

# Town of Star Valley Ranch Checklist Town Building and Construction Permit Application

This checklist is provided to aid in the completion of the application for a Building and Construction Permit that meets established requirements. The checklist includes the typical requirements for a new residence application but is not all inclusive. Some items may not be applicable to all projects. For those items not applicable, use the notation "NA".

Requirement	Owner Initials	Town Initials
Owner has established all property boundaries_____	( )	( )
Property deed showing description of property and ownership included_____	( )	( )
Copy of Lincoln County Wastewater Permit or evidence of application_____	( )	( )
Two (2) complete plot plans included_____	( )	( )
Minimum scale 1 inch equals 20 feet_____	( )	( )
Building locations shown_____	( )	( )
Building lot setback lines shown_____	( )	( )
Septic system location shown_____	( )	( )
Water line and frost free hydrant locations shown_____	( )	( )
Power and telephone line locations shown_____	( )	( )
Driveway location shown_____	( )	( )
Propane tank location (if applicable) shown_____	( )	( )
Water drainage patterns on the property shown_____	( )	( )
Measures preventing water and sediment from leaving the property listed_____	( )	( )
Impervious surfaces cover less than 40% of lot surface verified_____	( )	( )
Two (2) complete sets of building plans included_____	( )	( )
Minimum scale ¼ inches equals 1 foot_____	( )	( )
State of Wyoming civil or structural engineer stamp for:		
Any structure over 2500 sq feet_____	( )	( )
Any structure more than one story_____	( )	( )
All retaining walls or facings projected in excess of four (4) feet_____	( )	( )
Elevations of all sides shown_____	( )	( )
Floor plan shown_____	( )	( )
Roofing and truss plan shown_____	( )	( )
Framing plan shown_____	( )	( )
Footing and foundation plans with cross sections shown_____	( )	( )
Electrical plan shown_____	( )	( )
Roof pitch, overhangs, and all windows and doors locations shown_____	( )	( )
Exterior materials and colors noted_____	( )	( )
Plans note that:_____	( )	( )
Construction will conform to latest adopted edition of IRC, IBC 2006 Schedules		
Roof structures have a design minimum 100 pounds per square foot snow load		
Square footage of new residential construction is notated		

<u>Requirement</u>	<u>Owner Initials</u>	<u>Town Initials</u>
Fees and Deposits:		
Plan review, permit, & construction inspection fees included (nonrefundable)	( )	( )
Construction deposit included (refundable)	( )	( )

**END OF CHECKLIST**

<u>Printed Name</u>	<u>Address</u>	<u>Plat/Lot</u>

I understand that all information listed above is required to obtain a building permit and I agree to make all building plans and information available to Town representatives as requested.

<b>SIGNED</b>	<b>OWNER/REPRESENTATIVE</b>	<b>DATE</b>

Signed/verified by Town representative \_\_\_\_\_ Date \_\_\_\_\_

**Please note the pressure test tags that are included in your permit package. These pressure test tags are required to be posted by the company or individuals conducting required tests on water and sewer lines until the results are verified by the Building Official.**

**An Installed Insulation form must be filled out and returned to the Board Clerk before a certificate of Occupancy will be issued**

**Application complete**

**If you have any questions regarding building permits, please contact or call the Town Planning & Zoning Clerk at Town Hall: phone 307-883-8696.**