



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 that has expired and/or there are changes to the original plan</li> <li>• Demolition and excavation (separate permit applications)</li> </ul>	<ul style="list-style-type: none"> <li>• Interior remodeling that does not change the use or exterior</li> <li>• Home maintenance (re-roofing or residing)</li> <li>• Small sheds not attached to the ground under 120 square feet (must meet the setback requirements)</li> </ul>

**NOTES**

- The Town of Pinedale highly suggests that a design professional architect or professional engineer with residential construction experience, prepare all drawings and specifications for new homes. This is to ensure that all energy code, electrical code and complete site design for adequate drainage is done correctly.
- 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.
- The Town of Pinedale has not adopted residential building codes, as such permits are not required for remodels and the Town does not issue occupancy permits.
- 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.
- **Call Before You Dig** (800-849-2476) or (811) for utility locates (free, must give descriptive location)

**APPLICATION REQUIREMENTS:**

1. Completed Building Permit Application & fees
2. 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
3. Letter of Authorization (if the applicant is not the property owner)
4. Site Plan of property, including footprint and structure proposed
5. Building Floor Plan and Exterior Elevation drawing
6. Drainage plan (if there are unique circumstances onsite that require design and review)
7. Approval from Home Owners Association (if applicable)
8. Any relevant information the Engineering and Zoning Department requires to adequately review the permit application.

**BUILDING PERMIT APPLICATION FEE**

PROJECT COST	PERMIT FEE	PLAN REVIEW FEE
Project Cost less than \$5,000	\$5.00	Actual
Project Cost \$5,000 - \$25,000	\$25.00	Actual
Project Cost \$25,000 - \$1,000,000	\$1.00 per \$1,000	Actual
Project Cost over \$1,000,000	\$1,000	Actual
Amendment to Official Zoning Map	\$500	
Development plans	\$500	
Appeals and variances	\$25	
Special plan for off-street parking	\$10	



## RESIDENTIAL APPLICATION

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

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

hayleyryckman@townofpinedale.us

### TOWN REVIEW TIME

All applicable materials and fees shall be submitted prior to issuance of the building permit. Once all applicable materials are received, allow 1-2 weeks for processing.

### 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.

### ZONE SETBACK, BUILDING HEIGHT, LOT SIZE, and OPEN SPACE REQUIREMENTS

ZONE (ORDINANCE REFERANCE)	SETBACK REQUIREMENTS				MAXIMUM BUILDING HEIGHT	LOT SIZE		OPEN SPACE	
	FRONT	SIDE	REAR	ACCESSORY		MINIMUM AREA	WIDTH	SINGLE FAMILY	MULTI- FAMILY
<b>R-1</b> (475-50 to 475-60)	20 ft*	7 ft	20 ft *	5 ft (rear)	35 ft	6,000 ft <sup>2</sup>	50 ft	50%	n/a
<b>R-2</b> (475-61 to 475-71.1)	20 ft*	7 ft	20 ft *	5 ft (rear)	35 ft	6,000 ft <sup>2</sup> + 3,000 ft <sup>2</sup> / multi-fam unit	50 ft	50%	750 ft <sup>2</sup> /unit
<b>R-2A</b> (475-72 to 475-82.1)	20 ft*	7 ft	20 ft *	5 ft (rear)	35 ft	6,000sf	50 ft	50%	1,500 ft <sup>2</sup>
<b>R-4</b> (475-83 to 475-93.1)	20 ft*	7 ft	20 ft *	5 ft (rear)	35 ft	6,000sf + 1,500sf/ unit(over 4)	50 ft	50%	500 ft <sup>2</sup> /unit
<b>MH</b> (475-94 to 475-106)	20 ft*(sub) 10 ft(park)	12.5 ft	12.5 ft	5 ft (rear)	35 ft	6,000sf	50 ft	None	None
<b>C-1</b> (475-107 to 475-116)	0 ft	0 ft	0 ft	0 ft	35 ft	none	None	None	None
<b>C-2</b> (475-117 to 475-126)	25 ft	20 ft / 50 ft(hwy)	20 ft	same	35 ft	None	None	None	None
<b>I-L</b> (475-127 to 475-138)	20 ft	7 ft/ 15 ft(res)	15 ft	same	45 ft	None	None	None	None
<b>I-2</b> (475-139 to 475-149)	none	20 ft(res)	20 ft(res)	same	35 ft	None	None	None	None
<b>A</b> (475-33 to 475-39)	30ft	15 ft	40 ft	same	35 ft	3 acres	none	none	None
<b>R-S</b> (475-40 to 475-49)	30 ft	15 ft	40 ft (10 ft for garage entered from alley)	6 ft (side)	35 ft	15,000 ft <sup>2</sup>	100 ft	None	None



