



PERMITS ARE REQUIRED FOR:	PERMITS ARE <b>NOT</b> REQUIRED FOR:
<ul style="list-style-type: none"> <li>• New construction onsite (i.e. stick-built),</li> <li>• Installing offsite built structures (i.e. mobile homes, modular/manufactured, cabins etc.)</li> <li>• Additions ( horizontal and vertical)</li> <li>• Accessory structures (detached garages/shops and 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 affects 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 residing)</li> <li>• Small sheds not attached to the ground under 120 square feet</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 Marshal will review for electrical and fire suppression, it is the applicants job to submit plans.
- All buildings constructed or remodeled, where such remodeling cost exceeds \$10,000.00, 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 and removal and disposal by appropriate means of the captivated 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 the floodplain is not permitted.
- Contractor licensing is currently not required by the Town of Pinedale.

INSPECTIONS & CONTACTS

- **SCHEDULE INSPECTIONS:** Please call the Town Hall (307-367-4136) to request a permit work order within 48 business hours of the respective inspection/review. If the inspection need be canceled, notify Town Hall.
- Town Engineering and Zoning, **Hayley Ryckman** 307-367-4136
- Public Works Department, **Josh Wilson** 307-367-2348
- State Fire Marshal, **Lanny Applegate**, <http://wsfm.wyo.gov/home-1>, 307-777-7288
- **Call Before You Dig (800-849-2476) or (811) for utility locates ( must give descriptive location)**



APPLICATION REQUIREMENTS:

1. Incomplete applications will be returned to the applicant. A sufficient building permit application includes the following:
  2. Pre-Application meeting with Staff (discuss process, identify potential issues up front, etc.)
  3. Completed Building Permit Application including application fee
  4. Site Plan (see checklist) (2 full size "to scale", 1 PDF 11x17)
  5. Building Floor Plan and Exterior Elevation drawing (1 full size, 1 PDF 11x17)
  6. Building Plans for code review (1 set to scale, no smaller than 1/4"=1')
  7. Drainage plan (include spot elevations, flow arrows, detentions areas , etc.)(may be included on site plan)
  8. Approval from Home Owners Association (if applicable)(Check with County Clerk)
  9. Supplemental permit applications (if applicable)
    - a. Water and Sewer Permit Application
    - b. Demolition Permit Application
    - c. Excavation right-of-way permit Application
    - d. Fence Permit Application
    - e. Sign Permit Application
10. Any relevant information Planning & Zoning or the Engineering Department requires to adequately review the permit application.

PERMIT APPLICATION FEE

PROJECT COST	PERMIT FEE	PLAN REVIEW FEE
Building Permit < \$5,000	\$5.00	Actual
Building Permit \$5,000 - \$25,000	\$25.00	Actual
Building Permit \$25,000 - \$1,000,000	\$1.00 per \$1,000	Actual
Building Permit > \$1,000,000	\$1,000	Actual
Variances	\$25.00	Actual
Sign Permit	\$25/\$1/sq.ft	Actual
Fence Permit	\$5.00	Actual
Temporary Use Permit	\$100	Actual
Amendment of Official Zoning Map	\$500	Actual
Development Plans	\$500	Actual

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 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.



### REVIEW PROCESS:

Town Ordinance requires all commercial (non-residential) building permit, 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 to review to applicable agencies including but not limited to Planning and Zoning, Engineering, Public Works, Legal, and the Fire Department. Should a professional review be required and contracted outside of Town Departments the review fee will be passed onto the applicant. Staff will schedule complete applications on a first come, first serve basis, during the building season you may have wait until the next month if the agenda is full (estimated time frame assuming complete materials and no major issues is 2 months). Applicants or their agent must attend the Planning & Zoning Commission meeting and the Town Council meeting 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 on the second and fourth Monday of each month at 7:00 pm. Planning and Zoning meetings are held the first Monday of each month at 6:00 pm.

### VALIDITY:

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

### STATE FIRE MARSHAL INFORMATION

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 \$25,000 before beginning work on the following types of buildings:

- Building and structures owned/leased by State or Local Government Entities
- All buildings for public access that exceed 5,000 square feet total floor area (including the basement), or exceed one story in height.
- Buildings used for child care centers for more than 10 children.
- Buildings used as public bars, lounges, restaurants, night clubs, lodge halls, theaters, churches or public meeting places regardless of size.
- Public or private above ground fuel dispensing facilities.

WY Statute 35-9-121 requires all local enforcement to give notification to the Wyoming State Fire Marshal's office of plan reviews 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 buildings or structure falls within these categories, a violation of the requirements under Wyoming State Statute 35-9-130 has occurred.

For all Modular construction either instate or out of state, must be approved by the State Fire Marshals list of factory assembled modular homes before a building permit is issued.

