



## COMMERCIAL BUILDING PERMIT APPLICATION

*Building and Planning Department  
P.O. Box 1687, Jackson, Wyoming 83001  
307.733.0520  
www.jacksonwy.gov*

*This application form is for commercial and multi-family buildings only. One or two family residential dwellings use the residential application form. Separate permits are required for plumbing, mechanical, and electrical.*

**SITE LOCATION STREET ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

**PIDN:** \_\_\_\_\_

**CLASS OF WORK:**                      New                      Addition                      Alteration                      Repair

**PROPOSED USE/DESCRIPTION OF WORK:** Describe the proposed use & work to be completed (i.e. retail, office, dwelling unit)  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

If the applicant is other than the owner, a notarized Letter of Authorization shall accompany this application. Only the owner or authorized agent may sign the application or permit.

**PLANS PREPARER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TOWN OF JACKSON CONTRACTOR LICENSE NUMBER:** \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ZONING DISTRICT** \_\_\_\_\_ **ZONING OVERLAY DISTRICT** \_\_\_\_\_

**WUI PERMIT NUMBER** \_\_\_\_\_

**BUILDING DESIGN CRITERIA AND PLAN INFORMATION**

All buildings are to be designed to the requirements of the current International Building Code. The design information should be shown on the submitted plans. Plans must be submitted digitally. Each page shall bear a title block (with name of the owner and the building address), a scale, and a north arrow. On building elevations, the building height shall be shown and dimensioned.

**IMPERVIOUS SURFACES:** Impervious surfaces shall include buildings and roofed areas (eaves that overhang landscaped surfaces are excluded), paved and/or unpaved parking areas, solid terraces and other similar improvements.

Square footage of existing roofed areas	_____
Square footage of proposed roofed areas, including covered porches	_____
Paved, concrete, or unpaved driveways and parking areas	_____
Other impervious surfaces such as solid terraces and paved sidewalks	_____
<b>TOTAL</b>	_____ <b>square feet</b>

**GROSS SITE AREA** \_\_\_\_\_ **square feet.**

**NET SITE AREA:** Net site area is the gross site area less all land within road rights of way or access easements.

\_\_\_\_\_ square feet or \_\_\_\_\_ acres

Landscaping provided on site: \_\_\_\_\_ square feet

**PARKING:** Provide the location and dimensions of all parking spaces on the site plan.

**GRADING:** Grading and Erosion Control Statement will be required for:

- a. Slopes of 0-5%, if area disturbed is at least 8000 square feet but less than one acre.
- b. Slopes of greater than 5-15%, if area disturbed is at least 1000 square feet but less than one acre.
- c. Slopes greater than 15%, if area disturbed is 3000 square feet or less.

**Grading and Erosion Control Plan prepared by a registered Wyoming professional engineer will be required for:**

- a. Slopes of 0-5%, if area disturbed is one acre or larger.
- b. Slopes greater than 5% to 15% if area disturbed is one acre or larger.
- c. Slopes of greater than 15% if area disturbed is greater than 3000 square feet.

**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

**FLOOD PLAIN**

**Is the site or structure located in a flood plain or in close proximity to Cache Creek, Spring Creek, or Flat Creek?**

**Yes      No**

Development with the flood way is prohibited. If you are unsure if your site is located within the 100- year floodplain, please contact the Floodplain Administrator. 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.

**CERTIFICATE OF PLACEMENT:** A Certificate of Placement will be required for all new construction and must be completed by a Wyoming licensed land surveyor.

**SETBACKS**

Setbacks of proposed structure from property and easement lines, streams, ponds, wetlands, and ditches. Clearly show any of these features on your site plan.

Street \_\_\_\_\_ Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Alleys \_\_\_\_\_  
Streams \_\_\_\_\_ Ponds \_\_\_\_\_ Ditches \_\_\_\_\_ Wetlands \_\_\_\_\_

**HEIGHT OF STRUCTURE**

The height of a building or structure is the vertical dimension measured from any point on the exterior of the building or structure to the nearest point of finished grade. For purposes of measuring height, finished grade shall mean the grade directly adjacent to the structure, which has been set through an approved grading and/or drainage plan. The term "finished grade" may also mean natural grade when no terrain alteration is proposed, or where otherwise applicable. Fill which is not necessary to achieve positive drainage or slope stabilization, or which is otherwise proposed clearly to raise the finished floor elevations(s) for any other purpose, shall not be considered finished grade. The vertical dimension from the highest point of the structure to the lowest point of finished grade, as viewed on any structure face or elevation, shall not exceed 110 percent of the maximum height allowed. No part of any structure may exceed the maximum structural height except for the following:

1. Chimneys, vents, and roof-top mechanical equipment such HVAC systems, provided that the maximum height is not exceeded by more than four (4) feet; and/or
2. Antenna used for the reception of television broadcast signals.

