



**ONE AND TWO FAMILY BUILDING PERMIT
APPLICATION**

Planning & Building Department

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.jacksonwy.gov
Jackson, WY 83001

INSTRUCTIONS.

This application form is for one and two family homes and their associated accessory buildings only. If you wish to construct a commercial or multifamily dwelling, you must use the commercial application form. Separate permits are required for plumbing, mechanical, and electrical.

Complete all portions of the application. All items shall be shown or noted on the plans, including not applicable items. Sign the application, include all attachments, and submit the application to townbuilding@jacksonwy.gov

PROJECT INFORMATION.

Project Address: _____

PIDN: _____

Zoning District: _____ Zoning Overlay District: _____

PROJECT DESCRIPTION AND PURPOSE. Describe the precise nature of the proposed use (i.e. single family home with garage, ARU, etc.)

TYPE OF APPLICATION: NEW ADDITION ALTERATION REPAIR

WUI PERMIT NUMBER: _____ GRADING PREAPP NUMBER (IF REQUIRED) _____

PROPERTY OWNER.

Property Owner: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT. (If other than owner)

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

**If applicant is other than owner, a notarized Town of Jackson Letter of Authorization must accompany this application. Only the Owner or their authorized agent may sign the application.*

CONTRACTOR.

Name: _____ Phone: _____
 Mailing Address: _____ ZIP: _____
 E-mail: _____ License: _____

PLANS DESIGNER.

Name: _____ Phone: _____
 Mailing Address: _____ ZIP: _____
 E-mail: _____ License: _____

ENGINEER or LANDSCAPE ARCHITECT. *Required for Projects that require Plan Level Grading Information.*

Name: _____ Phone: _____
 Mailing Address: _____ ZIP: _____
 E-mail: _____ License: _____

DESIGNATED PRIMARY CONTACT. *Please check below.*

_____ Property Owner _____ Applicant/Agent _____ Contractor _____ Plans Designer

GRADING INFORMATION

All required grading information for a Statement Level or Plan Level grading project shall be submitted with the building permit. NO separate grading permit is required.

Projects that require Plan Level grading information require a Grading Pre-Application.

There are two levels of grading information. Required information shall be the most rigorous requirement that applies.

1. **Statement Level Grading** The purpose of the statement level grading information is to allow the Town Engineer to review land disturbances that, while small in area, may impact other landowners and the environment.

2. **Plan Level Grading** All plan level grading information shall be **prepared by a professional engineer or landscape architect** registered in the State of Wyoming, unless exempted by the Land Development Regulations

Below, identify the area of disturbance or % impervious in each slope category:

GRADING PROPOSAL	% Impervious OR Area to be Disturbed, (sf)	REQUIRED GRADING INFORMATION LEVEL		
		EXEMPT	STATEMENT	PLAN
Disturbance location		See LDRs	See LDRs	Within required yards
Total site proposed impervious surface		See LDRs	See LDRs	≥ 41%
Total land disturbance		See LDRs	≥ 600 SF and < 3,000 SF	≥ 3,000 SF
Disturbance of Slopes ≤ 5%		< 600 SF	≥ 600 SF and < 3,000 SF	≥ 3,000 SF
Disturbance of Slopes > 5% & ≤ 15%		< 400 SF	≥ 400 SF and < 1,000 SF	≥ 1,000 SF
Disturbance of Slopes > 15%		N / A	≤ 800 SF	≥ 800 SF **Pre-Application Required**

PERMIT LEVEL DETERMINATION

IS A GRADING PRE-APPLICATION REQUIRED? _____ Yes _____ No

RETAINING WALLS AND FACINGS:

Height is measured from the bottom of the foundation and administered under the building codes.

All retaining walls or facings in excess of 48 inches shall be designed by a professional engineer registered in the State of Wyoming and shall be submitted with a building permit.

PROPOSED ACCESS: If proposed construction site is accessed by a State or County road, not within the jurisdictional authority of the Town of Jackson, an approved road access permit must accompany this application. Please contact:

Wyoming Department of Transportation
1040 E. Evans Lane, Jackson
733-3665

Teton County Road Department
3190 S. Adams Canyon Dr., Jackson
733-7190

FLOODPLAINS AND SPECIAL FLOOD HAZARD AREAS.

Is the site or structure located in a floodplain or in close proximity to Cache Creek or Flat Creek? YES _____ NO _____

A Floodplain Development Permit is required before construction or development begins within any Special Flood Hazard Area (SFHA). Development is any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

Development within the flood way is prohibited. Fill is prohibited within the floodway unless it has been demonstrated and certified that it will not result in any increase in flood levels. If you are unsure if your site is located within the 100- year floodplain or within a Floodway, please contact the Town Engineer / Floodplain Administrator, 307 733-3079.

