

Instructions for
Residential Building Permit Application
Sublette County, Wyoming

Processing Procedure: Paperwork

Use this application for residential homes and accessory structures.

A **Sufficient** Building Permit Application includes:

1. Completed Application (attached)
2. Completed Wastewater System application first page (turn in perc test later)
3. A copy of the deed (County Clerk)
4. A copy of rural address issued to property
5. Pay the processing fee (checks payable to Sublette County)
6. Letter of authorization (if applicable)
7. File Water Well Permit with the State of Wyoming (if applicable)
8. Site plan of property
9. Elevation Certificate (if applicable)
10. Copy of Access permit for County Road or State/Federal Highway (if applicable)
11. Engineered Road Design, Erosion or Revegetation Plan for slopes greater than 8% (if applicable)
12. Please be aware you are responsible for attaining a homeowners association sign-off and following the covenants, deeds and restrictions associated with your property, you can find copies of covenants at the County Clerks Office.
13. Any other additional information the Planning & Zoning Staff may require

A sufficiency review will be completed within 14 days by the County Planning & Zoning Department Staff. If your application is deemed insufficient it will be returned for completion. Please allow 2-3 weeks for processing, a Building Permit will be issued and mailed to you. The County Sanitarian will contact you regarding the sewage disposal system

Processing Procedure: Construction

1. Perform the Percolation Test and Groundwater Depth Test. (If you are uncomfortable performing these tests please contact a local Engineer/Excavator)
2. Once you have obtained the Building Permit, you may begin construction. Please note the setback requirements for your zoning classification, and ensure all of your buildings and developments are within the building envelope before starting. You will be held liable if your structures are not within the building envelope. (If you are uncomfortable locating your setbacks and positioning your buildings and developments please contact a local Land Surveyor)
3. The Zoning Administrator will conduct a setback inspection upon request.
4. Once the septic system is completed, but before you backfill please contact the County Sanitarian for an inspection.

Note:

If you have not commenced construction within 1 year of the building permit issuance, you will be required to apply for a building permit renewal.

Application for Residential Building Permit
Sublette County Planning & Zoning, Box 506, Pinedale, Wy. 82941

Residential Building: \$75.00 Accessory Structure: \$25.00

Date Submitted _____ **Date Accepted** _____

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Owner: _____

Mailing Address: _____

City _____ State _____ Zip _____ Phone No: _____

Agent/Representative: _____

Mailing Address: _____

Phone No.: (Business) _____ (Cell) _____

E-mail: _____

Note: Please attach the legal description (deed) to this application.

Property Location: (Section) _____ (Township) _____ (Range) _____ **OR**

Subdivision: _____ Filing: _____ Lot: _____ Block: _____

Zone: _____ Total Acreage: _____

Property Address: _____

Is the property in a floodplain: _____ Yes _____ No
If YES, an Elevation Certificate shall be completed and submitted with this building permit application.

Will you be living in a mobile home or RV onsite while building your house?
No _____ Yes (which) _____
RV's maybe used as temporary sleeping quarters by the property owner while construction of a house, **not to exceed a one year time period**, starting from the date of issuance. To utilize a mobile home your property must be zoned MH, if you plan on keeping the mobile home as guest house once the primary residence is finished it must be 1200 square feet or less.

Is the proposed residential structure a manufactured home?
No _____ Yes _____
If YES, compliance with Chapter III, Section 39 of the Sublette County Zoning & Development Regulations, entitled "Manufactured Home Design Standards" is required.

Criteria for Building Permit

Sublette County, Wyoming

PROPOSED DEVELOPMENT OF PROPERTY: Please describe the nature of the project. (i.e. new single family residence with attached garage, (stick built or modular) barn, unattached garage, shop, guest house; interior remodel of /or addition to a single family residence, etc.)

SITE DEVELOPMENT: Include all dimensions of proposed buildings and additions. (width x length x height) Please check **maximum building heights** within your zoning district.

SETBACKS: Give the distance of proposed structures from property lines and right-of-way lines. Please check setbacks according to zoning regulations. **These setbacks can be inspected by the Zoning Administrator for compliance upon request.**

Front: _____ Rear: _____ Left Side: _____ Right Side: _____

Ditches: _____ Streams/rivers: _____

WATER DEVELOPMENT PLANS: Well applications may be picked up in the Zoning Office, but permits are granted by the State of Wyoming. Please direct all questions concerning well permits to the State of Wyoming.

(Please check appropriate line)

Drill well: _____ Existing well: _____ Develop spring: _____ Community well: _____

WASTEWATER DISPOSAL PLANS: A separate septic system application must be completed and returned to the Zoning Office before construction begins if you plan to install a new septic system.

The County Sanitarian must inspect and approve your septic system. In addition, **the County Sanitarian assumes no responsibility in the case of failure, inadequacy, or placement of a sewage disposal system beyond consulting in good faith.**

(Please check appropriate line)

Install new septic system: _____ Existing septic system: _____

(Please list total # of rooms below)

of bedrooms: _____ # of bathrooms: _____

Does this property require a DEQ permitted septic system? (check subdivision plat)

_____ **Yes** (Old Brazill, Blackburn, Sand Draw (2&3) subdivisions) _____ **No**

LEGAL ACCESS TO PROPERTY: If access is gained by a County Road or State Highway, submit documentation of approval from the Road and Bridge Superintendent or from the Wyoming Dept. of Transportation with this building application. The application for access from a County Road may be picked up from the Zoning Office. Contact the Wyoming Dept. of Transportation for access approval from a State Highway.

Legal road name of access: _____

Are there covenants or deed restrictions pertaining to this property? Yes: _____ No: _____

Is approval required by a homeowners association or architectural committee?

Yes: _____ No: _____

SLOPES:

1. If your property has slopes in excess of 8% and you plan to situate a house, building or other development on the slope an erosion plan is required.

2. Construction is not allowed on slopes in excess of 30%, if you plan to build a road across slopes in excess of 30%, the road must be engineered to prevent/minimize slope failure and erosion, a revegetation plan of the area is also required.

Do either of these situations apply to your proposal? Yes: _____ No: _____ Which: _____

What slopes are present on your property or development area? _____

APPLICANT'S 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 I swear that any information which may be hereafter given by me in hearing before the Planning & Zoning Board of Sublette County or the Board of County Commissioners of Sublette county shall be truthful and correct. I agree to comply with all County Regulations and State laws relating to the subject matter of this application and hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes.

In signing this application, I acknowledge that the County's acceptance of this application does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application and I hereby certify that I understand and acknowledge that the acceptance and issuance of a Building Permit by Sublette County *does not constitute a waiver from private covenants, conditions or restrictions which may affect the property subject to this application.*

Signature of owner: _____ Date: _____

Print Name: _____

Note* If you are a contractor or agent submitting an application for a client, you must have the property owner sign an authorization form allowing this.

SITE PLAN

Draw a rough draft showing property dimension, location of proposed and existing buildings, well, wastewater system, waterways, driveway, and roads. Although it is not necessary to draw to scale, you do need to write in setback distances from property lines and right-of-way lines. Refer to the attached page for an example of minimum setbacks.

Date: _____

Name: _____

SETBACKS: All buildings and structures shall be located not less than the following minimum distances from property lines or road right-of-ways (easements):

ZONING DISTRICT	FRONT	SIDE	REAR
A-1 (more than 20 acres) (& family division parcels regardless of size)	50'	50'	50'
A-1 (less than 20 acres)	30'	10'	40'
R/6000	20'	7'	20'
R, R MH	25'	10'	25'
R-R, R-R 5, R-R MH, R-R MH 5	25'	10'	25'
R-R 10, 20	30'	10'	40'
R-R MH 10, R-R MH 20	30'	10'	40'
MH	20'	10'	10'
RS-1	10'	10'	20'
RM	50'	50'	50'
RC	50'	50'	50'

ACCESSORY BUILDINGS in all zoning districts shall conform to all setback requirements.

HIGHWAY SETBACKS from the right-of-way line: No building or structure in any zoning district shall be located within 50 feet of the right-of-way line of any State or Federal highway.

FLOODPLAIN if property is located within a floodplain, the lowest finished floor must be at the highest adjacent grade.

MAXIMUM BUILDING HEIGHTS: The height of a structure shall be measured vertically at any cross section of the building from original grade to the high point of the building at the cross section.

Zoning District	Principal	Accessory
(1) A-1	35 feet	60 feet
(2) R, R MH	30 feet	30 feet
(3) R-R, R-R MH	30 feet	30 feet
(4) R-R 5, R-R MH 5	30 feet	30 feet
(5) R-R 10, R-R MH 10	30 feet	30 feet
(6) R-R 20, R-R MH 20	30 feet	30 feet
(7) MH	30 feet	15 feet
(8) MFR	35 feet	20 feet
(9) RS-1	35 feet	25 feet
(10) RM	35 feet	25 feet

(11) Radio or T.V. antennas and aerials, chimneys, vent and roof mounted mechanical equipment may be present provided the maximum height does not exceed 6 feet.

OTHER MINIMUM DISTANCES TO BE OBSERVED

SEPTIC TANKS shall have the following minimum distances:

- 5' from dwelling
- 50' from any water well
- 50' from waterways
- 25' from water lines under pressure
- 50' from negative pressure water lines
- 10' from property lines

DISPOSAL FIELDS shall meet the following minimum distances:

- 100' from any water well
- 50' from any waterway except in areas where the minimum percolation rate is 5 min./inch or less, then the minimum distance shall be 100'
- 25' from drinking water lines
- 100' from negative pressure lines
- 10' from dwelling or building
- 10' from septic tank
- 10' from property lines

WATER WELLS shall meet the following minimum distances:

- 50' from any waterway
- 10' from property lines