

6.01.030 Fee Schedule

The fees listed in Table 11-3 *Plan Review, Permit & Construction Inspection Fees* below will be charged for building plan review, demolition, commercial temporary buildings, issuance of building permits, construction inspections and construction deposits. The listed fees in Table 11-3 will be increased by 100% if construction is started before a building permit is issued and posted at the job site. The construction deposits will be deposited and held by the Town to assure timely completion of construction in accordance with approved plans. The Town will not pay interest on construction deposits. The construction deposits will be refunded, less any appropriate fines, upon completion of the project. Projects to be owned by the Town of Star Valley Ranch are exempt from these fees and deposits. When a building permit is issued, the P&Z Board may waive part or all of permit fees and deposits upon written application from the permit applicant and the Board determine that special circumstances or conditions exist. The Board's decision to waive any fees and deposits shall be made in writing to the individual making the request.

Table 11-3

**(Ord. 2011-08;
9/13/11) (Ord. 2014-01;
1/8/2014) (Ord. 2015-
03; 6/17/2015) (Ord.
2016-04;7/13/2016)**

Plan Review, Permit & Construction Inspection Fees and Deposits

Permits Fees and Deposits	Permit Fee	Deposit
Minor Projects (Includes accessory buildings between 121 and 250 square feet)	\$100	\$0
Exterior Building alteration to existing structure	\$100	\$500
Structural modification to existing structure	\$200	\$500
Garage or similar sized structure (Includes accessory buildings greater than 250 Square feet)	\$300	\$1000
New single-family residence	\$1000	\$2000
New single-family residence w/underground	\$1100	\$2000
Extension of building permit for 1 year	50%	50%
Additional Driveway installation or expansion	\$100	\$500
Fences (including dog run)	\$100	\$200
Roofing replacement (1 year permit)	\$50	\$0
Demolition (Residential or Commercial)	\$300	\$1000
Commercial Temporary Buildings	\$300	\$1000
New Commercial Building	\$2000	\$4000



Town of Star Valley Ranch

RESIDENTIAL BUILDING PERMIT APPLICATION

ALL permit information is **DUE NO LATER** than 8 days prior to a P&Z meeting. Meetings are held on the 1st and 3rd Wednesday of each month. Appointments will not be scheduled if applicant has failed to submit all requested information identified on the checklist and/or has not paid all required permitting fees.

NO EXCEPTIONS WILL BE GIVEN

As required by Town Code. Title 6 Appendix 6.01-A Paragraph Q

While not mandatory it is recommended that the applicant or his/her representative be present at the Planning and Zoning meeting.

**PRIOR TO DIGGING
YOU MUST CALL**

“one call” of Wyoming
@ 1-800-849-2476

Or from a Wyoming phone
Just dial: 811

**PRIOR TO APPLYING FOR A BUILDING
PERMIT**

**ALL PROPERTY MONUMENTS/SURVEYOR
PINS MUST BE EXPOSED AND VISIBLE**

IDENTIFY MARKERS USING A THREE FOOT
HIGH POST, WITH THE TOP ONE (1) FOOT
PAINTED A BRIGHT COLOR AND/OR
FLAGGED WITH A BRIGHT COLOR
SURVEYORS TAPE

Wooden Stakes without Surveyors Monuments/Pins
will not be accepted

NO EXCEPTIONS WILL BE GIVEN

**The Town of
Star Valley Ranch, Wyoming
APPLICATION FOR
BUILDING CONSTRUCTION AND ALTERATION PERMIT**
Allow for up to 30 days for plan review and action on the request
There will be no guarantees of being on the P&Z agenda if your residential
building packet is not complete

To: **Town of Star Valley Ranch** Date _____
Planning and Zoning
171 Vista Drive
Box 7007
Star Valley Ranch WY 83127-1180
(307) 883-8696

From _____ (Owner Name)

(Address)

(City, State Zip)

(Designated Contact Person) _____ (Phone)

Property/Street Address _____ Plat _____ Lot _____

CONSTRUCTION OR MODIFICATION FOR WHICH PERMIT IS REQUESTED

(Describe construction to be performed, new residence, new detached garage, etc.)