Buildings located within the 100-year floodplain are required to provide an elevation certificate (FEMA Form No. 3067-0077) proving the first floor of the structure is elevated one foot above the base flood elevation. For additions or alterations to an existing structure, provide an elevation certificate for the first floor of the existing structure.

GROSS SQUARE FOOTAGE TABULATION

Please note that these measurements shall be calculated by using the exterior dimensions.

	Existing	Proposed
1 st Floor		
2 nd Floor		
3 rd Floor		
Basement		
Garage		
Attached ARU		

FIRE SPRINKLER REQUIRED? Note: The Town of Jackson requires all structures in excess of 5000 square feet to be fire sprinklered.

_____ Yes _____ No

HEAT SOURCE

Identify type of heat source (such as gas, oil, electric base board, electric forced air, etc.):

BUILDING DESIGN CRITERIA

All buildings are to be designed to the requirements of the current adopted International Residential Code. The design criteria information should be shown on the submitted plans.

APPLICANT'S GUIDE TO SUBMITTAL MATERIAL

Plans required to be ¼" = 1' scale (except for details, which may be shown at a larger scale). Each drawing shall bear a Title, a Scale, and North Arrow, as appropriate. On building elevations, the building height shall be shown and dimensioned. **Plans for alterations, minor additions, decks and/or repairs may deviate from these requirements with approval from the Building Official.**

Please submit a digital PDF of all application materials to townbuilding@jacksonwy.gov. **Paper submittals will not be accepted and incomplete applications will be returned.**

PLAN SUBMITTAL REQUIREMENTS

_____ Cover Sheet (See below for more detail.)	_____ Building Elevations
_____ Site Plan (See below for more detail.)	_____ Plumbing Plan
_____ Utilities Plan	_____ Mechanical Plan
_____ Floor Plans	_____ Framing Plan
_____ Roof Plan	_____ Foundation Plan
_____ Energy Calculation (Rescheck)	_____ Stamped Structural Engineered Plans (if required)
_____ Stamped Structural Calculations (in PDF format)	

COVER SHEET REQUIREMENTS

_____ Project Owner & Address
_____ Plans Preparer, Address & Phone
_____ Vicinity Map
_____ Zoning District And Overlays
_____ Building Occupancy / Use
_____ Lot Area (Square Feet)
_____ Existing & Proposed Number of Stories (List for Each Floor & Basement)
_____ Existing & Proposed Floor Area (List for Each Floor & Basement)
_____ Total Floor Area (Including Basement)
_____ Type of Construction Per The IRC
_____ Listing of The International Codes Utilized In The Design Of The Building
_____ Design Criteria Utilized
_____ Notation as To Whether Fire Sprinklers Are Being Proposed For Use

SITE PLAN REQUIREMENTS

_____ Engineering Scale and North Arrow
_____ Property Lines (With Bearings & Dimensions)
_____ Easements
_____ Dimensioned Setbacks
_____ Adjacent Street Names
_____ Adjacent Public Improvements
_____ Parking (Existing And Proposed)
_____ If surveyed, coordinate system and datum
_____ Snow Storage Location
_____ Grading Permit Checklist Information
_____ Grading Pre-Application Information

LAND DEVELOPMENT REGULATIONS (LDR) SUBMITTAL REQUIREMENTS

Please see attached addendum for submittal requirements to demonstrate compliance with Town zoning requirements.

Town of Jackson Building Permit: Exterior Lighting Submittal Requirements (For Commercial and Residential)

Address: _____

In addition to completing the tables below, you will need to submit manufacturers' product specification sheets for all proposed outdoor lighting and a lighting plan showing the location and height of all proposed exterior lighting. Commercial applications shall include description of adaptive controls and plan for lighting reduction. Complex uses may require additional information.

PROPOSED LIGHTING:					
Fixture Model or Description	No. of Fixtures	Shielded (Y/N)	Light Color (Kelvin)	Max Lumen per Fixture	Lumens Total
<i>Ex: Cornice PS634 sconce</i>	3	Y	3000	623	1869
Existing Exterior Lighting (complete to the best of your knowledge)					
Fixture Model or Description	No. of Fixtures	Shielded (Y/N)	Light Color (Kelvin)	Max Lumen per Fixture	Lumens Total
<i>Ex: Cornice PS634 sconce</i>	3	Y	3000	623	1869

Lumen Total (Existing & Proposed)

