



RESIDENTIAL BUILDING PERMIT APPLICATION

69 PINEDALE SOUTH ROAD / PO BOX 709
 PINEDALE WYOMING 82941
 PHONE: (307) 367-4136 FAX: (307) 367-2578
paz@townofpinedale.us

PERMIT REQUIRED	PERMIT <u>NOT</u> REQUIRED
<ul style="list-style-type: none"> • New on-site construction (i.e. stick-built) • Installation of off-site built structures (i.e. mobile/modular/manufactured homes, cabins, etc.) • Additions, horizontal and/or vertical • Accessory structures such as detached garages/shops and sheds on permanent foundations or attached to the ground • A building permit that has expired and/or has changes to the original plan • Demolition and excavation (separate permit applications) 	<ul style="list-style-type: none"> • Interior remodeling that does not change the use or exterior • Home maintenance such as re-roofing or re-siding • Small sheds not attached to the ground under 120 square feet (must meet setback requirements and cannot be in front yard)

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 and electrical codes, 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, the Planning and Zoning 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 adopted the 2012 International Residential Building Code, it is the applicant’s responsibility to comply with these codes.
- The Town of Pinedale 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 a floodplain is not permitted.
- **Call Before You Dig** (811 or 800-849-2476) for utility locates (free, must give descriptive location)

APPLICATION REQUIREMENTS

Completed Building Permit Application & Fees
 Supplemental Permit Applications (if applicable) may include Water & Sewer, Demolition, Excavation, Fence and/or Sign permits
 Letter of Authorization (if applicant is not the property owner)
 Site plan of property, including footprint and proposed structure
 Building Floor Plan
 Exterior Elevation Drawing
 Drainage Plan (if there are unique circumstances onsite that require design and review)
 Home Owners Association approval (if applicable)
 Any relevant information Planning and Zoning requires to adequately review the permit application

TOWN REVIEW TIME

All applicable materials and fees shall be submitted prior to issuance of the building permit. Once all applicable materials are received, please 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 120 days.



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ZONE SETBACKS, BUILDING HEIGHT, LOT SIZE AND OPEN SPACE REQUIREMENTS

ZONE (ORDINANCE REFERENCE)	SETBACK REQUIREMENTS					LOT SIZE		OPEN SPACE	
	FRONT	SIDE	REAR	ACCESSORY	MAXIMUM BUILDING HEIGHT	MINIMUM AREA	WIDTH	SINGLE FAMILY	MULTI- FAMILY
R-1 (475-50 to 475-60)	20 ft*	7 ft	20 ft*	5 ft (rear)	35 ft	6,000 ft ²	50 ft	50%	n/a
R-2 (475-61 to 475-71.1)	20 ft*	7 ft	20 ft*	5 ft (rear)	35 ft	6,000 ft ² + 3,000 ft ² / Multi-fam unit	50 ft	50%	750 ft ² per unit
R-2A (475-72 to 475-82.1)	20 ft*	7 ft	20 ft*	5 ft (rear)	35 ft	6,000 ft ²	50 ft	50%	1,500 ft ²
R-4 (475-83 to 475-93.1)	20 ft*	7 ft	20 ft*	5 ft (rear)	35 ft	6,000 ft ² + 1,500 ft ² per unit over 4	50 ft	50%	500 ft ² per unit
MH (475-94 to 475-106)	20 ft*(sub) 10 ft (park)	12.5 ft	12.5 ft	5 ft (rear)	35 ft	6,000 ft ²	50 ft	NONE	NONE
C-1 (475-107 to 475-116)	0 ft	0 ft	0 ft	0 ft	35 ft	NONE	NONE	NONE	NONE
C-2 (475-117 to 475-126)	25 ft	20 ft / 50 ft hwy	20 ft		35 ft	NONE	NONE	NONE	NONE
I-L (475-127 to 475-138)	20 ft	7 ft / 15 ft res	15 ft		45 ft	NONE	NONE	NONE	NONE
I-2 (475-139 to 475-149)	0 ft	20 ft res	20 ft res		35 ft	NONE	NONE	NONE	NONE
A (475-33 to 475-39)	30 ft	15 ft	40 ft		35 ft	3 Acres	NONE	NONE	NONE
R-S (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 ²	100 ft	NONE	NONE

- * Setbacks are either 20 ft or 20% of the depth of the lot, whichever is smaller
- * Corner lots have 2 front setbacks
- * Commercial & Industrial districts require all outdoor storage to be screened



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PROJECT TITLE:	DATE:
ADDRESS:	

OWNER	PROPERTY OWNER NAME:
	MAILING ADDRESS:
	PHONE: _____ EMAIL: _____

LESSEE	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: _____ EMAIL: _____

AGENT	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: _____ EMAIL: _____

LEGAL	LOT: _____ BLOCK: _____ ADDITION: _____
	LOT SIZE/AREA: _____ STREET ADDRESS: _____
	ZONE: _____ PARCEL ID NUMBER: _____
	ARE THERE COVENANTS OR DEED RESTRICTIONS PERTAINING TO THIS PROPERTY? <input type="checkbox"/> NO <input type="checkbox"/> YES
	IS APPROVAL REQUIRED BY A HOMEOWNERS ASSOCIATION OR OTHER COMMITTEE? <input type="checkbox"/> NO <input type="checkbox"/> YES