STRUCTURE HEIGHT: \_\_\_\_\_ feet

**GROSS SQUARE FOOTAGE**

	Existing SF	Proposed SF
First Floor		
Second Floor		
Third Floor		
Basement		
Garage		

**FIRE SPRINKLER:** All structures in excess of 5000 square feet must have fire sprinklers.

**UTILITIES:** Provide the location of all utilities on the site plan or utility plan to include any work in the public right of way or public easements.

WATER METER SIZE(S):      ¾ INCH              1 INCH              1 ½ INCH              2 INCH              3 INCH

**ESTIMATED COST OF CONSTRUCTION (required)**

**BUILDING PLANS:**

submit building plans and corresponding documents electronically to [townbuilding@jacksonwy.gov](mailto:townbuilding@jacksonwy.gov). If there is to be food service, provide a set to the Teton County Health Department for review.

**Plans shall, at a minimum include a site plan, landscape plan stamped by a landscape Architect licensed in Wyoming, foundation plan, floor plan, framing plan, building elevations, plumbing plan and/or mechanical plan. All structural plans of the building are required to be designed and stamped by an Engineer licensed in the State of Wyoming.**

**CERTIFICATE OF OCCUPANCY IS REQUIRED.** Before occupying the building, a Certificate of Occupancy must be issued by the Building Department. Persons occupying a structure prior to issuance of the Certificate of Occupancy are subject to fines under the Town of Jackson Municipal Code.

**APPLICANTS' SIGNATURE, CERTIFICATION AND AUTHORIZATION:** Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and swear that any information which may be given by me shall be truthful and correct. I agree to comply with all city regulations and state laws relating to the subject matter of this application and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

***Notice: The review and approval of a Building Permit by the Town of Jackson is not an endorsement or approval under other applicable review or regulations specific to the subject parcel or building. The Town of Jackson encourages the applicant to contact all other applicable reviewing agencies or associations at the same time or prior to submitting an application for a Building Permit.***

**APPLICANT'S GUIDE TO SUBMITTAL MATERIALS**

***Please submit building plans and corresponding documents electronically to [townbuilding@jacksonwy.gov](mailto:townbuilding@jacksonwy.gov). Plans must be, 1/4" = 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 and repairs may deviate from these requirements with approval from the Building Official.**

**DRAWINGS SUBMITTED MUST INCLUDE:**

**COVER SHEET**

**SITE PLAN**

**BUILDING ELEVATIONS**

**UTILITIES PLAN**

**PLUMBING PLAN**

**MECHANICAL PLAN**

**FLOOR PLAN**

**ROOF PLAN**

**LANDSCAPE PLAN**

**ELECTRICAL PLAN**

**FRAMING PLAN**

**FOUNDATION PLAN**

**PROJECT NAME & CONTACT**

**PROJECT OWNER & CONTACT**

**PLANS PREPARER & CONTACT**

**PROPERTY LINES**

**ENGINEERING SCALE**

**VICINITY MAP**

**ZONING DISTRICT**

**EASEMENTS**

**BUILDING OCCUPANCY AND USE**

**DIMENSIONED SETBACKS**

**LOT AREA IN SF**

**NORTH ARROW**

**ADJACENT STREETS AND PUBLIC IMPROVEMENTS**

**EXISTING & PROPOSED NUMBER OF STORIES, INCLUDING BASEMENT**

**EXISTING & PROPOSED FLOOR AREA, INCLUDING BASEMENT**

**TOTAL FLOOR AREA, INCLUDING BASEMENT**

**EXISTING & PROPOSED PARKING TO INCLUDE NUMBER OF SPACES**

**TYPE OF CONSTRUCTION PER THE INTERNATIONAL BUILDING CODE**

**LISTING OF THE INTERNATIONAL CODES UTILIZED IN THE DESIGN OF THE BUILDING**

**DESIGN CRITERIA UTILIZED**

**FIRE SPRINKLERS, IF APPLICABLE**

# Town of Jackson Building Permit: Exterior Lighting Submittal Requirements

(For Commercial and Residential)

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

In addition to completing the tables below, you must 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 P5634 sconce</i>	3	Y	3000	623	1869

Existing Exterior Lighting (complete to the best of your knowledge):					
Fixture Description	No. of Fixtures	Shielded (Y/N)	Light Color (Kelvin)	Max Lumen per Fixture	Lumens Total