Construction will be performed by:
Contractor's name, address and phone numbers

Estimated completion Date: _____

The requirement to obtain a building permit from the Town of Star Valley Ranch does not eliminate the need to also obtain a permit from an association or other areas within the Town that may have a Homeowners Association

**Town of Star Valley Ranch
Residential Building Permit Checklist**

Owner: _____ Phone _____

Plat _____ Lot _____ Address _____

**Initial all of the items related to your application
Failure to do so will result in a delay of your application**

APPLICANT REQUIREMENT:

- _____ All information filled out and submitted as required by the Town Of Star Valley Ranch
- _____ Property deed showing description of property and ownership included
- _____ Copy of Lincoln County Wastewater and Soil Cut Permit included
- _____ All property monuments/surveyor pins are visible and marked with a three (3) foot high stake w/top one (1) painted a bright color or flagged.
As required by Town Code. Title 6 Appendix 6.01-AParagraph Q.
- _____ Requested all utility (water, power, phone) lines locate prior to any excavating has started
- _____ Homeowner's Association for approval. Date: _____

PLOT PLAN REQUIREMENTS: TWO (2) SETS ON A MINIMUM 11"X17" SIZE PAPER. PLANS MUST BE OF GOOD QUALITY (NO HAND SKETCHES) CONTAINING:

- _____ Minimum scale 1-inch equals 20 feet
- _____ Arrow showing north
- _____ Street names (Corner lot both street names)
- _____ Address of home
- _____ Plat and Lot numbers
- _____ Property line shown with measurements according to surveyor's dimensions
All dimensions must include exact perimeter of proposed building(s)—show all if any recessed areas
- _____ Location of ALL buildings (home garage, etc.) shown
- _____ Fences (if applicable) shown with dimensions
- _____ Septic system location and drain fields (primary and replacement) shown with dimension's from house
- _____ Building lot setback lines shown with dimensions
- _____ Easement lines shown with dimensions
- _____ Water line and frost-free hydrant shown
- _____ Power and telephone lines shown
- _____ Driveway location(s) shown with dimensions (width and distance from property corners)
- _____ Propane tank location (if applicable) shown with dimension from house
- _____ 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

BUILDING PLAN REQUIREMENTS: TWO (2) COMPLETE SETS OF STRUCTURAL PLANS 2'X3' IN SIZE STAMPED BY A WYOMING LICENSED CIVIL OR STRUCTURAL ENGINEER. PLANS MUST BE ORIGINAL AND SPECIFIC TO THIS PROJECT. CONSTRUCTION WILL CONFORM TO THE LATEST IRC, IBC SCHEDULES AS ADOPTED BY THE TOWN.

- _____ Minimum scale ¼ inch equals 1 foot
- _____ State of Wyoming civil or structural engineer stamp for all structures as defined in the IRC and Town Ordinance/Code. Title 6, Chapter 9, Sub Section 6.09.010 Paragraph H Section R301.1.3 Engineered Design. Also all retaining walls with a total projection in excess of four (4) feet.
- _____ Elevations on all sides shown
- _____ Floor plan shown
- _____ Main floor square footage shown on plans
- _____ Basement square footage shown on plans
- _____ Second floor square footage shown on plans
- _____ Garage square footage shown on plans
- _____ Footing and foundation plan shown with cross sections
- _____ Electrical and plan shown (interior and outside)
- _____ Insulation Schedule (walls and ceiling)
- _____ Roof pitch and overhangs shown on plans
- _____ Windows and Door location shown
- _____ Exterior materials and colors noted
- _____ Radon Mitigation
- _____ Plan note that: Construction will conform to latest IRC, IBC as adopted by the Town
- _____ All plan review, permit, and construction inspection fees included (nonrefundable)
- _____ Construction deposit included (refundable)

CERTIFICATE OF PLACEMENT:

A Certificate of Placement must be obtained by a Wyoming Licensed Surveyor **BEFORE** your foundation is poured

Printed Name: _____

Address: _____

Plat: _____ **Lot:** _____

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.

SIGNED: _____ **Date:** _____

Signed/verified by Town representative: _____ **Date:** _____

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

Building/project inspections:

Refer to the inspection schedule for the complete schedule for your project. **IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR INSPECTIONS. FAILURE TO NOTIFY THE TOWN OF SCHEDULED INSPECTIONS MAY RESULT IN FINES, PENALTIES AND/OR REMOVAL OF THE WORK THAT HAS BEEN COMPLETED BUT NOT INSPECTED.**

Before the Town will issue a Certificate of Occupancy the owner/builder must show proof of a final inspection from the State of Wyoming Department of Fire Prevention and Electrical Safety

CERTIFICATE OF OCCUPANCY:

Upon final completion of all residential building requirements, *a final inspection will be completed. It is the **applicant's** responsibility to contact the TOWN OFFICE to **schedule the final inspection** to receive your Certificate Of Occupancy. A Certificate of Occupancy affirms the building can be permanently occupied.*

