

Submit two complete sets of application and attachments.

Submit to:

Town of Burlington  
 P.O. Box 38, Burlington, WY 82411  
 Tel: 762-3502 Fax: 762-3600  
 Email: Burlington@tctwest.net

To be complete by the Town of Burlington	
Date Received:	Initials:
<b>PERMIT NUMBER:</b>	

**APPLICATION FOR BUILDING PERMIT**

Applications with missing information may delay the review and issuance of your building permit. Refer to page 3 for instructions on completing this application.

<b>Applicant</b>	Name of Applicant: _____ Date Submitted: _____ Address: _____ Email: _____ Telephone number(s) _____ Fax: _____		
	Name of Owner: _____ Check here, if owners is same as applicant <input type="checkbox"/> Address: _____ Email: _____ Telephone number(s) _____ Fax: _____ If owner is not the Applicant, attach a letter of authorization signed by property owner with the owner's mailing address, as well as telephone, email and/or fax.		
<b>Contractors</b>	Name of General Contractor: _____ Check here, if owner is acting as builder: _____ Address: _____ Telephone: _____		
	Name of Electrical Contractor: _____ More contractors listed on attached page: _____ Address: _____ Telephone: _____		
	Name of Plumbing Contractor: _____ Address: _____ Telephone: _____		
	Name of Architect: _____ Address: _____ Telephone: _____		
<b>Legal</b>	<b>LEGAL DESCRIPTION OF PROPERTY WHERE CONSTRUCTION IS TO TAKE PLACE</b>		
	Street Address: _____ Size of land Parcel: _____ Quarter Sections _____ Sections: _____ Township: _____ Range: _____ Subdivision name: _____ Lot # _____ Block # _____		
	<b>DESCRIPTION OF WORK</b> <span style="float: right;">Check here if plot is attached: <input type="checkbox"/></span>		
<b>Description of Construction</b>	<table border="0"> <tr> <td>Check all that apply</td> <td> <input type="checkbox"/> New Construction, for structures greater than 200 square feet  <input type="checkbox"/> Addition/alteration to existing structure  <input type="checkbox"/> Utility line installation or replacement, or other mechanical improvement  <input type="checkbox"/> Demolition or relocation of existing building  <input type="checkbox"/> Change in type of occupancy of building                 </td> </tr> </table>	Check all that apply	<input type="checkbox"/> New Construction, for structures greater than 200 square feet <input type="checkbox"/> Addition/alteration to existing structure <input type="checkbox"/> Utility line installation or replacement, or other mechanical improvement <input type="checkbox"/> Demolition or relocation of existing building <input type="checkbox"/> Change in type of occupancy of building
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	Describe the work to be completed and attach plot plan. Attach additional pages, as needed.		
	<b>Building Size (square feet)</b>		
1st Floor: _____ 2nd Floor: _____ Basement: _____			
<b>Certification</b>	Total Project Cost \$ _____ Total square feet: _____		
	Certification of Applicant: I acknowledge that the information and related attachments presented in this building permit application are true and correct. I further agree to perform proposed work in accordance with the building permit application and construction drawings submitted, the Burlington Zoning Ordinance, as well as the most current versions of the International Building Code, the International Residential Code- Appendix E(for manufacturing home only), the International Plumbing Code, the International Mechanical Code, and the National Electrical Code. Applicant Signature: _____ Date: _____		

THIS SECTION TO BE COMPLETED BY TOWN OF BURLINGTON

Zoning District: _____ Minimum lot size: _____ Maximum building height: _____ Consistent with permitted uses: _____ YES NO	<b>Setbacks</b>	<b>FEE FOR PERMIT</b>
Other comments/conditions: _____	Front Yard: _____ Side yard: _____ Rear Yard: _____	Amount Collected <input type="checkbox"/> Check <input type="checkbox"/> Cash \$ _____ <input type="checkbox"/> Other
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		<b>RECIEVED BY:</b>
Zoning Administrator signature: _____ Date: _____		

APPLICATION FOR BUILDING PERMIT

TOWN OF BURLINGTON

**DRAW PLOT PLAN BELOW OR ATTACH SEPERATE DRAWING AND ATTACH TO APPLICATION**

Indicate the general location of propose buildings and the distance from the property line to the front, back, and sides of proposed buildings. *Burlington Zoning Code, Section 206 (c) (8).*

Name of Applicant:

Property Address:

A large grid for drawing a plot plan, consisting of 30 columns and 30 rows of small squares.