PROJECT DETAILS	CLASS OF WORK: <input type="checkbox"/> NEW PRIMARY HOME <input type="checkbox"/> ACCESSORY STRUCTURE (SHED, SHOP OR GARAGE)
	CHECK ALL THAT APPLY: <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE <input type="checkbox"/> MOVE
	DESCRIPTION OF WORK: _____
	PLANNED USES FOR SITE: _____
	TYPE OF CONSTRUCTION: <input type="checkbox"/> MANUFACTURED <input type="checkbox"/> METAL <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> MODULAR <input type="checkbox"/> STICK BUILT <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 <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED
	SETBACKS: FRONT: _____ BACK: _____ SIDE 1: _____ SIDE 2: _____
	NUMBER OF OFF-STREET PARKING SPACES: _____
	PROPOSED NUMBER OF 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: _____	

UTILITIES	EXISTING SERVICES: <input type="checkbox"/> ELECTRIC <input type="checkbox"/> GAS <input type="checkbox"/> PHONE <input type="checkbox"/> SEWER <input type="checkbox"/> WATER
	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	

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



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SITE PLAN REQUIREMENTS	<p>TEXT INFORMATION</p> <p><input type="checkbox"/> LEGAL DESCRIPTION AND STREET ADDRESS</p> <p><input type="checkbox"/> NORTH ARROW, SITE PLAN DRAWN TO SCALE, DATE OF PREPARATION</p> <p><input type="checkbox"/> APPLICANT, PROPERTY OWNER, AND/OR PREPARER'S NAME AND ADDRESS</p> <hr/> <p>GRAPHIC INFORMATION: DEPICT LOCATION, SIZE (DIAMETER, DIMENSIONS, LENGTH, ETC) AND TYPE OF THE FOLLOWING (EXISTING AND PROPOSED); INCLUDE LEGEND IF NECESSARY:</p> <p><input type="checkbox"/> UTILITIES (WATER, SEWER, GAS, ELECTRIC)</p> <p><input type="checkbox"/> FENCING AND/OR SCREENING, LANDSCAPING</p> <p><input type="checkbox"/> SETBACKS INCLUDING DIMENSION TO STRUCTURES</p> <p><input type="checkbox"/> SIDEWALKS, DRIVEWAYS, CURBING, ETC</p> <p><input type="checkbox"/> ADJACENT STREETS & ALLEYS (INCLUDING WIDTHS)</p> <p><input type="checkbox"/> EASEMENTS INCLUDING DIMENSIONS TO STRUCTURES</p> <p><input type="checkbox"/> PARCEL BOUNDARIES & DIMENSIONS (INCL SQUARE FOOTAGE OR ACREAGE)</p> <p><input type="checkbox"/> FOOTPRINT OF ALL BUILDINGS/STRUCTURES (INCLUDING SQUARE FOOTAGE)</p>
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FEES & VALUATION	<p>TOTAL CONSTRUCTION VALUATION: \$ _____</p> <p>PERMIT FEE TO BE DETERMINED BY TOWN: \$ _____</p>
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INSPECTIONS & ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> CALL BEFORE YOU DIG (811 OR 800-849-2476) FOR UTILITY LOCATES SCHEDULE INSPECTIONS: Please call Town Hall (307-367-4136) to request a permit service order within 48 business hours of the respective inspection/review. Inspections to be held Monday - Friday from 8 a.m. to 4 p.m. If the inspection needs to be canceled, notify Town Hall as soon as possible. WALL CHECK CERTIFICATION & UTILITY LOCATION: A licensed surveyor or licensed engineer shall conduct a wall check to verify that the 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 on the final submission of the wall check certification. WATER AND SEWER: 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. Meter pit 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.
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I hereby acknowledge that I have read this application and state that the information contained herein is accurate to the best of my knowledge. I 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 _____

FOR OFFICAL USE ONLY	
PERMIT NUMBER: _____	DATE: _____
PARCEL ID NUMBER: _____	PERMIT FEE: \$ _____
PERMIT APPROVED BY: _____	
ADDITIONAL PERMITS SUBMITTED	
<input type="checkbox"/> NEW WATER METER, WATER AND/OR SEWER CONNECTION: _____	
<input type="checkbox"/> DEMOLITION OF EXISTING STRUCTURE ON SITE: _____	
<input type="checkbox"/> EXCAVATION IN THE RIGHT-OF-WAY: _____	
<input type="checkbox"/> FENCE INSTALLATION: _____	
<input type="checkbox"/> SIGN INSTALLATION: _____	

****Note: Permit fees may be paid by cash, check or credit/debit card. If a water-sewer connection permit is submitted with the building permit, two separate payments must be made (one for the building permit and one for the water-sewer connection permit.)**



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Placement Certification Policy

Purpose

Several structures in Pinedale encroach into the allowable setbacks and in some cases encroach onto adjacent properties, which can be costly to fix and possibly result in a legal dispute. To help prevent these issues, the Town requires a Placement Certification submittal as part of the building permit process for new construction or structural additions.

