



CITY OF DOUGLAS WYOMING

HOME OF THE JACKALOPE. WE KNOW JACK.

101 N. 4th Street / P. O. Box 1030
Douglas, Wyoming 82633
307-358-2132, Fax: 307-358-2133

1 OR 2 FAMILY RESIDENTIAL DEVELOPMENT PLAN BUILDING PERMIT APPLICATION

Property Owner: Name: _____
Address: _____
City, State & Zip Code: _____
Phone: _____ Email: _____

Project Information: Address: _____
Lot: _____ Block: _____ Subdivision: _____
Lot Size: _____ Lot Width: _____
Building Footprint Sq. Ft.: _____ Front Yard Setback: _____
Side Yard Setback: _____ Rear Yard Setback: _____
Percentage of Building Area Lot Coverage: _____
Number of Stories: _____ Height: _____
Basement Area: _____ Total Floor Area: _____
Current Use of Parcel: _____
Utility Easement Provided: Yes No In the Floodplain: Yes No
In a CB-1 Zone: Yes No In a Designated Historic District: Yes No
Along a State Right-of-Way: Yes No Zone Classification: _____
Anticipated Start Date: _____ Anticipated Completion Date: _____
Anticipated Completion Date for Sidewalks: _____
Anticipated Completion Date for Landscaping: _____

Project Value: Building Value: _____ Plumbing Value: _____
Mechanical Value: _____ Electrical Value: _____
Total Value of Project: _____

ICC 108.3: "The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include total value of work, **including materials and labor**, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official."

Water & Sewer: Water Tap Size: 1 inch 1 ½ inch Other Sewer Tap Fire Suppression
Physical Location of Tap: _____
Within City Limits Outside City Limits

Contractor: Name: _____
Address: _____
City, State & Zip Code: _____
Phone: _____

Sub-Contractors: Framing: _____
Roofing: _____
Drywall: _____
Siding: _____
Concrete: _____
Mechanical: _____

Architect: Name: _____
Address: _____
City, State & Zip Code: _____
Phone: _____

Engineer: Name: _____
Address: _____
City, State & Zip Code: _____
Phone: _____

- Required Submittals (Stick Built Home)**
- Site Plan
 - Landscape Plan
 - Drainage & Utility Plan
 - Proof of Property Ownership
 - Easements & Covenants
 - Building Plans/ Specifications
 - Foundation
 - Framing
 - Plumbing
 - Electrical
 - HVAC
 - Verification or setting of property corner pins

- Required Submittal (Factory Built Home)**
- Site Plan
 - Landscape Plan
 - Drainage & Utility Plan
 - Proof of Property Ownership
 - Easements & Covenants
 - Verification of Property Pins
 - Foundation Plan
 - Building Information
 - Model
 - Year
 - Size
 - HUD IRC
 - Lower Perimeter Enclosure Details

1. Separate permit for street excavation may be requested also, except for locations in unimproved streets.
2. Work will be in accordance with the specifications of the City and instructions of the Director of Public Works (358-9750) and/or Building Official (358-2132).
3. Applicant will give the City 24 hours notice before tap or inspection is needed, and will provide proper safety equipment for the work that will be performed.
4. Water
 - a. Applicant will excavate for tap, service line and meter pit, will furnish meter pit, yoke and all other materials needed for the tap. The City will make the tap and install the meter. For larger sizes applicant will furnish all labor and materials, with installation under supervision of a licensed master plumber.
5. Sewer
 - a. Applicant will give the City 24 hours notice before tap, materials or inspection are needed, and will provide proper safety equipment for the work that will be performed. (358-9750)
 - b. Applicant will furnish all labor and materials, with installation under supervision of a licensed master plumber.

I have read and understand: **Initials** _____

Applicant will comply with:

- A. Construction standards required by the International Family of Codes and the City of Douglas (Title 15).
- B. Calling for the required building, plumbing, mechanical, and electrical inspections (24 hours notice required).
- C. Calling for and receiving a final building inspection and *Certificate of Occupancy* prior to occupying the building.
- D. Following manufacturer's instructions when supplied with building materials, provided such instructions do not violate building, plumbing, mechanical or electrical codes.
- E. Providing drainage designed to deposit all run-off into either the municipal drainage system or into acceptable natural drainage.
- F. Conforming to all zoning requirements, including:
 - (1) Providing two off-street parking spaces, each 10' x 20'.
 - (2) Completion of the required landscaping, as indicated on the Site Plan, within one (1) year of issuance of Certificate of Occupancy.
 - (3) Connecting to or utilizing required city utility services.

I have read and understand: **Initials** _____

Owners/Developers further agree to:

- A. Provide and place safety fencing or barriers around excavations.
- B. Provide a posted address prior to beginning of construction.
- C. Provide for safe construction site access and egress.
- D. Provide for temporary parking facilities for construction site workers.
- E. Maintain construction site in neat and orderly condition, free of waste materials, debris, or rubbish.
- F. Complete construction of the development as required by the Building Permit.