Yes, I/we understand that all information listed above is required to obtain a building permit and I/we agree to make all building plans and information available to Town representatives as required in the Residential Building Permit

Owners Signature: _____ **Date:** _____

Plat: _____ **Lot:** _____ **Address:** _____

Contractors Signature: _____ **Date:** _____
(If applicable)

Signed/verified by Town representative: _____ **Date:** _____

If you have any questions regarding building permits, please contact or call the
Town Planning and Zoning Clerk at Town Hall:
171 Vista Drive
Phone (307) 883-8696



Town of Star Valley Ranch

171 Vista Drive #7007

Phone: 307-883-8696

Star Valley Ranch, Wyoming 83127-5158

Fax: 307-883-8329

CERTIFICATE OF PLACEMENT

THE TOWN OF STAR VALLEY RANCH REQUIRES THAT THE SURVEYOR BE LICENSED IN THE STATE OF WYOMING.

<u>Property Owner's Name:</u>	<u>Location of Property:</u>
<u>Contractor:</u>	<u>Contact Information:</u>
<u>Surveyor:</u>	<u>Contact Information:</u>
<u>Building Permit Number:</u>	
<u>Plan/Building Permit Approval Date Used for this Certificate:</u>	
<u>Date of Survey:</u>	

The location of the proposed foundation was determined by a survey of

POINTS ON BUILDING FOOTERS

THE LOCATION OF SET-IN-PLACE FOUNDATION FORMS

The points as located for the proposed foundation walls are in agreement with the location of the foundation as shown on the approved site plan and building permit special conditions of approval. (Small deviations within normal foundation tolerances are expected.)

YES

NO explain. _____

Note: Additional surveyor information is required if foundation placement does not match the approved site plan and building permit special conditions of approval. In such a case, the surveyor should prepare and attach a legible sketch of the site showing the approved location, approved setbacks and the surveyed location as found.

If the points as located for the proposed foundation walls are not in agreement with the location of the foundation as shown on the approved site plan, **WORK CANNOT PROCEED WITHOUT REVIEW AND APPROVAL BY TOWN OF STAR VALLEY RANCH.**

Surveyor Signature

Date

Seal

6.01.050 Building Inspections

The Town of Star Valley Ranch reserves the right to inspect the property at any time to assure that the quality of construction meets requirements and is in conformance with approved plans. The Property Owner grants the Town that right by requesting a permit. The approved set of project plans is to be kept at the project site and made available to persons performing inspections for the Town. The Town may conduct inspections with its own staff or may hire consultants to assist. The cost of inspections required by the Town is included in the fee schedule and the Town will pay inspectors performing these inspections. The property owners or contractors representing the property owners are responsible for notifying the Town when certain phases of construction (identified below) have been completed and are ready for inspection.

- A. **Footings:** after footing is formed and reinforcing in place but before pouring concrete
- B. **Foundation:** after foundation is formed and reinforcing in place but before pouring concrete
- C. **Underground Plumbing:** Once foundation walls have been poured but before basement slab has been poured.
- D. **Exterior Nailing:** Once plywood has been installed on roof & walls, but before being covered.
- E. **Four Way** (Framing, Electrical, HVAC, Plumbing): Prior to covering walls, but if modular, prior to setting on foundation.
- F. **Insulation:** Once all insulation has been installed and before sheetrock is hung.
- G. **Sheetrock:** Once all sheetrock has been hung and before mudding and taping.
- H. **Final Inspection:** prior to occupancy.
- I. Demolition Inspections
 - 1. Site inspections including water and dust control measures
 - 2. Applicable utility company sign off prior to Town sign off
 - 3. Final inspection to include complete removal of debris and/or to condition specified according to plans.
- J. Commercial Temporary Buildings
 - 1. Site inspection in accordance to structure plans.
 - 2. Applicable inspections in accordance with plans.
 - 3. Final inspection prior to occupancy.

**PRIOR TO APPLYING FOR A BUILDING
PERMIT**

YOU MUST HAVE

**SURVEY MARKERS ESTABLISHED AT
ALL CORNERS OF THE PROPERTY.
IDENTIFY MARKERS USING A THREE
FOOT HIGH POST, WITH THE TOP ONE
(1) FOOT PAINTED A BRIGHT COLOR.**

All new single family residences must acquire
a Certificate of Placement from a licensed
Wyoming Surveyor before footings are poured.