**If you need additional space to detail your exterior lighting fixtures, please submit on a separate page*

Is your exterior lighting contained entirely on your property? Yes No

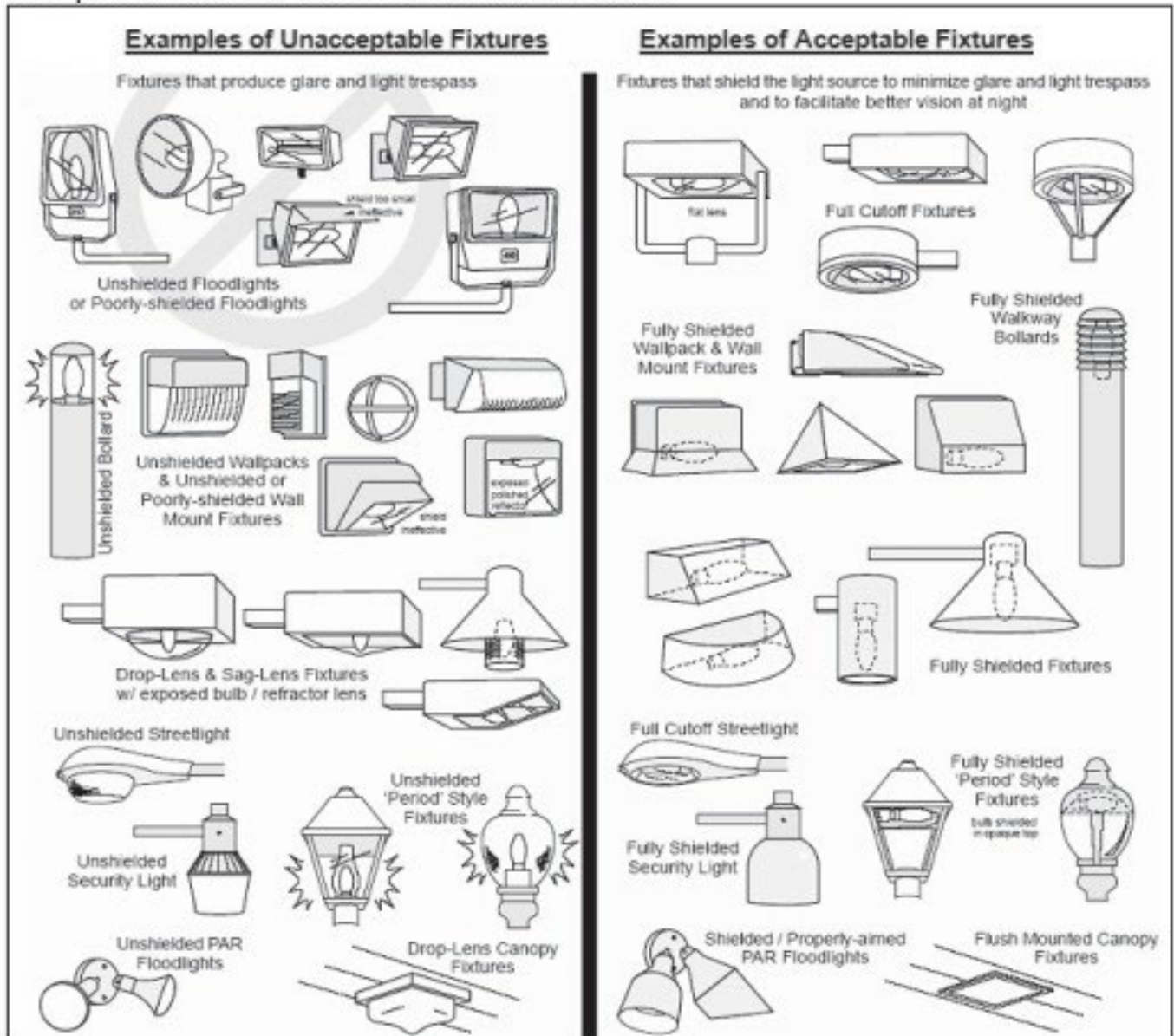
Exterior Lighting Requirements (Sec. 5.3.1 of the Land Development Regulations)

- ✓ **Shielding.** All lights over 600 lumen must be shielded so that light is directed downward (see picture on reverse side). A lumen measures the brightness of a light and is indicated on lighting packaging. A standard 60 watt light bulb is roughly 800 lumens.
- ✓ **Illumination per sq ft limits.** Illumination is limited by how much existing or proposed impervious surface (pavement, building footprint, decks, gravel, etc) you have on your property.

Zone	Lumens/sq ft	Example
DC, CR-1, CR-2, CR-3, OR, TS, UC, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1	3	A commercial property with 32,395 sq ft of impervious surface is allowed 97,185 lumens (32,395 X 3)
R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1	1.5	A property with 5,500 sq ft of impervious surface is allowed 8,250 lumens (1.5 X 5,500)

- ✓ **Light Color.** All lights must be equal to or below 3000 K. Correlated color temperature refers to the 'color' of the light emitted. It is indicated on lighting packaging.
- ✓ **Light trespass.** Don't shine light into your neighbor's yard.
- ✓ **Pole Height:** Lights mounted on a standalone pole cannot be greater than 15 ft in height.
- ✓ **Prohibited Lights.** No flickering or flashing lights, no searchlights or laser lights, no strings of lights (unless between Nov 1 and April), or singular lights having 20,000 lumens or more.
- ✓ **Controls & Lighting Reduction.** All *nonresidential* properties shall use automatic lighting controls to extinguish lighting or reduce total exterior lighting by 30% by 12:00 am. Lights should be extinguished during the day when there is sufficient daylight.

