

# TOWN OF ENCAMPMENT BUILDING PERMIT APPLICATION

Telephone (307) 327-5501

PO Box 5, Encampment, WY 82325

**IMPORTANT—Complete ALL applicable items.**

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

<b>A. TYPE OF IMPROVEMENT</b> <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)	<b>C. COST (Omit cents)</b> 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>B. OWNERSHIP</b> <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)  <input type="checkbox"/> Public (Federal, State, or local government)	

**D. PROPOSED USE**

<b>Residential</b> <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 _____ _____ _____	<b>Nonresidential</b> <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.

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

<b>F. PRINCIPAL TYPE OF FRAME</b> <input type="checkbox"/> Masonry (wall beating) <input type="checkbox"/> Wood frame <input type="checkbox"/> Structural steel <input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Other—Specify _____ _____	<b>G. DIMENSIONS</b> Numbers of Stories ..... _____ Total square feet of floor area, all floors, based on exterior dimensions ..... _____  Height ..... _____ Total land area, sq. ft. .... _____	<b>H. NUMBER OF OFF-STREET PARKING SPACES.</b>  _____  (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 no later than 4:00 p.m. the Friday prior to their regular meeting. The application should include the following information in effort to expedite the approval process.*

***Incomplete applications will not be approved until deemed complete.***

1. Proof of ownership must 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. all street names must be shown on maps.
  - c. show the location and dimensions of all existing structures and existing fencing, if any.
  - d. show all new construction or re-construction,
  - e. show where parking will be located for property owners,
  - f. note changes in parking area or driveways if applicable or not any changes in parking 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 service lines.
  - i. show all concrete including aprons on the application
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 Wyoming 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 and ordinance information is available at the Town Hall.
9. To expedite the approval of your application please paint or stake any located boundary markers and stake out any new structures for review by the Planning Commission.
10. Signs, fences, paving and 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.

**N**

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

**W**

**E**

**S**



**RESOLUTION NO. 2009-14**

*(Amended April 12, 2018)*

**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:

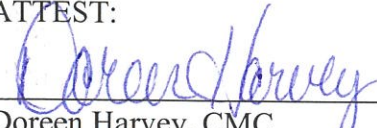
- **Applications for fences, signs and projects up to an estimated cost of \$15,000.00 will be \$25.00 per application.**
- **Building Permit application fee for projects over \$15,000.00 shall be 2/10th of 1% of estimated construction cost with a minimum of \$50.00 per application.**
- **Conditional Use Permit application fee shall be \$100.00 per application.**
- **Application for a Variance shall be \$100.00 per application.**

**AMENDMENT PASSED, APPROVED AND ADOPTED** this 12<sup>th</sup> day of April, 2018.

Town of Encampment

  
\_\_\_\_\_  
Greg Salisbury, Mayor

ATTEST:

  
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Doreen Harvey, CMC  
Clerk/Treasurer