



Town of Star Valley Ranch
171 Vista Drive #7007
Star Valley Ranch, WY 83127
(307) 883-8696 Fax: (307) 883-8329

Residential Building Permit Application

Please allow 7-10 business days after submitting a COMPLETE application for permit approval and issue.

PRIOR TO DIGGING YOU MUST CALL OneCall of Wyoming @ 1-800-849-2476 or 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 Surveyor's Monuments/Pins will not be accepted.

Owner:		Property Address:	
Plat & Lot:		Owner Phone:	
Contractor:		Owner Email:	
Contractor Address:		Contractor Phone:	
Estimated Completion Date:		Contractor Email:	
Construction or Modification for which Permit is Requested:			
New <input type="checkbox"/>	Addition <input type="checkbox"/>	Alteration <input type="checkbox"/>	Repair <input type="checkbox"/>

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 a homeowner's association.

APPLICANT REQUIREMENTS:

Initial

	All information filled out and submitted as required
	Property deed showing description of property and ownership
	All plan requirements available for review
	Permit fee
	Property corners marked and visible
	Requested all locates (water, power, communications, etc.) prior to excavation

PLOT PLAN REQUIREMENTS: May be electronic but it MUST contain the below:

Initial

	Minimum scale: 1 inch = 20 feet
	Arrow showing North
	Plat and lot numbers
	Property line shown (with measurements)
	Location of all buildings- All dimensions must include the exact perimeter of the proposed building(s) (show all if any recessed areas)
	Utilities: Provide the location of all utilities on the plot plan to include any work in the public right of way or public easements.
	Lot setbacks with dimensions
	All utility lines shown (water, power, communications, etc.)
	Driveway location shown with width and distance from setbacks
	Water drainage patterns shown
	Impervious surface cover less than 40% shown and verified

BUILDING PLAN REQUIREMENTS: May be electronic but it MUST contain the below:

Plans must be Engineered to Conform to the 2018 IRC & IBC schedules as adopted by the Town.

Initial

	State of Wyoming civil or structural engineer stamp
	Elevations for all structures shown including the primary building and garage with dimensions
	Floor plan
	Square footage is shown for all structures including the primary building and garage
	Footing, foundation, and pier plan shown with cross-sections
	The electrical plan is shown for all buildings, interior and exterior
	Mechanical plan shown, including in-floor heating, and HVAC systems
	Insulation schedule for walls, ceiling, and basement or crawl space
	Roof pitch, gable, and eave overhangs shown
	Window and door locations are shown
	Exterior materials noted
	Radon mitigation shown
	Note on plans that construction will conform to 2018 IRC & IBC as adopted by the Town

Square Footage of Project:

It is the responsibility of the applicant to schedule building inspections and provide documentation to the Town. 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 required. It is the applicant's responsibility to schedule the final inspection to receive a Certificate of Occupancy. A Certificate of Occupancy affirms the building can be permanently occupied. Please allow 5 business days after all documents have been submitted to the town for issuance of Certificate of Occupancy.

Occupancy is prohibited until a Certificate of Occupancy is issued.

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 town limits. The contractor shall be registered with the Town, a minimum of 5 days before performing any work. The following list of contractors may not be all-inclusive:

- General
- Plumbing/HVAC
- Electrical
- Roofing
- Concrete/Masonry
- Asphalt/Chip Seal
- Fencing
- Sprinkler/Landscaping
- Excavating

Fines or fees can occur if the contractor is not registered with the Town. The homeowner may ultimately be responsible for these costs.

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).

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.

I understand that all the 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. I have read through and understand the Dimensional and Bulk Standards for Single-Family Dwellings (§154.118) and I understand different requirements and inspections may be required for manufactured homes.

SIGNED: _____ Date: _____

For Office Use

Date Received:	Received by:	Fee:
Payment Date:	Entered in iWorQ:	Plans Received:

THIS PAGE LEFT BLANK

Information regarding building construction and permit requirements, fee schedule, and building construction and site requirements can be found on the Town of Star Valley Ranch's website under Chapter 150. Information regarding zoning, allowed building types, general requirements, and dimensional and bulk standards (including minimum square footage, and height requirements) can be found on the Town of Star Valley Ranch's website under Chapter 154. It is the applicant's responsibility to read and familiarize themselves with the ordinances and requirements of the Town. See the link below.