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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: FRONT: _____ BACK: _____ SIDE 1: _____ SIDE 2: _____
	NUMBER OFF STREE PARKING SPACES: _____ PROPOSED NUMBER 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>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: _____
	EXISTING 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 OF EXISTING STRUCTURE ON SITE: <input type="checkbox"/> NO <input type="checkbox"/> YES
	(ALL ITEMS CHECKED YES REQUIRE A SEPARATE PERMIT)

<b>SITE PLAN REQUIREMENTS</b>	<b>TEXT INFORMATION</b> <input type="checkbox"/> Legal description and street address <input type="checkbox"/> North Arrow, site plan drawn to scale, date of preparation <input type="checkbox"/> Applicant, property owner, and/or preparer's names and addresses
	<b>GRAPHIC IMFORMATION:</b> Depict location, size (diameter, dimensions, length, etc.) and type of the following (existing and proposed). Include legend if necessary: <input type="checkbox"/> Fencing and/or screening, landscaping <input type="checkbox"/> Utilities (water, sewer, electric, gas, etc.) <input type="checkbox"/> Sidewalks, Driveways, Curbing, etc. <input type="checkbox"/> Setbacks including dimension to structures <input type="checkbox"/> Easements including dimension to structures <input type="checkbox"/> Adjacent Streets & Alleys (include widths) <input type="checkbox"/> Parcel Boundaries & Dimensions (include square footage or acreage) <input type="checkbox"/> Footprint of all Buildings/Structures (include square footage)



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

<b>INSPECTIONS and ADDITIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• <b>Call Before You Dig</b> (800-849-2476) or (811) for utility locates</li> <li>• <b>SCHEDULE INSPECTIONS:</b> Please call the Town Hall (307.367.4136) to request a permit work order within 48 business hours of the respective inspection/review. Inspections to be held Monday through Friday between 8:00 am to 4:00 pm. If the inspection need be canceled, notify Town Hall.</li> <li>• <b>WALL CHECK CERTIFICATION &amp; UTILITY LOCATION:</b> A licensed surveyor or licensed engineer shall conduct a wall check to verify that the constructed structure meets all required setbacks. It is recommended to conduct the wall check prior to placing the foundation, however it is not required. The final wall check will need to be submitted to the Town for final review and approval. The as-built utility locations (specifically water and sewer) will need to be indicated with submission of the wall check certification.</li> <li>• <b>WATER AND SEWER:</b> As per the water and sewer permit, Public Works must be present when the plumber taps the Town water and sewer main and before backfilling the connection. Pit meter installations will require Town inspection prior to backfill. As-built locations for the water and sewer locations shall be included on the wall check certification.</li> </ul>
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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 all required inspections. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.

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

<b>PAYMENT:</b>	CASH	MO	CREDIT	CH#
Permit Number: _____				
Date: _____				
Parcel Map ID Number: _____				
Permit Fee: _____				
Permit Approved By: _____				
Additional permits Submitted:				
<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>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>WATER and SEWER CONNECTION INSPECTION</b>	INSPECTION BY: _____ DATE: _____ <input type="checkbox"/> WATER AND SEWER LOCATION INCLUDED ON THE WALL-CHECK DRAWINGS NOTES: (Additional information to be completed on water and sewer connection permit)
<b>WATER METER CHECK</b>	INSPECTION BY: _____ DATE: _____ NOTES: (Additional information to be completed on water and sewer connection permit)



TOWN OF  
**PINEDALE**  
WYOMING

RESIDENTIAL  
APPLICATION

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