Other structures not listed shall be reviewed and approved by Town in accordance with the International Building Code 2012 version. Approval shall be in writing.



**TOWN OF**  
**PINEDALE**  
**WYOMING**

**COMMERCIAL/NON-RESIDENTIAL**

210 W PINE STREET, P.O. BOX 709 PINEDALE, WYOMING 82941-210

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

hayleyryckman@townofpinedale.us

PROJECT NAME:	DATE: _____
	PIDN: _____

<b>OWNER</b>	PROPERTY OWNER NAME:			
	MAILING ADDRESS:	CITY:	STATE:	ZIP CODE:
	PHONE:	EMAIL:		

<b>LEESE</b>	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):			
	MAILING ADDRESS:	CITY:	STATE:	ZIP CODE:
	PHONE:	EMAIL:		

<b>AGENT</b>	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER)			
	MAILING ADDRESS:	CITY:	STATE:	ZIP CODE:
	PHONE:	EMAIL:		

<b>LEGAL</b>	LOT:	BLOCK:	ADDITION:		
	LOT SIZE / AREA:		STREET ADDRESS:		
	ZONE:		PIDN:		
	ARE THERE COVENANTS OR DEED RESRICTIONS PERTAINING TO THIS PROPERTY?				<input type="checkbox"/> NO <input type="checkbox"/> YES
	IS APPROVAL REQUIRED BY A HOMEOWNERS ASSOCIATION OR ARCHITECTURAL COMMITTEE?				<input type="checkbox"/> NO <input type="checkbox"/> YES

<b>PROJECT DETAILS</b>	CLASS OF WORK:	<input type="checkbox"/> NEW PRIMARY (HOME)	<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"/> STICK-BUILT <input type="checkbox"/> MANUFACTURED		
		<input type="checkbox"/> MOBILE HOME	<input type="checkbox"/> METAL <input type="checkbox"/> OTHER:		
	LENGTH OF STRUCTURE:	WIDTH OF STRUCTURE:	HEIGHT OF STRUCTURE:		
	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 (measured in feet):	FRONT	BACK	SIDE 1	SIDE 2
	OFF STREE PARKING SPACES: _____	PROPOSED OFF STREET PARKING SPACES: _____			
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 REQUIRED)				
	FIRE PROOF ROOFING MATERIALS: _____ <input type="checkbox"/> I CERTIFY THAT I HAVE READ AND WILL COMPLY TO CHAPTER 219, FIRE LIMITS AND PREVENTIVE CONSTRUCTION, OF THE TOWN OF PINEDATE CODE.				

<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>SUPLIMENTAL WORK REQUIRING PERMITS</b>	NEW WATER, WATER METER AND/OR SEWER CONNECTION:	<input type="checkbox"/> NO	<input type="checkbox"/> YES
	INSTALATION OF FENCE:	<input type="checkbox"/> NO	<input type="checkbox"/> YES
	EXCAVATION OF RIGHT OF WAY:	<input type="checkbox"/> NO	<input type="checkbox"/> YES
	INSTALLATION OF SIGN:	<input type="checkbox"/> NO	<input type="checkbox"/> YES
	DEMOLITION AND STRUCTURE ON SITE:	<input type="checkbox"/> NO	<input type="checkbox"/> YES
(ALL ITEMS CHECKED YES REQUIRE A SEPARATE PERMIT)			



# TOWN OF PINEDALE WYOMING

## COMMERCIAL/NON-RESIDENTIAL

210 W PINE STREET, P.O. BOX 709 PINEDALE, WYOMING 82941-210

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

hayletryckman@townofpinedale.us

<b>SITE PLAN REQUIREMENTS</b>	<u>TEXT INFORMATION</u> <input type="checkbox"/> Legal description and street address <input type="checkbox"/> North Arrow, site plan must be to scale (no larger than 1"=20'), date of preparation <input type="checkbox"/> Applicant, property owner, and preparer's names and addresses <input type="checkbox"/> Current and/or proposed zoning district <input type="checkbox"/> Abutting property owner's names and zoning district <input type="checkbox"/> Vicinity Map (1"=600') location of parcel in recognizable area												
	<u>GRAPHICAL INFORMATION</u> Depict location, size (diameter, dimensions, length, etc) and type of the following (existing and proposed). Include legend if necessary: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Parcel Boundaries &amp; Dimensions (include square footage or acreage)</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Footprint of all Buildings/Structures (include square footage)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sidewalks, Driveways, Curbing, Curb cuts, bollards etc</td> <td style="border: none;"><input type="checkbox"/> Utilities (water, sewer, electric, gas, etc)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Easements including dimension to structures</td> <td style="border: none;"><input type="checkbox"/> Adjacent Streets &amp; Alleys (include widths)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Setbacks including dimension to structures</td> <td style="border: none;"><input type="checkbox"/> Fencing and/or screening</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Landscaping and/or screening</td> <td style="border: none;"><input type="checkbox"/> Lighting</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Signs</td> <td style="border: none;"><input type="checkbox"/> Trash Receptacles</td> </tr> </table> <input type="checkbox"/> Off-street parking and loading, adjacent Off-street parking including surface material and markings (handicap, directions, entrances/exits)	<input type="checkbox"/> Parcel Boundaries & Dimensions (include square footage or acreage)	<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, electric, gas, etc)	<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"/> Parcel Boundaries & Dimensions (include square footage or acreage)	<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, electric, gas, etc)											
<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												
<u>DRAINAGE INFORMATION</u> <input type="checkbox"/> Site contours <input type="checkbox"/> Spot elevations <input type="checkbox"/> Infiltrators, drains, swales, detention basins or other features <input type="checkbox"/> Directional arrows indicating flow patterns													
<u>ATTITIONAL SITE PLAN REQUIREMENTS IF IN IF IN C-1 OR C-2 AND IF PERMIT EXCEEDS \$5,000</u> <input type="checkbox"/> 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. <input type="checkbox"/> 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 <input type="checkbox"/> Grease trap details must be provided, if required.													

