



Town of Thayne

BUILDING PERMIT CHECKLIST

- If your residential building packet (application, checklist, fee payments, all required information, etc.) is not completed and/or submitted; or,
- Your review is found to be incomplete, or,
- Your packet is not received *two weeks* prior to Town Council/Planning and Zoning Meeting, ***IT WILL BE REVIEWED AT THE NEXT MONTHS MEETING.***

Owner: _____ Phone #'s: _____

Physical Address: _____

*You may submit your Building Application Packet by mail to: PO Box 298, Thayne, WY 83127
Or deliver in person to: 115 Petersen Parkway, Thayne, WY 83127*

1 - REVIEW AND COMPLETE ALL APPROPRIATE AREAS:

- _____ ALL information is filled out and submitted as requested by the Town of Thayne.
- _____ ALL Contractors/Subcontractors obtained a Town of Thayne Business License.
- _____ Requested Water Main Locate prior to ANY digging (Owner's Responsibility).
- _____ Requested all other utility (electrical, phone, etc.) lines located prior to ANY digging {Owner's Responsibility}.
- _____ Must have written approval from Homeowner's Association on Building Plans (if Applicable).

2 - BUILDING PERMIT:

- _____ Building Permit Application Completed and Signed.
- _____ Building Checklist Completed and Signed.
- _____ Water Connection Application Completed and Signed.
- _____ Sewer Connection Application Completed and Signed.
- _____ Copy of Warranty Deed in owner's name that appears on the residential building permit application, & if applicable the Surveyor's written Verification of Lot Dimensions.
- _____ Payment of Permit Fees (MUST be paid when submitting the Building Permit Application).
- _____ Water and Sewer Fees paid in full; ******See Fee Schedule ******

Separate Checks are required for Water, Sewer and Building Permit Fees

****** ALL FEES ARE NON-REFUNDABLE ******

3 - SUBMITTAL REQUIRMENTS:

SITE PLAN TO BE PUT ON 11" X 17" PAPER SIZE AND MUST CONTAIN:

- _____ Setback distances.
- _____ All Property Line & measurements according to surveyor's dimensions.
- _____ Location & Dimensions of ALL buildings (home, garage, yard hydrants, propane tanks etc.). Dimensions must include exact perimeter of all proposed building(s)- include any recessed areas when documenting perimeter.
- _____ Location of utility connections.
- _____ Location of all recorded easements.
- _____ Proposed Landscaping and Snow storage Areas.
- _____ Proposed Vehicular Parking Requirement as stated in Title 10 - Zoning Regulations Code.

4 - FULL SETS OF STRUCTURAL PLANS

- _____ Detailed Building Elevations.
- _____ Detailed Floor Plan.
- _____ Detailed Wall Sections.

5 - ADDITIONAL SUBMITTALS NEEDED:

- _____ Any Additional information and/or attachments as needed that is associated with this project.
- _____ Application for State of Wyoming Department of Fire Prevention & Electrical Safety (if applicable).

Please note that the Town of Thayne has adopted the 2018 International Building Codes; refer to the adopted codes for additional information and/or exclusions.

Signature of Owner Date

Signature of Contractor Date