Additional Conditions of Development: _____

I have read and understand: **Initials** _____

DEVELOPMENT PLAN REVIEW PROCESS

1. Applicant picks up and fills out application packet.
2. Applicant calls for utility locations (call before you dig 1-800-849-2476).
3. Applicant submits application and site plan (per Title 16.3.18).
4. Planning Department Staff will conduct plan review and issue permit.

I have read and understand: **Initials** _____

SINGLE FAMILY RESIDENCE STRUCTURE REQUIREMENTS

- Must have a pitched roof, with a slope of not less than a nominal three (3) inch vertical rise for each twelve (12) inches of horizontal run;
- Roof material shall consist of non-reflective material customarily used for conventional dwellings including, but not limited to, asbestos shingles; fiberglass shingles, wood shakes or shingles; composition shingles; or tile materials. Roof material shall not include flat or corrugated sheet metal, except for manufactured metal roof panels;
- The structure shall have a roof overhang of not less than eight (8) inches measured from the vertical side of the home;
- Siding material shall consist of wood or wood products, stucco, brick, rock, horizontal lap steel, aluminum or vinyl;
- Other conventionally constructed dwellings not meeting the above listed conditions as approved by the City.

I have read and understand: **Initials** _____

BUILDING PERMIT

Once the Development Plan has been approved, a Building Permit can be issued for the project. The Building Permit Fee Schedule is found in Section 15.04.010 of the City of Douglas Municipal Code.

I have read and understand: **Initials** _____

UTILITY FEES

Water and Sewer plant Investment Fees for the typical residence construction (1 inch water line) are \$3,850.00. These fees include the following:

Water Plant Investment Fee	\$2,500.00
Sewer Plant Investment Fee	\$1,000.00
Water Metering Equipment Usage Fee	\$ 350.00

Water and Sewer utilities can be activated and water and sewer plant investment fees paid at the time of final inspection but shall be paid prior the issuance of a Certificate of Occupancy. (Please see the Water and Sewer Utility Information Sheet.)

The developer will need to contact Source Gas, Inc. (formerly Kinder Morgan, Inc.) for natural gas service, and Rocky Mountain Power for electrical services. Electrical permits are issues by the State Fire Marshall. Applications are available through the City of Douglas Community Development Department.

I have read and understand: **Initials** _____

WATER UTILITY INFORMATION

The City will supply all meters installed in the City water system. All meters shall be installed with remote readout located on the top of the meter pit lid, and accessible at all times to authorized personnel. All meters and remote readouts, including cable, are the property of the city.

Meters shall be a minimum of one (1) inch inlet size. All meters shall be installed inside an approved meter pit.

A gate valve must be installed in front of and behind the meter in order to allow isolation of the meter.

All taps or connections into any water main of the city shall be completed under the direction and supervision of an authorized employee of the town and subject to material and method approval of the city. No substitutions are allowed unless approval in writing is granted by the utility department director.

Any cost for taps including excavation, materials, tools, backfill, compaction and resurfacing of streets, and replacement of curb, gutter and sidewalks shall be done at the full expense of the property owner, developer or contractor.

Curb stops shall be furnished and installed by a contractor licensed to work in the city.

Single family residences shall have curb stops installed within five (5) feet of the property line, at the back of the sidewalk. Curb stops shall be of a ferrous, metallic composition to allow for location by a magnetic or conductance locator.

I have read and understand: **Initials** _____

CURB, GUTTER, SIDEWALKS, OFF-STREET PARKING

City ordinances require curb, gutter and sidewalks be installed to City specifications.

Residential developments are required by ordinance to provide two designated off-street parking spaces measuring 10' x 20'.

I have read and understand: **Initials** _____

MODULAR AND MANUFACTURED HOMES

Modular and manufactured homes are defined as single family residences and are permitted in all Residential Zones provided they meet the previously listed criteria, as well as the following:

- Must be double-wide or larger, built in accordance with the most recent U. S. Department of Housing and Urban Development manufactured home construction and safety standards, or in accordance with the most recent edition of the International Residential Code. (Owner must provide documentation that the home meets the codes or standards.)
- Must be installed according to the latest edition of the *GUIDELINES FOR MANUFACTURED HOUSING INSTALLATION* as set forth by the International Conference of Building Officials;
- Must be converted to real property prior to occupancy; all tongues, towing devices, and wheels must be removed from the lot on which the home is situated;
- The structure shall be placed on a permanent foundation consisting of:
 - a. A full perimeter reinforced footer and foundation wall extending below frost line, or
 - b. An acceptable pier system along with a lower perimeter enclosure extending below grade, constructed on a footing, the top of which must be not less than six (6) inches below grade, and consists of poured concrete or mortared masonry;
- The specifications and plans for the design and construction of the home, foundation, lower perimeter enclosure, decks, walks, steps, handrails, sheds and accessory buildings must be filed with, approved, and permitted by the building official.

A building permit is required for the foundation.

Based on past experience, we strongly recommend that developers or potential homeowners call the Community Development Department before signing any documents or parting with any cash. If you have any further questions, please feel free to call the Building Official at the Community Development Office, 358-2132.