<b>VALUATION</b>	BUILDING	\$	<b>FEES</b>	BUILDING PERMIT	\$
	MECHANICAL	\$		WATER CONNECTION	\$
	PLUMBING	\$		WATER METER	\$
	ELECTRICAL	\$		SEWER CONNECTION	\$
	TOTAL VALUE	\$		OTHER APPLICABLE PERMITS	\$
				TOTAL	\$

- INSPECTIONS AND SUBMITAL DETIALS
- SCHEDULE INSPECTIONS:** Please call the Town Hall (307.367.4136) to request a permit work order within 48 business hours of the respective inspection/review. If the inspection need be canceled, notify Town Hall.
  - 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:** The 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, while all installed meters must be programmed by public works for proper operation.
  - WALL CHECK CERTIFICATION:** The building setbacks must be determined and submitted by a licensed engineer or licensed surveyor and submitted to Engineering and Zoning.
  - AS-BUILT SUBMITTAL:** As-builts, the revised set of drawings reflecting all changes made in the specifications and working drawings during the construction process, must be submitted. The 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 to Engineering and Zoning via email to HayleyRyckman@townofpinedale.us.
  - COMMERCIAL GREASE TRAP:** The Grease Trap shall be inspected at the time of install.



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

hayleyryckman@townofpinedale.us

*I hereby acknowledge that I have read this application and stated that the information contained herein is accurate to the best of my knowledge and agree to comply with all town ordinances and state laws regulating building construction. I agree to contact the Town of Pinedale to schedule 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 \_\_\_\_\_

<b>PAYMENT:</b>	<b>CASH</b>	<b>MO</b>	<b>CREDIT</b>	<b>CH#</b>
Permit Number: _____ Date: _____ Parcel Map ID Number: _____ Permit Fee: _____ Permit Approved By: _____ <u>Additional permits Submitted:</u> <input type="checkbox"/> WATER & SEWER (PERMIT NO. _____) <input type="checkbox"/> EXCAVATION OF RIGHT-OF-WAY (PERMIT NO. _____) <input type="checkbox"/> FENCE (PERMIT NO. _____) <input type="checkbox"/> SIGN (PERMIT NO. _____) <input type="checkbox"/> DEMOLITION (PERMIT NO. _____) <input type="checkbox"/> OTHER: _____				

<b>REVIEW AND INSPECTIONS</b>	
<b>WATER and SEWER CONNECTION INSPECTION</b>	TOWN REPRESENTATIVE AT SITE DURING TAP: _____ DATE: _____ NOTES: (Additional information to be completed on water and sewer connection permit)
<b>WATER METER CHECK</b>	PIT METER: <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, BEFORE BACKFILL, INSPECTED BY: _____ DATE: _____ WATER METER PROGRAMED BY: _____ DATE: _____ NOTES: (Additional information to be completed on water and sewer connection permit)
<b>WALL CHECK CERTIFICATION</b>	SUBMITTED BY: _____ DATE OF WALL CHECK: _____ DATE RECEIVED BY TOWN: _____ APPROVED: <input type="checkbox"/> NO <input type="checkbox"/> YES TOWN SIGNATURE: _____ NOTES:
<b>AS-BUILT DRAWING SUBMITAL</b>	DATE RECEIVED BY TOWN: _____ APPROVED: <input type="checkbox"/> NO <input type="checkbox"/> YES TOWN SIGNATURE: _____ NOTES:
<b>GREASE TRAP INSPECTION</b>	INSPECTED BY: _____ DATE: _____ APPROVED: <input type="checkbox"/> NO <input type="checkbox"/> YES NOTES: