



**COMMERCIAL BUILDING PERMIT APPLICATION**

*Building and Planning Department*

*P.O. Box 1687*

*Jackson, Wyoming 83001*

*307.733.0520 or 307.733.0440*

*Fax 307.734.3563*

*www.townofjackson.com*

*This application form is for commercial and multi-family buildings only. If you wish to construct a one or two family residential dwelling, please use the residential application form. Separate permits are required for plumbing, mechanical, and electrical.*

**SITE LOCATION STREET ADDRESS** \_\_\_\_\_

**CLASS OF WORK:** New / Addition / Alteration / Repair

**PROPOSED USE:** Describe the precise nature of the proposed use (i.e. retail, office, dwelling unit, etc.)

\_\_\_\_\_

**OWNER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**APPLICANT (If other than owner)** \_\_\_\_\_ **PHONE** \_\_\_\_\_

If the applicant is other than the owner, a notarized Letter of Authorization shall accompany this application. Only the owner or authorized agent may sign either the application or permit.

**MAILING ADDRESS** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**PLANS PREPARER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**ENGINEER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**LEGAL DESCRIPTION:**

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Or

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Parcel \_\_\_\_\_

**ZONING DISTRICT** \_\_\_\_\_ **ZONING OVERLAY DISTRICT** \_\_\_\_\_

**BUILDING DESIGN CRITERIA AND PLAN INFORMATION**

All buildings are to be designed to the requirements of the 2006 International Building Code. The design criteria (Seismic Zone D, 75lbs psf Roof Snow Load, 90 mph/3 second gust Wind Load) information should be shown on the submitted plans. Plans must be drawn on 24 X 36 inch paper, to a 1/4 inch scale (except for details) with dimensions. Each page shall bear a title block (with name of the owner and the building address), a scale, and a north arrow. On building elevations, the building height shall be shown and dimensioned.

**IMPERVIOUS SURFACES:** Impervious surfaces shall include buildings and roofed areas (eaves that overhang landscaped surfaces are excluded), paved and/or unpaved parking areas, solid terraces and other similar improvements.

Square footage of existing roofed areas	_____	square feet
Square footage of proposed roofed areas, including covered porches	_____	square feet
Paved, concrete, or unpaved driveways and parking areas	_____	square feet
Other impervious surfaces such as solid terraces and paved sidewalks	_____	square feet
<b>TOTAL</b>	_____	<b>square feet</b>

**GROSS SITE AREA** \_\_\_\_\_ square feet.

**NET SITE AREA:** Net site area is the gross site area less all land within road rights of way or access easements.  
\_\_\_\_\_ square feet or \_\_\_\_\_ acres

Landscaping provided on site \_\_\_\_\_ square feet

**PARKING:** Provide the location and dimension of all parking spaces on the site plan.

**GRADING:** There is a separate application for this. Grading and Erosion Control Statement will be required for:

- a. Slopes of 0-5%, if area disturbed is at least 8000 square feet but less than one acre.
- b. Slopes of greater than 5-15%, if area disturbed is at least 1000 square feet but less than one acre.
- c. Slopes greater than 15%, if area disturbed is 3000 square feet or less.

Grading and Erosion Control Plan prepared by a registered Wyoming professional engineer will be required for:

- a. Slopes of 0-5%, if area disturbed is one acre or larger.
- b. Slopes greater than 5% to 15% if area disturbed is one acre or larger.
- c. Slopes of greater than 15% if area disturbed is greater than 3000 square feet.

**PROPOSED ACCESS:** If proposed construction site is accessed by a State or County road, not within the jurisdictional authority of the Town of Jackson, an approved road access permit must accompany this application. Please contact:

Wyoming Department of Transportation  
1040 E. Evans Lane, Jackson 733-3665

Teton County Road Department  
3190 S. Adams Canyon Dr., Jackson 733-7190

**FLOOD PLAIN**

Is the site or structure located in a flood plain or in close proximity to Cache Creek, Spring Creek, or Flat Creek?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Please be advised that development with the flood way is prohibited. If you are unsure if your site is located within the 100-year floodplain, please contact the Floodplain Administrator. Buildings located within the 100 year floodplain are required to provide an elevation certificate (FEMA Form No. 3067-0077) proving the first floor of the structure is elevated one foot above the base flood elevation. For additions or alterations to an existing structure, provide an elevation certificate for the first floor of the existing structure.

**CERTIFICATE OF PLACEMENT:** A Certificate of Placement will be required for all new construction and must be completed by a Wyoming licensed land surveyor.

**SETBACKS**

Setbacks of proposed structure from property and easement lines, streams, ponds, wetlands, and ditches. Clearly show any of these features on your site plan.

Street \_\_\_\_\_ Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Alleys \_\_\_\_\_  
Streams \_\_\_\_\_ Ponds \_\_\_\_\_ Ditches \_\_\_\_\_ Wetlands \_\_\_\_\_

**HEIGHT OF STRUCTURE** \_\_\_\_\_ The height of a building or structure is the vertical dimension measured from any point on the exterior of the building or structure to the nearest point of finished grade. For purposes of measuring height, finished grade shall mean the grade directly adjacent to the structure, which has been set through an approved grading and/or drainage plan. The term "finished grade" may also mean natural grade when no terrain alteration is proposed, or where otherwise applicable. Fill which is not necessary to achieve positive drainage or slope stabilization, or which is otherwise proposed clearly to raise the finished floor elevations(s) for any other purpose, shall not be considered finished grade. The vertical dimension from the highest point of the structure to the lowest point of finished grade, as viewed on any structure face or elevation, shall not exceed 110 percent of the maximum height allowed. No part of any structure may exceed the maximum structural height except for the following:

1. Chimneys, vents, and roof-top mechanical equipment such HVAC systems, provided that the maximum height is not exceeded by more than four (4) feet; and/or
2. Antenna used for the reception of television broadcast signals.

**GROSS SQUARE FOOTAGE TABULATION**

	Existing	Proposed
1 <sup>st</sup> Floor	_____	_____
2 <sup>nd</sup> Floor	_____	_____
3 <sup>rd</sup> Floor	_____	_____
Basement	_____	_____
Garage	_____	_____

**FIRE SPRINKLER:** The Town of Jackson requires all structures in excess of 5000 square feet to be fire sprinklered.

**UTILITIES:** Provide the location of all utilities on the site plan or utility plan to include any work in the public right of way or public easements.

**WATER METER SIZE(S):** ¾-inch \_\_\_\_\_ 1-inch \_\_\_\_\_ 1 ½-inch \_\_\_\_\_ 2-inch \_\_\_\_\_ 3-inch \_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION (required)** \_\_\_\_\_

**BUILDING PLANS:**

Please submit five (5) complete sets of building plans. If there will be food service provide six (6) sets of plans. Plans shall at a minimum include a site plan, landscape plan (Stamped by a landscape Architect licensed in Wyoming), foundation plan, floor plan, framing plan, building elevations, plumbing plan and/or mechanical plan. All structural plans of the building are required to be designed and stamped by an Engineer licensed in the State of Wyoming.

**CERTIFICATE OF OCCUPANCY IS REQUIRED.** Before occupying the building, a Certificate of Occupancy must be issued by the Building Department. Persons occupying a structure prior to issuance of the Certificate of Occupancy are subject to fines under the Town of Jackson Municipal Code.

**APPLICANTS' SIGNATURE, CERTIFICATION AND AUTHORIZATION:** Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and swear that any information which may be given by me shall be truthful and correct. I agree to comply with all city regulations and state laws relating to the subject matter of this application and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property for inspection purposes.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

