



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

TOTAL

square feet

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
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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): $\frac{3}{4}$ INCH 1 INCH $1\frac{1}{2}$ INCH 2 INCH 3 INCH

ESTIMATED COST OF CONSTRUCTION (required)

BUILDING PLANS:

submit building plans and corresponding documents electronically to 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. Plans must be, $\frac{1}{4}'' = 1'$ 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
Ex: Cornice P5634 sconce	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.

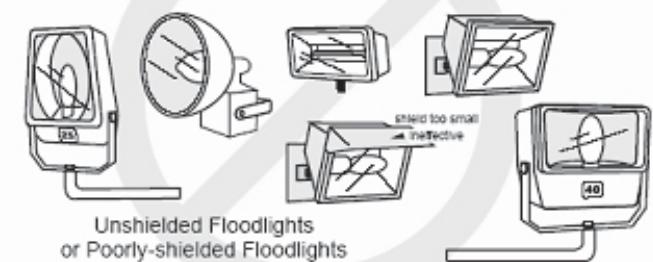
Zone	Lumens/sq ft	Example
TS, UC, UC-2, UR, AC-ToJ, AR-ToJ, OP-ToJ, OP-2, BP-R, BP-ToJ, BC-ToJ, RB, MHP-ToJ, NC-2, P/SP-ToJ, P-ToJ	3	A commercial property with 32,395 sq ft of impervious surface is allowed 97,185 lumens (32,395 X 3)
R-ToJ, S-ToJ, NC-ToJ, RB	1.5	A property with 5,500 sq ft of impervious 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:

Examples of Unacceptable Fixtures

Fixtures that produce glare and light trespass



Unshielded Floodlights or Poorly-shielded Floodlights

Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures

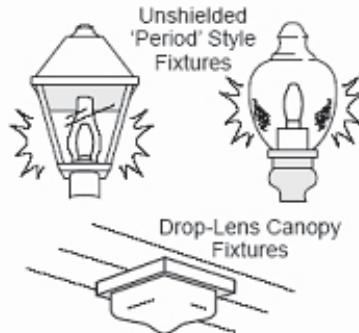
Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens

Unshielded Streetlight



Unshielded Security Light

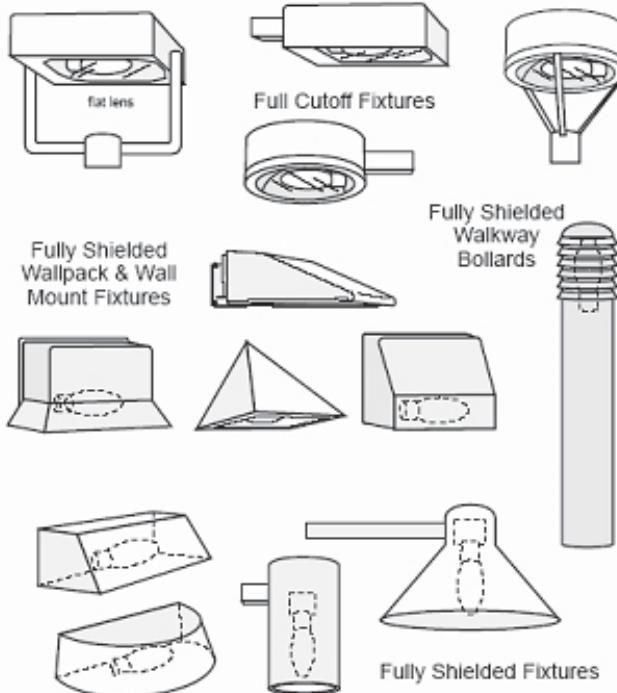
Unshielded PAR Floodlights



Drop-Lens Canopy Fixtures

Examples of Acceptable Fixtures

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Full Cutoff Fixtures

Fully Shielded Wallpack & Wall Mount Fixtures

Fully Shielded Walkway Bollards

Fully Shielded Fixtures

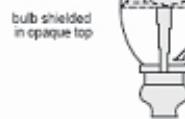
Full Cutoff Streetlight



Fully Shielded Security Light



Fully Shielded 'Period' Style Fixtures



Flush Mounted Canopy 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.



Bad Lighting

- ✓ Contributes to skylight 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.