<https://www.starvalleyranchwy.org/government/ordinances.php>

It is the responsibility of the applicant to know and understand codes that may apply to the listed project and to abide by town code.

Residential Building Inspection List / Schedule

*Not the same for manufactured homes

THIS LIST SHOULD BE DISPLAYED IN A CONSPICUOUS PLACE
ON THE PREMISES UNTIL 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 the foundation is formed and reinforcing in place but before concrete is poured.
- 3) **Sub-Slab (Underground) Mechanical / Radon:** Once foundation walls have been poured but before the 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) **Plywood Nailing- All Exterior including Roof & Shear Wall:** Prior to concealing.
- 5) **Dry-In Inspection:** Roof, Windows and Walls.
- 6) **Mechanical:** Prior to covering walls.
- 7) **Plumbing:** Prior to covering walls.
- 8) **Electrical:** Prior to covering walls.
 - a) Electrical Inspection- If completed by a Certified Electrician, they must have a current Contractor registration with the Town of Star Valley Ranch. If not, a copy of the Electrical Wiring Permit from the State of Wyoming Department of Fire Prevention and Electrical Safety must be on file with the Town of Star Valley Ranch.
- 9) **Framing:** Prior to covering walls.
****All rough-ins (plumbing, gas, mechanical, and electrical) must have already been completed and inspected. ****
- 10) **Insulation Inspection:** Prior to concealing.
- 11) **Sheetrock Fastener Inspection:** Prior to concealing.
- 12) **Water Service Line:** Prior to bury, inspected from meter pit to structure.
- 13) **Final Inspection:** Prior to occupancy.
 - a) A copy of the Lincoln County Land Use Development Permit (aka the Wastewater or Septic Tank) must be on file with the Town of Star Valley Ranch.
 - b) All prior inspections have been passed and required documentation provided to the Town of Star Valley Ranch as requested.
- 14) **Driveway and Approach Inspection:** Must be checked and approved by the Public Works Director

Please Note:

- Any Re-Inspections will incur a charge and a fee. The homeowner(s) are responsible for those fees. The contractor or owner must call the Town Building Inspector/Building Official to set up appointments for all inspections and contact the Public Works Director for a Driveway and Approach inspection.
- For the project to be complete, it must pass a final inspection.

Occupancy is PROHIBITED until a Certificate of Occupancy Permit is Issued!

Residential Building Inspection List / Schedule for **Modular Homes**

THIS LIST 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 the foundation is formed and reinforcing in place but before concrete is poured.
- 3) **Sub-Slab (Underground) Mechanical / Radon:** Once foundation walls have been poured but before the concrete floor has been poured. *(When underground plumbing, electrical, heating, radon mitigation, etc. systems are present and visible)*
- 4) **Electrical:**
 - a) Electrical Inspection- If completed by a Certified Electrician, they must have a current Contractor registration with the Town of Star Valley Ranch. If not, a copy of the Electrical Wiring Permit from the State of Wyoming Department of Fire Prevention and Electrical Safety must be on file with the Town of Star Valley Ranch.
- 5) **Final Inspection:** Prior to occupancy.
 - a) A copy of the Manufacturer Home Companies Inspection List and Documentation meeting the Town's building codes are on file with the Town of Star Valley Ranch.
 - b) A copy of the Lincoln County Land Use Development Permit (aka the Wastewater or Septic Tank) must be on file with the Town of Star Valley Ranch.
 - c) All prior inspections have been passed and required documentation provided to the Town of Star Valley Ranch as requested.
- 6) **Driveway and Approach Inspection:** Must be checked and approved by the Public Works Director

Please Note:

- Any Re-Inspections will incur a charge and a fee. The homeowner(s) are responsible for those fees. The contractor or owner must call the Town Building Inspector/Building Official to set up appointments for all inspections and contact the Public Works Director for a Driveway and Approach inspection.
- For the project to be complete, it must pass a final inspection.
- Inspections for Modular Homes vary, and other inspections may be required.
- This list may not be inclusive of all the Inspections required for the garage.

Occupancy is PROHIBITED until a Certificate of Occupancy Permit is Issued!