PRIOR TO DIGGING

YOU MUST CALL

**“ONE CALL” of WYOMING
@1-800-849-2476 OR 811
from a Wyoming phone**

Town of Star Valley Ranch Planning and Zoning

REQUIRED INSPECTIONS and SIGN OFF.

ALL INSPECTIONS MUST BE COMPLETED IN THE ORDER REQUIRED!

The approved set of project plans is to be kept at the project site and made available to persons performing inspections for the Town. The property owners or contractors representing the property owners are responsible for notifying the Town when certain phases of construction (identified below) have been completed and are ready for inspection. The inspector will initial/date each phase of inspections as they are passed.

1. Plan Review: plans must be in the office 8 days prior to scheduled P&Z meeting (which is the first and third Wed. of each month). _____
2. Footings: After forms set, Before pouring concrete _____
3. Foundation: After foundation is formed before pouring _____
4. Underground Plumbing: Once Foundation Walls have been poured, but before Basement slab has been poured _____
5. Exterior Nailing: Once plywood has been installed on roof and walls, before being covered. _____
6. Four Way: (framing, electrical, HVAC, Plumbing) Prior to covering walls. (Modular homes, prior to setting on foundation). _____
7. Insulation: Once all insulation has been installed, and before sheetrock is hung. _____
8. Sheetrock: Once all has been hung, before mudding and taping _____
9. Final Inspection: *****PRIOR TO OCCUPANCY*****. _____

***** Owner may not occupy new home until: FINAL INSPECTION IS COMPLETED/PASSED, AND A CERTIFICATE OF OCCUPANCY IS RECEIVED! *****

Per Title-6... Appendix 6.01-B – Fine Schedule:

Failure to notify the Town when inspections are required	Up to \$350 per infraction
Living in a structure before satisfactory final inspection	Up to \$750 per infraction

I have read and understand the requirements above. I as the Property owner am responsible for my Contractor completing all of the Inspections above. I also understand I shall not move into the home until a Certificate of Occupancy has been issued by The Town. _____ Date _____

Town Of Star Valley Ranch RESIDENTIAL BUILDING INSPECTION LIST

SCHEDULE FOR OWNER TO FOLLOW

***THIS SHOULD BE DISPLAYED IN A CONSPICUOUS PLACE
ON THE PREMISES UNTIL THE CONSTRUCTION IS COMPLETED SO
INSPECTIONS ARE NOT MISSED.***

FAILURE TO CALL FOR INSPECTIONS WILL RESULT IN FINES ISSUED TO THE OWNER AND/OR CONTRACTOR. YOU WILL ALSO BE REQUIRED TO UNCOVER ANY AND ALL ITEMS TO BE INSPECTED PROPERLY AT YOUR OWN EXPENSE

All details specified in your building plans must be inspected BEFORE they are concealed.

*****DO NOT POUR THE FOOTINGS UNTIL YOU HAVE OBTAINED A CERTIFICATE OF PLACEMENT AND THE TOWN BUILDING INSPECTOR HAS APPROVED IT FOR POURING*****

1. **Footings:** After footing is formed and reinforcing in place but before pouring concrete
2. **Foundation:** After foundation is formed and reinforcing in place but before concrete is poured
3. **Underground Plumbing:** Once foundation walls have been poured but before concrete has been poured.

(When underground plumbing, electrical, heating, radon mitigation, etc. systems are present and visible)

Do not cover any structural elements until it has been approved.

4. **Exterior Nailing:** Once plywood has been installed on roof and walls, but before being covered.
5. **Four Way (Framing, Electrical, HVAC, Plumbing):** Prior to covering walls, but if modular, prior to setting on foundation.
6. **Insulation:** Once all insulation has been installed and before sheetrock has been hung.
7. **Sheetrock:** Once all sheetrock has been hung and before mudding and taping.
8. **Final Inspection:** Prior to occupancy

PLEASE MAKE SURE YOU HAVE EVERYTHING COMPLETED BEFORE THE INSPECTION DATE. ANY REPEAT INSPECTIONS WILL BE AN ADDITIONAL CHARGE TO THE OWNER/CONTRACTOR.

The contractor or owner must call the Town Office to set up appointments for all inspections.

Occupancy is PROHIBITED until Certificate of Occupancy Permit is issued

In order for the project to be complete, it must pass final inspection. If a permit expires before final inspection the project is in violation of Town codes. In this case please call (307) 883-8696. We'll help you apply for another permit with as little inconvenience as possible. Our interest is in seeing your project to completion including the final inspection.

Owner/Builder Initial: _____

Town Staff Initial: _____