designated Contact Person) _____ (Phone) _____

Property/Street Address _____ **Plat** _____ **Lot** _____

CONSTRUCTION OR MODIFICATION FOR WHICH PERMIT IS REQUESTED

_____ **NEW RESIDENCE WITH ATTACHED OR DETACHED GARAGE** _____ **ADDITION(s) (EXPANDING)**
EXISTING RESIDENCE

Construction will be performed by: Contractor's name, address, phone number and email address.

Electrician: name, address, phone number and email address.

Estimated completion Date _____

The requirement to obtain a building permit from the Town of Star Valley Ranch does not eliminate the need to also obtain a permit from an Association or other areas within the Town that may have a Homeowners Association.

Retaining walls over 4 feet in height: measured from the bottom of the footing shall be engineered by a Wyoming licensed civil or structural engineer and bear their stamp.

Certificate of Placement:

All new single-family residences must acquire a certificate of placement from a licensed Wyoming surveyor before foundation/stem walls are poured. See attached form on Page 8.

I understand that all information listed above is required to obtain a building permit and I agree to make all building plans and information available to Town representatives as requested.

SIGNED: _____ **Date:** _____

Signed Town representative: _____ **Date:** _____

**Town of Star Valley Ranch
Structural Modification / Deck Building Permit Application**

Owner _____ Phone _____

Plat _____ Lot _____ Address _____

Initial all the items related to your application, for items not applicable write N/A. Failure to do so will result in a delay of your application.

APPLICANT REQUIREMENT:

- _____ All information filled out and submitted as required by the Town Of Star Valley Ranch
- _____ All plan review, permit and construction fees included.
- _____ All property monuments/surveyor pins are visible and marked with a three (3) foot high stake w/top one (1) painted a bright color or flagged.
- _____ Requested all utility (water, power, phone) lines locate prior to any excavating has started

PLOT PLAN REQUIREMENTS: TWO (2) SETS. PLANS MUST BE OF GOOD QUALITY (NO HAND SKETCHES, DRONE OR GOGGLE EARTH PHOTOS) CONTAINING:

- _____ Minimum scale **1-inch equals 20 feet**
- _____ Arrow showing north
- _____ Street names (Corner lot both street names)
- _____ Address of home
- _____ Plat and Lot numbers
- _____ Property line shown with measurements

All dimensions must include exact perimeter of proposed building(s)—show all if any recessed areas

- _____ Location of **ALL** buildings (home garage, etc.) shown
- _____ Fences (if applicable) shown with dimensions
- _____ Septic system location and drain fields **(primary and replacement)** shown with dimensions from house
- _____ Building lot setback lines shown with dimensions
- _____ Easement lines shown with dimensions
- _____ Water, Power and Telephone lines shown
- _____ Driveway location(s) shown with dimensions (width and distance from property corners)
- _____ Propane tank and lines location (if applicable) shown with dimension from house and property line
- _____ Impervious surfaces cover less than 40% of lot surface verified

BUILDING PLAN REQUIREMENTS: One (1 Printed) and One (1 Electronic) Complete set of Structural Plans 2' x 3' in size and Stamped by a Wyoming Licensed Civil or Structural Engineer. **Engineered to Conform to the 2018 IRC & IBC schedules as adopted by the Town.**

- _____ State of Wyoming civil or structural engineer stamp for all required structures and retaining wall with total projection in excess of four (4) feet.
- _____ Minimum scale ¼ inch equals 1 foot
- _____ Elevations on all sides shown **with dimension**
- _____ Garage square footage shown on plans
- _____ Footing and foundation plan shown with cross sections
- _____ Electrical plan shown (interior and exterior)
- _____ Mechanical plan shown. For in floor heating systems and heating and cooling systems in attic spaces
- _____ Dimension of cable end and eve end overhangs shown on plans
- _____ Windows and Door(s) location shown
- _____ Exterior materials noted
- _____ Plans note that: Construction will conform to 2018 IRC, IBC as adopted by the Town
- _____ Square footage of garage accessory building
- _____ Height of garage accessory building List height Feet _____ Inches _____
- _____ Height of residence (primary building) List height Feet _____ Inches _____

Building/project inspections:

It is the responsibility of the applicant to schedule building inspections with the Town Building Inspector. Refer to the inspection schedule (attached) for the complete schedule for your project. Failure to schedule and complete the required inspections may result in fines, penalties, and or removal of the work that has been completed but not inspected.

Certificate of Occupancy:

Before the Town will issue a Certificate of Occupancy the owner/builder must show proof of a final inspection from the State of Wyoming Department of Fire Prevention and Electrical Safety

Upon final completion of all residential building requirements, a final inspection will be completed. It is the applicant's responsibility to contact the Town Building Inspector to schedule the final inspection to receive your Certificate of Occupancy. A Certificate of Occupancy affirms the building can be permanently occupied.

Owner/Builder Initial: _____

Building Inspection List / Schedule

THIS SHOULD BE DISPLAYED IN A CONSPICUOUS PLACE
ON THE PREMISES UNTIL THE CONSTRUCTION IS COMPLETED SO INSPECTIONS ARE
NOT MISSED.