CERTIFICATE OF PLACEMENT

**THE TOWN OF STAR VALLEY RANCH REQUIRES THAT THE SURVEYOR BE LICENSED
IN THE STATE OF WYOMING.**

Property Owner's Name:	Address of Property:
Contractor:	Contact Information:
Surveyor:	Contact Information:
Building Permit Number:	
Plan/Building Permit Approval Date Used for this Certificate:	
Date of Survey:	

The location of the proposed foundation was determined by a survey of

The points as located for the proposed foundation walls agree with the location of the foundation as shown on the approved site plan and building permit special conditions of approval. (Small deviations within normal foundation tolerances are expected.)

☐ YES

☐ NO Explanation: _____

Note: Additional surveyor information is required if foundation placement does not match the approved site plan and building permit special conditions of approval. In such a case, the surveyor should prepare and attach a legible sketch of the site showing the approved location, approved setbacks and the surveyed location as found.

If the points as located for the proposed foundation walls are not in agreement with the location of the foundation as shown on the approved site plan, work cannot proceed without review and approval by Town of Star Valley Ranch.

Signed: _____

Date: _____

Seal:

CONTRACTOR REGISTRATION 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 prior to performing any work within city limits.
- The Contractor shall be registered with the Town, a MINIMUM of 5 days prior to performing any work.
- Some contractors will be required to provide proof of liability insurance.
- The following is a list of contractors who need to register with the Town. (List may not include ALL contractors required to register with the Town)

- o General
- o Plumbing and HVAC
- o Electrical
- o Roofing
- o Concrete/ Masonry
- o Fencing
- o Sprinkler and Landscaping
- o Excavation

The applicant is ultimately responsible for assuring any or all contractors they use are registered with the Town and have provided the Town with liability insurance (if applicable). All registrations should be issued prior to the start of any work, failure to comply could result in a fine or Stop Work Order.

Print: _____

(Name of Applicant and/or General Contractor)

Signature: _____

(Of Applicant and/or General Contractor)



Certificate of Conformity

The Star Valley Ranch Association Architectural Control Committee hereby certifies that

(Name)

(Plat #)

(Lot #)

(Address)

(Phone Number)

Has submitted the required information to manifest conformity to the Declaration of Covenants, Conditions, and Restrictions (DCC&Rs) and related Association Operating Policies:

- ☐ Improvement Request Form
- ☐ Certification and Agreement of Owner Form. (Signed)
- ☐ Material Description Form
- ☐ Color samples for siding, trim, doors and roofing
- ☐ One (1) dimensioned plot plan showing all setbacks and building location.
- ☐ One (1) complete set of building plans.
- ☐ Landscaping plan for front yard or preliminary plan if landscaping is not included as a part of home construction.

Conformity is declared by signature of the undersigned:

(Chairperson, Architectural Control Committee)

(Date)



Lincoln County, Wyoming

Assessor's Office
925 Sage Ave. Suite 104
Kemmerer, WY 83101



INTERNATIONAL
ASSOCIATION
OF
ASSESSING
OFFICERS

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



2021 Significant Code Changes for the IRC

This summary includes changes to the International Residential Code (IRC), including the Chapter 11 Energy Efficiency provisions extracted from the International Energy Conservation Code (IECC) Residential Provisions. This is not all the changes that were approved.

IRC Section R301.2.1.2 Protection of openings: Wind-borne debris protection in hurricane-prone regions is now required for any site within one mile of the mean high-water line of an Exposure D condition instead of just one mile from a coastal mean high-water line. This will include buildings adjacent to wide rivers or large inland lakes but not directly fronting on the Atlantic Ocean or Gulf of Mexico.

IRC Section 301.2.2.6 Cripple Wall Clear Height: Hillside light-frame construction is added as an irregular building type to be addressed by an engineered design for the transfer of lateral forces from the house to the foundation. The irregularity applies where the slope exceeds 1-unit vertical in 5-units horizontal, the tallest cripple wall clear height exceeds 7-feet, and the area under the lowest floor is less than 50% finished space.

IRC Section 301.3 Story Height: The ability is restored to construct a story of a dwelling using 12-foot high bearing walls if the wall studs are engineered for gravity loads, wall bracing amounts are increased, and a roof or ceiling diaphragm provides support to the studs.

IRC Section Table 301.5 Minimum Uniformly Distributed Live Loads: The live load requirement for guards and handrails are separated, and guards are only required to resist a 200-pound load in the outward and downward directions. The change would reduce the amount of connection hardware needed to construct a guard along a deck or other elevated walking surface.