I have read and understand: **Initials** _____

DEVELOPMENT PLAN INFORMATION AND CHECKLIST

Site Plan

A site plan is an accurate, scaled drawing which includes:

- Size and shape of the lot, including dimensions of the lot and property lines;
- Identification of adjacent streets (by name), alleys, or other adjacent public property;

- Verification of physical location of property pins, or survey and setting of property corners by licensed land surveyor;
- Size, shape and location of existing man-made features (buildings, structures, porches, decks, sidewalks and driveways), including distance from building (s) to property lines
- Size, shape and location of proposed changes to the site;
- Clearly distinguished existing from proposed features;
- Location of planned and natural drainage;
- Location of two required off-street parking spaces (the required front setback of fifteen (15) feet does not negate the requirement for off-street parking space dimensions of ten (10) by twenty (20) feet behind the property line;
- Location of utilities;

Landscape Plan

A Landscape plan includes the following:

- Property lines and dimensions of the lot;
- Existing and proposed buildings and structures (identify entries and exits);
- Location of existing and proposed underground and above ground utilities;
- Existing and proposed fences;
- Slopes, terraces, or retaining walls;
- Irrigation system-if applicable, including location of proposed water lines and sprinkler heads;
- Use of existing natural features;
- Species and location of landscaping materials (grass, trees, xeriscaping, etc.);
- Grading plan;
- Existing and proposed sidewalks, driveways, etc.

In some cases the landscaping plan may be combined with the site plan.

All developments shall have, at a minimum, their front yards landscaped. Corner lots shall have, at a minimum, front and side yards landscaped. Landscaping materials shall be contained so as not to spill into the public right-of-way and thereby create a hazard.

In residential developments, all setback areas facing streets between the front building line and the street, with the exception of driveways, sidewalks, and permitted parking areas shall be used exclusively for the planting of trees, shrubs, lawns, gardens, and other ground covering or landscaping material approved by the City. All landscaping shall be completed within one (1) year of issuance of the Certificate of Occupancy for residential development.

I have read and understand: **Initials** _____

GENERAL STANDARDS FOR PLANS AND DRAWINGS

- Three, legible hard copies.
- Lines and lettering must be dark enough to provide good contrast capable of being photocopied.
- Paper must be blueprint quality, standard drafting paper, or standard graph paper, no larger than 11" x 17".

I have read and understand: **Initials** _____

Foundation Plan

- Include dimensions of all foundation wall, footings, and under-floor vents or access holes.
- Location and size of posts and beams; intended use of space above or within foundation walls (e.g. basement, crawl space, garage).

I have read and understand: Initials _____

Floor Plan

- Identify all walls (existing, new and to be removed), steps, doorways, windows, sky lights.
- Specify intended use of each room.
- Specify width and height of all window and door openings.
- Indicate location of exhaust fans and the cubic feet minute.
- Indicate location of all furnaces, heaters, and heat pumps.
- Identify proposed change or use for any areas shown on the plan.

I have read and understand: Initials _____

Framing Plan

- Identify size, grade, species, spacing and direction of floor and ceiling joists and rafters.
- Show all supporting walls, beams, and columns.
- Show how existing framing will be connected to new proposed framing.

I have read and understand: Initials _____

Materials- (Specify size, spacing and type)

- Insulation
 - Type, location and "R" value of all wall, floor, slab and ceiling insulation.
- Foundation
 - Size and type of materials to be used, including foundation dimensions;
 - Sill plate materials and size;
 - Size and spacing of anchor bolts;
 - Size and location of reinforcement bars;
 - Height of backfill against foundation walls;
 - Height of foundation wall above grade and footing depth below grade.
- Wall Section
 - Size and spacing of wood studs;
 - Thickness and type of sheathing;
 - Weatherproofing and siding material.
- Flooring
 - Size and type of sub-floor underlayment and flooring materials;
 - Size, species, spacing and direction of floor joists and beams.

• Ceiling

- Ceiling height;
- Ceiling material;
- Size, species, spacing and direction of all supporting elements.

• Roofing

- Roof sheathing;
- Weatherproofing;
- Roofing materials to be used;
- Size, species, spacing and direction of the roof structural elements;
- Dimensioned roof overhangs, including gutters;
- Specify roof pitch.

I have read and understand: Initials _____

Building Elevations

- Elevations showing all exterior faces of the building;
- Each elevation shall be labeled as to the face of the building it represents (north, south, etc.);
- Elevation of all floors, top plate, top of roof, existing grade, and finished grade must be shown.

I have read and understand: Initials _____

I hereby acknowledge that I have read this application and state that the information contained herein is accurate to the best of my knowledge and agree to comply with all city ordinances and state laws regulating building construction and development. *By signing below, the applicant certifies that they are the owner or are authorized by the owner to act as their agent. Separate permits may be required for plumbing, mechanical and electrical systems, signs or other work.

Signature: _____ **Date:** _____

24 HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS

Building Safety Use Only _____ **Type of Construction:** _____

Occupancy Group: _____

Ownership Confirmed Yes No

Notes: _____

Zoning District: _____

Flood Zone: _____

Permit #: _____

Date Issued: _____

Permit Fee: _____

Application Date: _____ **Approval Date:** _____ **By:** _____