Examples of Unshielded and Shielded Fixtures:



Why do we have Exterior Lighting Requirements?

Excessive or poorly designed exterior lighting contributes to Light Pollution, which has negative consequences for our community, including:

- **Hazards for public safety.** Poor lighting creates glare which makes it difficult to see hazards such as wildlife crossing the road at night.
- **Impacts to public health & Nuisance.** Excessive lighting disrupts sleep patterns.
- **Impacts on the natural environment.** Excessive lighting impacts wildlife feeding & breeding patterns.

Example of Bad Lighting

Example of Good Lighting

Bad Lighting

- ✓ Contributes to skyglow with upward direction of light, reducing enjoyment of the night sky.
- ✓ Causes glare, light trespass, and harsh illumination.
- ✓ Wastes Energy

Good Lighting

- ✓ Directs light down and to the sides as needed; light control.
- ✓ Reduces glare; more even illumination.
- ✓ Does not trespass onto neighboring property.
- ✓ Helps preserve the dark night sky.
- ✓ Cost Efficient.

Image Credit: Boulder County. Used with permission.

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Submittal Requirements for Compliance with Town Land Development Regulations (LDRs)

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P.O. Box 1687 | www.jacksonwy.gov
Jackson, WY 83001

In addition to the information required to comply with the Building Code, all building permit applications must clearly demonstrate compliance with all applicable development standards in the Jackson Land Development Regulations (LDRs) (e.g., affordable housing, parking, height, setbacks, etc.). This is especially important for projects that submit directly for a building permit without prior approval of a Development Plan or other development permit.

All proposed projects must either submit the required material below or clearly explain why the information is not relevant or applicable to the project.

LDR Submittal Requirements

Project Narrative: A clear narrative that succinctly describes the current site conditions and all major elements of the proposed project, including a list of relevant previous development approvals.

Summary Table of LDR Compliance: A table that summarizes compliance with all major dimensional standards (e.g., setbacks, FAR, LSR, height, parking, etc.). See sample table on back of sheet.

Summary of Proposed Uses: Provide floor area of all proposed uses in the project per the Use Table in the zone and demonstrate compliance with any use-specific standards in Sec. Div. 6.1;

Separate use permits are required for all proposed uses. Use permits may be submitted prior to, concurrent with, or after building permit.

Pedestrian Frontage requirements (Character Zones only): Demonstrate compliance with the applicable pedestrian frontage (sidewalk) standards in Sec. 2.2.1.C.

NOTE: Applicant must identify the location of the curb (even if none currently exists) before the location of the sidewalk or building can be determined. Consult Planning Department if necessary.

Building Frontage requirements (Character Zones only): Demonstrate compliance with the applicable building frontage standards in Sec. 2.2.1.D.

Landscape Plan: A landscape plan that complies with Div. 5.5, including plans stamped by a Wyoming licensed landscape architect and a bond for 125% of the value of the required landscaping.

Housing Mitigation Plan: A housing mitigation plan that complies with Sec. 6.3.6, Housing Mitigation Plan and Housing Mitigation Agreement (see housing mitigation calculator on Planning Dept. website).

Workforce Bonus: Demonstrate compliance with workforce housing floor area bonus (Div. 7.8), if used

Housing Mitigation Deed Restrictions: If the project includes deed-restricted housing units (required or voluntary), deed-restrictions must be signed and recorded prior to building permit approval.

Design Review Committee (DRC): If required by Sec. 5.8.1, applicant shall obtain DRC review/approval prior to final approval of building permit. Contact Planning Department for DRC schedule.

Resubmittal/Amendment: All significant changes from previous submittal shall be clearly summarized.

Any other Development Standards: Demonstrate compliance with all other applicable LDRs.

TIP: Applicants are encouraged to have a pre-submittal meeting with the Planning and Building Dept. staff prior to submittal of a building permit <http://townofjackson.com/178/Planning-Building>. This is especially true for large and more complex projects.

Sample Summary Table of LDR Compliance			
General Standard	LDR Standard	Existing	Proposed
Floor Area Ratio (FAR)			
Landscape Surface Ratio (LSR)			
Height			
Front Setback			
Side Setback			
Side Setback			
Rear Setback			
Parking Spaces			
Other?			
Comments:			