

Town of Star Valley Ranch
BUILDING PERMIT REVIEW PROCESS

**OWNER/
APPLICANT**

Review Building Permit Application Packet from the Town.
Prepare Building and Construction Permit Application (P/Z 08100).
Review checklist (P/Z 08-200) to insure application is complete.
Submit completed permit application to Town at least 8 days prior to a P& Z Board Meeting (Meetings are held the 1st and 3rd Wednesdays of each month).

**TOWN
STAFF**

Verify application is complete and contains:
 Signatures
 Evidence of application for Lincoln County Wastewater Permit, (if Appl.)
 Two sets of plot plans
 Two sets of building plans
 Permit fee & construction deposit
Issue receipt for fee and deposit.
Date stamp application with current date.
Notify Building Official of building plans to be reviewed.

**BUILDING
OFFICIAL**

Review application (P/Z 08-100) & plans for compliance to 2006 ICC schedules.
Resolve questionable items with owner/applicant.
Sign and return Stage One form (P/Z 08601) to Town Staff upon resolution.

**TOWN
STAFF**

Place permit application item on P&Z Board agenda.
Prepare application packet for P&Z Board review.
Notify Board of new agenda item.

**P&Z BOARD
MEETING**

Introduce Building and Construction Permit Application to Board.
Entertain motion from the Board to approve, disapprove, or table the application.
Review and discuss motion.
Solicit comments from public and interested parties.
Call for Board vote on motion.

**TOWN
STAFF**

Notify owner/applicant of board decision.
If permit application is approved:

- Prepare building permit.
- Provide permit and return one set of approved drawings to applicant.
- Notify Building Official of Board approval.
- Fax copy of building permit (P/Z 08-400) to Lincoln County Assessor.

If application is disapproved or tabled:

- Provide written P&Z comments to owner/applicant.
- Notify applicant of variance and appeal procedures.

**BUILDING
OFFICIAL**

Perform and document applicable inspections.
Provide Town staff with signed five stage inspection record (P/Z 08-601-605) and close-out logs after final inspection.

TOWN STAFF

Issue Certificate of Occupancy (if applicable), close permit log, and archive permit file.