

TOWN OF ENCAMPMENT BUILDING PERMIT APPLICATION

Telephone (307) 327-5501

PO Box 5, Encampment, WY 82325

IMPORTANT—Complete ALL applicable items.

1. LOCATION OF BUILDING	Name of Applicant _____ Number and Street _____ _____	LOT _____ BLOCK _____
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2. TYPE AND COST OF BUILDING—All applicants complete Parts A-D

A. TYPE OF IMPROVEMENT <input type="checkbox"/> New Building <input type="checkbox"/> Addition (If residential enter number of housing units added, if any, in part D.12) <input type="checkbox"/> Moving (relocation)	C. COST (Omit cents) Cost of Building or improvements _____ To be installed but not included in the above cost a. Electrical _____ b. Plumbing _____ c. Heating, air conditioning _____ TOTAL COST _____
B. OWNERSHIP <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.) <input type="checkbox"/> Public (Federal, State, or local government)	

D. PROPOSED USE

Residential <input type="checkbox"/> One family <input type="checkbox"/> Two or more families—enter number of units _____ <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Other—Specify _____ _____ _____	Nonresidential <input type="checkbox"/> Church, other religious <input type="checkbox"/> Industrial <input type="checkbox"/> Service station, repair garage <input type="checkbox"/> Public utility <input type="checkbox"/> Stores, mercantile <input type="checkbox"/> Other — Specify _____ _____
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E. NONRESIDENTIAL— Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building, school, rental office building.

3. SELECTED CHARACTERISTICS OF BUILDING
 For new buildings and additions, complete F-H

F. PRINCIPAL TYPE OF FRAME <input type="checkbox"/> Masonry (wall bearing) <input type="checkbox"/> Wood frame <input type="checkbox"/> Structural steel <input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Other—Specify _____ _____	G. DIMENSIONS Numbers of Stories _____ Total square feet of floor area, all floors, based on exterior dimensions _____ Height _____ Total land area, sq. ft. _____	H. NUMBER OF OFF-STREET PARKING SPACES. _____ (Show on detailed drawing)
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4. IDENTIFICATION — To be completed by all applicants.

Name	Mailing address-Number, Street, City, and State	Telephone
OWNER (Print):		
Signature of Owner: _____		
The owner of this building and the undersigned agree to conform to all applicable laws of the Town of Encampment		
Signature of Applicant:	Address	Application Date

Approved by:	DO NOT WRITE IN THIS SPACE—FOR OFFICE USE ONLY Permit Fee \$ _____	Date Issued	Permit number
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This permit is VOID if construction has not started within one year from date of issuance.

TOWN OF ENCAMPMENT

BUILDING PERMIT APPLICATION REQUIREMENTS

*The Town of Encampment Planning Commission asks that all permit applications be submitted by 5:00 p.m. 48 hours prior to the Planning Commission meeting and that applications include the following information in effort to expedite the permit approval process.
Incomplete applications will not be approved until deemed complete.*

1. Proof of ownership must either accompany the application or be verifiable using tax assessment records.
2. Water and Sewer taps must be approved and paid for before application can be considered.
3. Application must be filled out completely and include all required supporting documentation.
4. Attached drawings and maps shall include information indicated below;
 - a. must show what lots are owned on provided map sheet. If town forms are not utilized, drawings must contain at a minimum, all information required on town forms.
 - b. must state street names on map;
 - c. show the location and dimensions of all existing structures.
 - d. show location and dimensions of all new construction or re-construction;
 - e. show where parking will be located for property owners or note changes in existing parking area or driveways when applicable.
 - g. show the distance between all new or existing structures and the distance to property boundaries,
 - h. show utility (water, sewer and electricity) locations and taps.
5. Payment of applicable permit fee must accompany the application.
6. All construction must conform to the International Building Code, the National Electrical Code and the Public Works Standards as adopted by the Town of Encampment.
7. The Zoning Officer may inspect all projects and will do follow up inspections on approved applications.
8. It is the applicant's responsibility to verify the location of property boundaries. Questions about property zoning and applicable ordinances governing acceptable uses should be directed to the members of the Planning Commission. Contact information is available at the Town Hall.
9. To expedite the preview of your application, please either paint or stake any located boundary markers and stake out any new structures for review by the Planning Commission.
10. Signs, fences paving and pouring of cement require a permit. A separate application is not required if these items are included on the primary application.
11. Your presence (or your representative) is recommended to attend the Planning Commission meeting. **If your application is not complete and you are not present to answer questions, it may delay its approval.**
12. All stairways, steps, decks or other attached structures need to be within the setback requirements.
13. No construction shall begin until permit has been issued. Fines for violation shall be imposed.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO KNOW IF THEIR PROJECT REQUIRES A FIRE MARSHAL REVIEW. GENERALLY ANY NEW CONSTRUCTION OR REMODEL WITH A VALUE OF \$40,000 OR GREATER. CONTACT THE DEPARTMENT OF FIRE PREVENTION AND ELECTRICAL SAFETY IF YOU ARE UNSURE.

Town of Encampment Building Permit Map
Each box represents a 115' x 25' lot

Please draw an aerial view of all existing structures, improvements, including measurements, boundary lines and names of bordering streets.

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1	Alley 20'	24
2		23
3		22
4		21
5		20
6		19
7		18
8		17
9		16
10		15
11		14
12	Alley 20'	13

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RESOLUTION NO. 2009-14

A RESOLUTION OF THE TOWN OF ENCAMPMENT GOVERNING BODY TO ESTABLISH A FEE SCHEDULE FOR APPLICATIONS RELATED TO THE TOWN OF ENCAMPMENT ZONING ORDINANCE OF 2009.

WHEREAS, The Town of Encampment Zoning Ordinance of 2009 section 17.52.020 (c) establishes authority to set application fees, and

WHEREAS, The Town of Encampment wishes to establish these fees in accordance With this authority, and

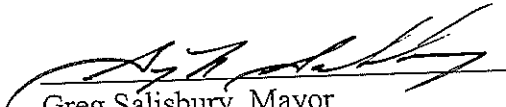
WHEREAS, The Town of Encampment governing body and the Town of Encampment Planning Commission have established these fees as fair and necessary,

NOW, THEREFORE BE IT RESOLVED, the governing body of the Town of Encampment hereby sets these fees as follows:

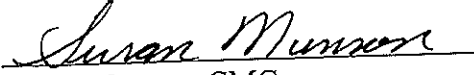
- **Building Permit application fee shall be .10 of 1% of estimated construction cost with a minimum of \$25.00 per application.**
- **Conditional Use Permit application fee shall be \$100.00 per application.**
- **Application for a Variance shall be \$100.00 per application.**

PASSED, APPROVED AND ADOPTED this 10th day of September, 2009

Town of Encampment


Greg Salisbury, Mayor

ATTEST:


Susan Munson, CMC
Clerk/Treasurer