

# Building Permits & Applications

**Effective immediately** the Town of Alpine will be processing applications on a first come first served basis. Applications will be placed in a queue and processed in chronological order from the date they are received. You will be informed as to when your plan review has been completed and when your project is scheduled for permit consideration, please be aware that this process could take up to Forty-Five (45) days.

Please make sure that all information is submitted with your application, this includes an accurate site plan, and required building plans as identified on the permit checklist. Building Fees and Water & Sewer Connection Fees, must be paid at the time of submittal. If any information is missing is not submitted your permit application will be returned. Utilizing the permit checklist is essential to ensure that your application process is not delayed. You will be notified when your application is accepted. Applications are valid for ninety (90) days from submittal/acceptance date.

Pre-planning appointments are encouraged, please contact the planning office at: 307-654-7757, extension #7, to schedule those appointments; appointments will be made on **Wednesdays, from 1 PM to 4 PM.**

**Planning Review Fee:** Applicants can request a plan review outside of the regular permit application process. A separate plan review fee of One Hundred (\$100) Dollars per hour will be charged for all plan reviews conducted outside of the regular permit submission and will be assessed for all requests.

**If a person commences building development for which a permit is required without having first obtained a permit, they are in violation of the Land Use & Development Code.**

**Such person shall pay twice the fee for said permit, costs associated with the Town's investigation of the violation, any hearings to abate, and including reasonable attorney, engineer, inspector, and surveyor's fees.**

## Building Permit Information & Application

**Applications and All Associated Paperwork, (as Identified on the Permit Checklist) Along with Payment of All Fees, (Permitting, Connections, and Associated Business Licensing) Are to Be Received by the Above Specified Time Frame:**

## **(No Exceptions Will Be Granted)**

**Submittal of permit applications does not constitute automatic scheduling on the next Planning and Zoning Commission Agenda. Applicants will be notified, via e-mail when their Applications have been reviewed, accepted, and scheduled for the next available Planning and Zoning Commission Meeting. Please plan accordingly.**

[Building Fee Schedule 297 Ord. No. 2022-15](#)

## **Commercial & Residential Permit Applications**

### **Permit Applications**

- [Building & Development Fee Schedule](#)
- [Sign Permit Application](#)
- ["R1" - Residential Building Permit Application](#)
- [Remodel/Addition Permit Application](#)
- ["R2" - Multi Unit - Residential Building Permit Application](#)
- ["C" - Commercial Building Permit Application](#)
- [Garage Permit Application](#)
- [Minor Construction Permit Application](#)

### **Building Permit Affidavits**

- [Deck Affidavit Packet](#)
- [Shed Affidavits](#)
- [Extension Affidavit](#)
- [Banner Affidavit - {Permanent Installation}](#)
- [Banner Affidavit - {Temporary ~ 90 Day Maximum}](#)
- [Fence Affidavit](#)

### **Specialty Permits**

- [Rezone Permit Application Packet](#)
- [Replat Permit Application Packet](#)
- [Variance Permit Application Packet](#)

The Town of Alpine is no longer issuing small system (septic) permits. Builders and/or Contractors who want to obtain an onsite permit within the incorporated boundaries of the Town of Alpine need to contact the DEQ for permitting: **Please utilize the below information.**

## **Water/Wastewater Construction Permitting**

Contact: Mr. Mark D. Baron, P.E.

Water/Wastewater Southwest District Engineer

e-mail: mark.baron [at] wyo.gov

**Contact #: 307-335-6962**

Fax: 307-332-7726

### **Lander Office**

510 Meadowview Drive

Lander, WY 82520

We now accept credit card payments however there is a 3% convenience fee for this process of payment.

State Department of Fire Prevention & Electrical Safety – Obtain Plan Review & Checklist or For more information; please visit [Wyoming Department of Fire Prevention and Electrical Safety](#).