1. **Footings:** After footing is formed and reinforcing in place but before pouring concrete *** *Do not pour foundation until you have a Certificate of Placement, and the Building Inspector has approved it.* ***
2. **Foundation Wall:** After foundation is formed and reinforcing in place but before concrete is poured
3. **Sub-Slab (Underground) Mechanical:** Once foundation walls have been poured but before concrete floor has been poured.
(When underground plumbing, electrical, heating, radon mitigation, etc. systems are present and visible)
Do not cover any structural elements until it has been approved.
4. **Shear Wall Nailing:** Prior to concealing.
5. **Roof Nailing:** Prior to concealing
6. **Dry-In Inspection:** Roof, Windows and Walls
7. **Four Way Inspection**
 1. Framing, HVAC, Plumbing: Prior to covering walls, but if modular, prior to setting on foundation.
 2. Electrical Inspection. Copy of inspection signed off by the Wyoming Department of Fire Prevention and Electrical safety and a copy received by the Town
8. **Insulation Inspection:** Prior to concealing.
9. **Sheetrock Fastener Inspection:** Prior to concealing.
10. **Final Inspection:** Prior to occupancy
 1. Plumbing, Mechanical and Life Safety Items
 2. Electrical. Copy of Inspection signed off by the Wyoming Department of Fire Prevention and Electrical Safety and a copy received by the Town.

Any Re-Inspections will Incur a charge and the fee will be deducted from the building Deposit. The contractor or owner must call the Town Building Inspector to set up appointments for all inspections.

Occupancy is PROHIBITED until Certificate of Occupancy Permit is issued

For the project to be complete, it must pass final inspection. If a permit expires before final inspection; the project is in violation of Town codes. In this case please call (307) 883-8696. We will help you apply for another permit with as little inconvenience as possible. Our interest is in seeing your project to completion including the final inspection.

Owner/Builder Initial: _____

§ 150.037 FEE SCHEDULE.

(A) The fees listed below will be charged for building plan review, issuance of building permits, construction inspections and construction deposits. The listed fees will be increased by 100% if construction is started before a building permit is issued and posted at the job site. The construction deposit will be deposited and held by the town to assure timely completion of construction in accordance with approved plans. The town will not pay interest on construction deposits. The construction deposits will be refunded less any appropriate fines and/or any extra inspections, upon completion of the project. Projects to be owned by the town are exempt from these fees and deposits. When a building permit is issued, the Planning and Zoning Board may waive part or all of permit fees and deposits upon written application from the permit applicant and if the Planning and Zoning Board determines that special circumstances or conditions exist.

(B) The Planning and Zoning Board decision to waive any fees and deposits shall be made in writing to the individual making the request.

<i>Plan Review, Permit and Construction Inspection Fees and Deposits</i>		
<i>Permit Fees and Deposits</i>	<i>Permit Fee</i>	<i>Deposits</i>
<i>Plan Review, Permit and Construction Inspection Fees and Deposits</i>		
<i>Permit Fees and Deposits</i>	<i>Permit Fee</i>	<i>Deposits</i>
Adding addition to existing residence	\$1,100	\$2,000
Additional driveway installation or expansion	\$100	\$500
Commercial temporary buildings	\$300	\$1,000
Demolition (residential or commercial)	\$300	\$1,000
Extension of building permit for one year (Percentage of both permit fee and deposit fee based on original charges)	50%	50%
Fences (including dog runs not to exceed 128 square feet)	\$100	\$0
New commercial building	\$4,000	\$4,000
New single-family residence	\$1,100	\$2,000
Structural modifications to existing structure including attached decks, decks over 30 inches in height and retaining walls over four feet in height	\$400	\$400
Structures greater than 200 square feet but less than 350 square feet	\$100	\$0
Structures greater than 350 square feet	\$500	\$600
<i>Miscellaneous Fees</i>		
Re-inspection fee	Up to \$100	
Third party fee	Paid by the applicant	

(Prior Code, § 6.02.020) (Ord. 2020-08, 12-16-2020)



Lincoln County, Wyoming
Assessor's Office
925 Sage Avenue Suite 104
Kemmerer, WY 83101



Member

Debbie Larson
County Assessor

The Lincoln County Assessor's office will be notified of a building permit for construction of a structure on your property. Per Wyoming State Statute 39-13-103 (b) (I) (A)" All taxable property shall be annually listed, valued and assessed for taxation in the county in which located and in the name of the owner of the property on January 1."

To be in compliance with the above cited statute, the Field Appraisers from the Lincoln County Assessor's office will be sent to your property to gather data throughout the construction process. ***Multiple visits are necessary to gather interior and exterior data.***

It is the office policy to not enter the structure unless there is a builder/contractor on site; but *if you want to be present during the reviews, please contact our office* so that we may schedule a time to meet with you there.

If you want to set up an appointment, please call 1-307-885-4735 or 1-307-885-4736. Due to being field appraisers, our office days are Monday through Thursday and our office hours are 7:00 a.m. to 10:00 a.m. If you cannot contact us within those times, please leave your name and number and we will contact you.

