

**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 two weeks prior to a P& Z Board Meeting (Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month).  
Provide verification of approval of any applicable home owner association.

**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.