



## 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, Signed, and paid.
- \_\_\_\_\_ Sewer Connection Application Completed, Signed, and paid.
- \_\_\_\_\_ 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 REQUIREMENTS:

*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.  
**Please contact the State Fire Marshal to determine if this is necessary. Steven Greenwell 307-871-0035 or email [steven.greenwell@wyo.gov](mailto:steven.greenwell@wyo.gov).**

Please note that the Town of Thayne has adopted the 2021 International Building Codes; refer to the adopted codes for additional information and/or exclusions.

\_\_\_\_\_  
Signature of Owner      Date

\_\_\_\_\_  
Signature of Contractor      Date



# BUILDING PERMIT APPLICATION

115 Peterson Parkway  
PO Box 298  
Thayne, WY 83127

Application Fee: \$25.00/\$500.00

## Town Use Only

Submittal Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Payment Receipt Date: \_\_\_\_\_

Assigned Address: \_\_\_\_\_

☐ Permit Fee

☐ Water Connection

☐ Water Impact

☐ Sewer Connection

☐ Sewer Impact

## Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

## Contractor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Physical Address for Project: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Zone: \_\_\_\_\_ Size (acreage) of Lot/Parcel(s): \_\_\_\_\_

Number of Levels \_\_\_\_\_

Area sq. ft. Total \_\_\_\_\_

Main Floor \_\_\_\_\_ Basement \_\_\_\_\_ Second Floor \_\_\_\_\_

Size (if all levels are not the same width, length, and height specify such)

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Wall Construction \_\_\_\_\_ Floor Construction \_\_\_\_\_

Roof Construction \_\_\_\_\_ Heating \_\_\_\_\_

Electrical \_\_\_\_\_

Names of Sub-contractors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***(Business License's required for all contractors and sub-contractors)***

**Site Use/Plan Requirements:**

Is the proposed Use allowed under Title 10 – Zoning Regulation? Yes ☐ No ☐

Do you have a Site Plan for your project? Yes ☐ No ☐

Do you meet all setback and/or requirements for your project? Yes ☐ No ☐

*(see Title 10 – Zoning Regulations)*

**Ownership/Deed:**

Do you own the property to be developed? Yes ☐ No ☐

*If no, you must obtain a letter of consent from the property owners.*

**Access and Utilities:**

Do you have legal access to the property? Yes ☐ No ☐

*\*NOTE: All driveways that enter county or state roads must have access permits with applicable entity, ex. County Planning Office or Wyoming Dept. of Transportation.*

Does the proposed project have an existing water connection? Yes ☐ No ☐

Does the proposed project have an existing sewer connection? Yes ☐ No ☐

Is your project located outside of a flood plain? Yes ☐ No ☐

**Building Code Requirements:**

Do you understand that the International Building Code (IBC) is expected to apply to construction within the Town of Thayne? Yes ☐ No ☐

Do you warrant and represent that the building will be constructed in accordance with the latest edition of the IBC, and that the owners or purchasers (if applicant is developer) of the building constructed under the permit applied for may rely on its being constructed in accordance with those code? Yes ☐ No ☐

**Drainage:**

Is your project planned so that it will not cause drainage problems for adjoining property owners? Yes ☐ No ☐

**Easements:**

Are there any easements which will interfere with your project such as electrical, telephone, road, canals, or ditches? Yes ☐ No ☐

*If yes, indicate the easement(s) on your site plan. \*You are responsible for locating all utility easements necessary prior to starting your project.*

**Right of Ingress/Egress Applicant Certification:**

I hereby grant authorized Town of Thayne personnel the right of ingress-egress from said lands for any and all inspection purposes necessary to the exercise of this permit. I certify, to the best of my knowledge, that the information mentioned, and material is true and correct.

The Applicant understands that replacement of improvements such as landscaping, driveways, etc., which are completed within the Town of Thayne right-of-way are not the responsibility of the Town in the event that they need to be disturbed.

The Applicant understands that the International Building Code applies with the Town of Thayne, Wyoming. The applicant represents that the building will be constructed in accordance with the latest edition of this code, and the owners or purchasers (if Applicant is a developer) of the building constructed under the permit issued may rely on its being constructed in accordance with this code.

I/We the undersigned have read and understand this construction application and certify that the above is true and correct, therefore, I/We affix out signature(s) here as certification. I/We also have read and understand all planning, building, and development requirements in the Thayne Zoning Regulations – Title 10.

**Certification of Accuracy of Information:**

I hereby represent and warrant than the above information is true and correct. I further understand and agree with if any of the information provided herein is not true and correct that any and all permits granted may be canceled. I also have read and understand all planning, building, and development requirements in the Thayne Zoning Regulations – Title 10.

\_\_\_\_\_  
Signature of Owner                      Date

\_\_\_\_\_  
Signature of Contractor                      Date

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION**

1. A site plan which includes:
  - a. One set of structural drawings that illustrate the proposed foundation, floor plan, typical wall section, roof system, and building elevations.
  - b. One set of scaled site plan that depict the location of, at least, utility connections, easements, all buildings, proposed vehicular access, the finish grade of the project site, onsite drainage facilities and potential snow storage areas. Dimensions to all buildings and dimensions to perimeter.
  - c. Any other construction documents and/or other data that the applicant may consider relevant to the application shall be submitted also.
2. One Copy of the recorded deed and easements pertaining to the property to be developed.
3. Water and Sewer Application.
4. Photographs of the project site showing proposed location of project.

**PERMITS MUST BE DISPLAYED SO IT CAN BE READILY SEEN FROM THE STREET NO**

**CONSTRUCTION MAY PROCEED UNTIL A BUILDING PERMIT IS ISSUED**