IRC Section 326 Habitable Attics: Habitable attics are required to be considered a story above grade plane unless it meets the same restrictions as mezzanines. A dwelling may need to be sprinklered in order to permit a habitable attic to be constructed.



IRC Tables 403.1(1), 403.1(2), 403.1(3) Minimum Thickness for Concrete Footings for Light-Frame Construction: The minimum footing width tables are revised to remove overly conservative assumptions or correct underlying calculations to match common engineering practice for light-frame construction. In most cases footing sizes will be modestly reduced from the 2015 and 2018 IRC requirements.

IRC Sections 403.1.6 Foundation Anchorage: Requirements are added for wet-setting of anchor bolts in foundations, including the need for proper consolidation of concrete around wet-set bolts.

IRC Section 703.4 Flashing at Window and Door Openings: An insulation stop is required be installed around window and door openings to allow for drainage of water to the surface of the exterior wall finish. The insulation stop is to be located 1 to 2 inches from the face of exterior sheathing.

IRC Sections 703.7 Lath and Furring: The lath and attachment requirements for exterior lath and plaster (stucco) are revised to correlate with ASTM C926 and C1063 and attachment and placement requirements for furring. Fasteners for lath are required to be spaced 7 inches vertically along studs or furring and horizontally at the spacing of the studs or furring.

IRC Sections 703.7.3 Water Resistive Barriers: The water-resistive barrier requirements behind stucco where applied to wood-based sheathing are divided into separate sections for dry and moist climate zones. A 3/16-inch air space or material with high drainage efficiency is required in moist climate zones.

IRC Tables N1102.1.2 and N1102.1.4 Insulation and Fenestration Requirements: Prescriptive wall, ceiling and slab edge insulation levels are increased as follows:

- Wall insulation in Climate Zones 4 and 5 increased from R-20 in the cavity to R-20 in the cavity +R-5 continuous.
- Slab edges in Climate Zone 3 are required to be insulated with a minimum R-10 at 2-foot depth.
- The depth of the required R-10 slab edge insulation for Climate Zone 4 and 5 is increased from 2 feet to 4 feet minimum.
- Attic insulation levels are increased in Climate Zones 2 and 3 from R-38 to R-49, and in Climate Zones 4-8 from R-49 to R-60.

IRS Sections N1104.1-N1104.2 Lighting Controls: 100% of permanently installed lighting fixtures must have high efficacy lamps with efficiency of as 70 lumens per watt. All permanently installed lighting fixtures must have dimmers or occupant sensor controls. **IRC Section N1105.2 Performance-Based Compliance:** A backstop is added in the performance path requiring the building thermal envelope to achieve equal or greater levels of energy efficiency to the 2009 IECC.



IRC Tables N1105.4.2(1) and N1103.6.2 Mechanical Ventilation Reference Design:

The mechanical ventilation system used in the standard reference design used in a performance path analysis is required to be the same system used in the proposed design. The table of whole house mechanical ventilation fan efficacy is modified to specify fan efficacy by system type rather than fan location.

IRC Section N1106.3 Energy Rating Index: The maximum Energy Rating Index (ERI) thresholds are lowered by 5-8 points (9-13% increase in stringency) depending on the climate zone. In addition, the amount of total energy use reduction from on-site renewable is limited to 5%.

IRC Section 1101.6 and 1106.6 Renewable Energy Certificate and Verification: A renewable energy certification is required to be given to the code official when on-site renewables are used in the ERI path. The certificate must demonstrate the homeowner owns the solar energy system or that a certain quantity of the energy generated belongs to the homeowner.

IRC Section N1101.13.5 Additional Efficiency Package Options: An additional efficiency package is required beyond base requirements. It is intended to increase stringency by about 5% of building energy use. For prescriptive or performance path, five individual packaged options are added: (1) insulation and glazing, (2) HVAC, (3) water heating, (4) ducts entirely within conditioned space, and (5) air sealing and ventilation. Performance path may choose a 5% modeled improvement in lieu the package requirement. ERI requires a 5% improvement over its baseline.

IRC Section P2905.3 Hot Water Supply to Fixtures: A new section is added limiting the maximum length of hot water piping to 100-feet.