**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**

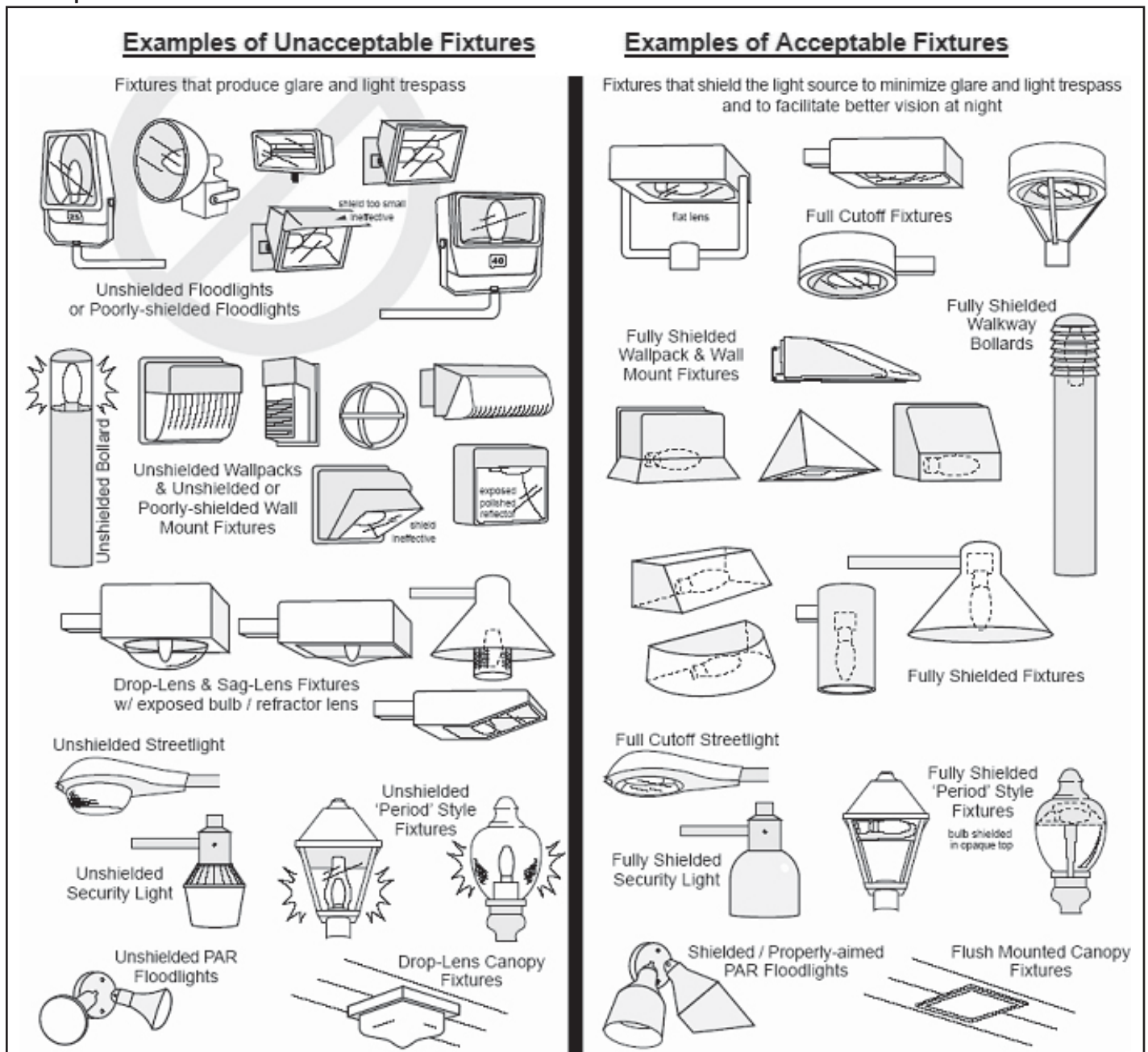
## Exterior Lighting Requirements (Sec. 5.3.1 of the Land Development Regulations)

- ✓ **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
TS, UC, UC-2, UR, AC-ToJ, AR-ToJ, OP-ToJ, OP-2, BP-R, BP-ToJ, BC-ToJ, RB, MHP-ToJ, NC-2, P/SP-ToJ, P-ToJ	3	A commercial property with 32,395 sq ft of impervious surface is allowed 97,185 lumens (32,395 X 3)
R-ToJ, S-ToJ, NC-ToJ, RB	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.

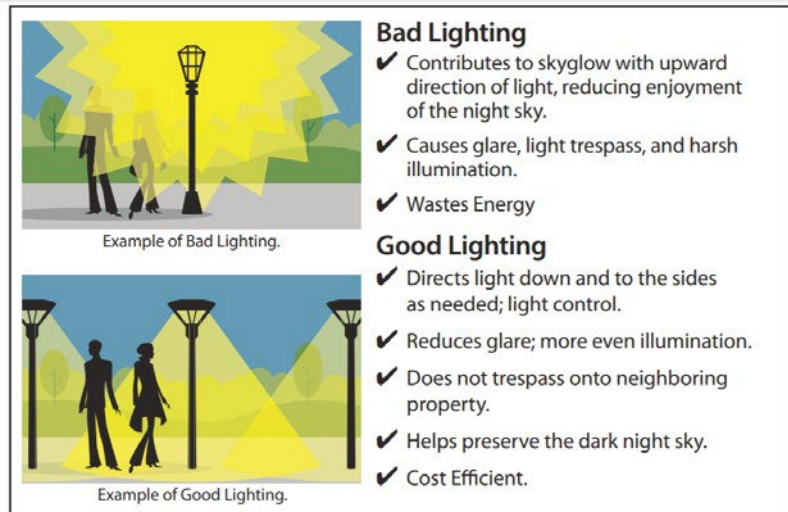


Image Credit: Boulder County. Used with permission.