Please refer to the *Zone Setbacks, Building Height, Lot Size and Open Space Requirements* table on page 2 that provides the required setbacks, lot space, and open space for the various zone districts. The setbacks are reviewed by Planning & Zoning and are specified in the issued building permit.

Submittal Requirements

An exhibit including the property lines and building envelope with structure setbacks shall be prepared by a licensed surveyor. This exhibit shall be provided to the Town after the foundation is installed. The methodology for the exhibit preparation is up to the permittee and surveyor; however the Town recommends that the surveyor stake the property corners and the allowable setbacks for the structure (or building corner offsets) prior to placing the foundation. The utility locations (specifically water and sewer) will need to be indicated with submission of the Placement Certification; this can be an approximate location drawn on the exhibit. The final Placement Certificate will need to be submitted to the Town for final review and approval.

Licensed Surveyors

Jorgensen Associates

58 S Tyler Avenue
Pinedale, WY 82941
(307) 367-6548
bgray@jorgeng.com (Brian Gray)

Rio Verde Engineering

804 Hoback Street
Pinedale, WY 82941
(307) 367-2826
rioverde@wyoming.com (Mike Jackson)

Surveyor Scherbel, Ltd

283 Main St
Big Piney, WY 83113
307-276-3347
ScottScherbel@gmail.com (Scott Scherbel)

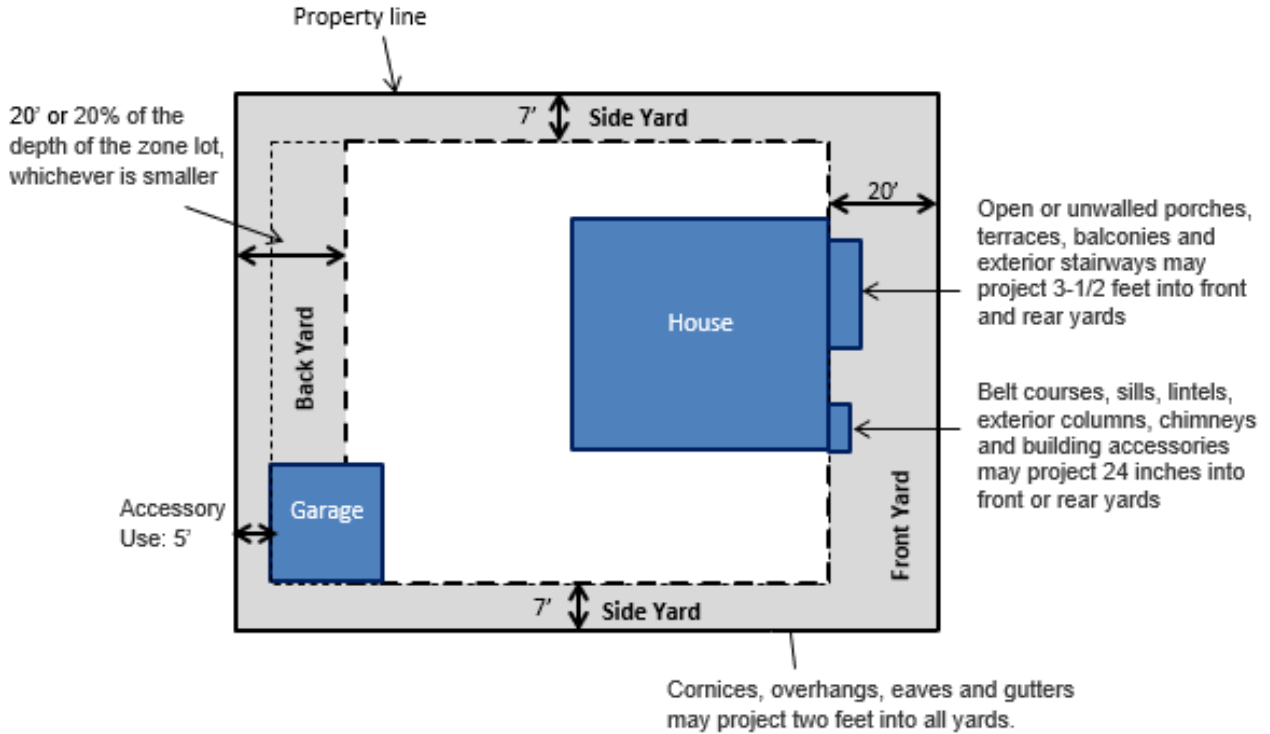
Wilson Land Surveying

PO Box 938
Pinedale, WY 82941
(307) 367-6417
skwilson@wyoming.com (Skylar Wilson)

Questions

Please contact the Town of Pinedale 307-367-4136 or info@townofpinedale.us with any questions.

RESIDENTIAL SETBACKS (R-1, R-2, R-3 & R-4)



Alleys

Where the lot or zone lot abuts an alleyway in the rear or side, the minimum rear and side yards shall be four feet for structures containing permitted uses and three feet for structures containing accessory uses only.

Corner Lot

Consists of two front setbacks, each of 20'

FENCE HEIGHTS