Thank you.

Lincoln County Assessor's Office



Town of Star Valley Ranch

560 Middle Branch Dr #7028

Phone: 307-883-8696

Star Valley Ranch, Wyoming 83127-5158

Fax: 307-883-8329

SUPPLEMENT TO BUILDING PERMIT APPLICATION

- Town Code Title XI Chapter 112 requires certain contractors to be registered with the Town and issued a registration number before performing any work within city limits.
- The Contractor shall be registered with the Town, a MINIMUM of 5 days before performing any work. The following list of contractors, but may NOT be all inclusive:
 - General
 - Plumbing/ HVAC
 - Electrical
 - Roofing
 - Concrete/ Masonry
 - Asphalt/ Chip Seal
 - Fencing
 - Sprinkler / Landscaping
 - Excavating

It is the Applicant and General Contractor's responsibility to supply ALL registration numbers to the town before any work is started, failure to comply could result in a FINE and or Stop Work Order.

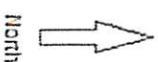
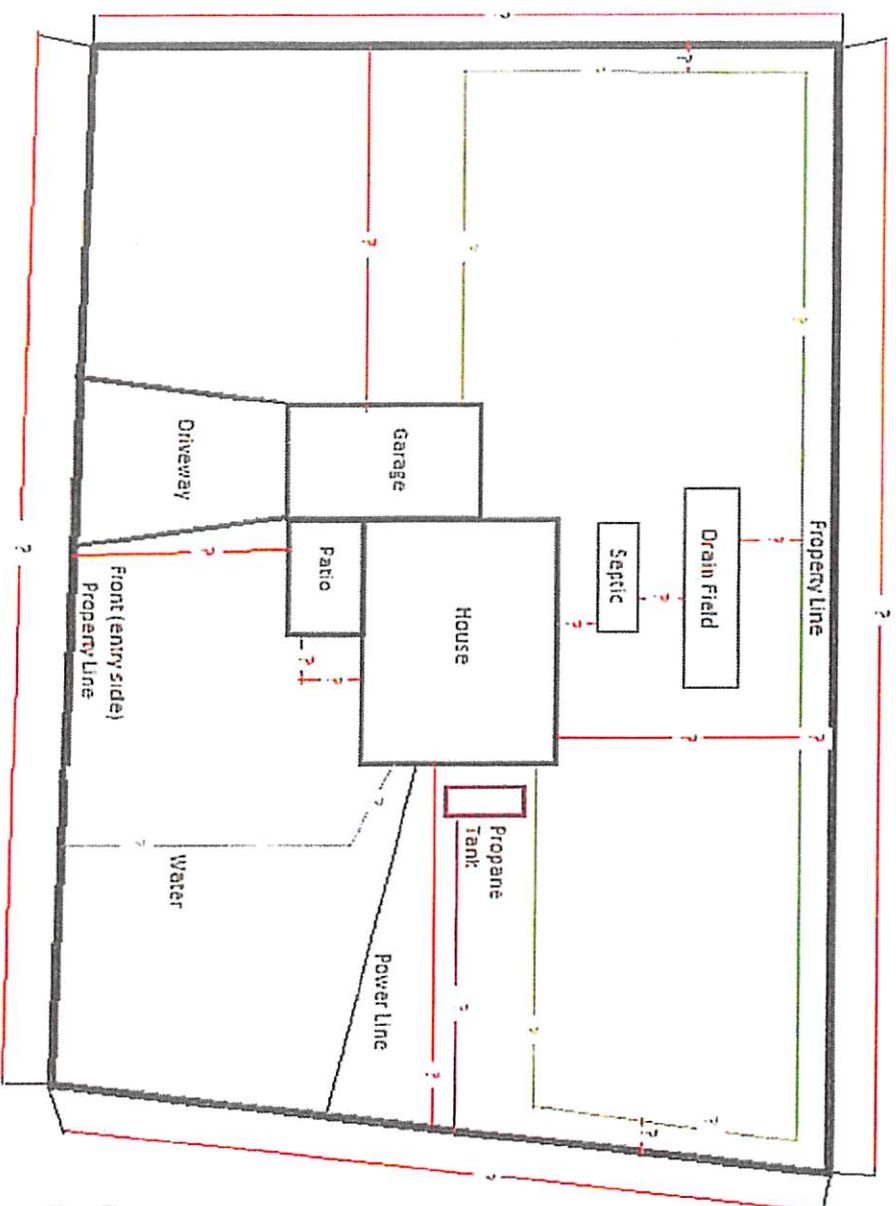
Print: _____

(Name of Applicant and or General Contractor)

Signature: _____ **Date:** _____

(Name of Applicant and or General Contractor)

SAMPLE



_____ Feet
? = Insert Measurement Here

Name: _____

Plot: _____ Loc: _____

Street Name & Address

Dimensions must be shown on every structure, including driveway at the apron and garage. This is an EXAMPLE only!!!