# INSTRUCTIONS

## BUILDING PERMIT APPLICATION

### TOWN OF BURLINGTON

The Town of Burlington adopted Ordinance No. 05-5 "an ordinance creating zoning regulations that regulate the use of private and public lands in the Town of Burlington, Wyoming." Article II, Section 206 sets forth the Building Permit process. Please refer to the Burlington Zoning Ordinance and any additions or amendments to the ordinance for additional information that are not provided in these instructions. Section 206, states, in part: (a) No construction, alteration, or expansion of any site, building or structure will be initiated or completed by any private landowner or public agency before receiving an approved building permit application from the Town of Burlington. (b) A building permit is required for all of the following: (1) Any new building that contains greater than two hundred (200) square feet. (2) Additions to existing structures. (3) Utility line installations and replacements, and other mechanical improvements. (4) The demolition or relocation of an existing building. (5) A change in the type of occupancy of a building.

**Step 1a:** Obtain a copy of the Town of Burlington Zoning Map. (It is located in Appendix A of the Burlington Zoning Ordinance.) Locate the property you are planning to construct on. Determine your zoning district. Review the regulations in the Zoning Ordinance to determine if your planned construction is permitted in this zoning district. Confirm with the Zoning Administrator and proceed to the next step. If your planned use is not a permitted use in this zoning district, you are not eligible to submit a building permit. Discuss any potential options you may have with the Zoning Administrator.

**Step 1b:** Gain an understanding of the requirements for a building permit. Review the Burlington Zoning Ordinance, as well as the related building code information cited in the Ordinance. Obtain a copy of the Application for Building Permit that you will be required to complete. Obtain a fee schedule. Ask the Burlington Zoning Administrator and other Town staff if you have questions.

**Step 2:** Prepare two (2) sets of the plot plan indicating the general location of proposed buildings and the distances from the property line to the front, back, and sides of proposed buildings. *Burlington Zoning Code, Section 206 (c) (8)*. Use page 2 of the Application for Building Permit, or attach a separate drawing. Note: Prepare a third (3) set to keep for your files.

**Step 3:** Prepare two (2) complete sets of construction drawings that illustrate the proposed foundation, floor plan(s), typical wall section, roof system, building elevations, as well as electrical, plumbing, and heating, ventilation, and air conditioning systems. *Burlington Zoning Code, Section 206 (c) (9)*. Note: Prepare a third set to keep for your files.

**Step 4:** Complete two (2) copies of the Town of Burlington's Application for Building Permit. (Retain a third copy for your files.) Be sure that your application is legible and provide all required information. Missing information may delay the review and issuance of your building permit. When in doubt, contact the Zoning Administrator or other Town staff to clarify.

**Step 5:** Determine the required permit fee from the Fee Schedule and write a check for that amount made out to: "Town of Burlington". Permit fees are based on the estimated valuation of the construction work to be performed; therefore, the more extensive work to be completed, the more costly the permit fee. Permit fees must be paid at the time of application.

**Step 6:** Compile the required two (2) sets of your Application for Building Permit, plot plan, and construction drawings, along with your check for permit fees. In person, submit to the Town of Burlington at the Burlington Town Hall, located at the NW corner of Poplar Avenue and Main Street/Highway 30. Call (307)-762-3502 to determine office hours. By mail, send to: Town of Burlington, P.O. Box 38, Burlington, WY 82411.

**Step 7:** After the Zoning Administrator has reviewed your application, a copy of the Building Permit will be mailed to you. If your permit has been approved, a Permit Number will be assigned. Review the bottom section of the permit form information on minimum lot size, maximum building height, setback and other requirements that may be imposed. If your application has been denied, the Zoning Administrator will indicate the reason for denial. Under the Burlington Zoning Ordinance, you may appeal the decision by submitting your appeal in writing within ten (10) days from the date of notification. A Notice of Appeal form is available from the Town of Burlington. Refer to Burlington Zoning Ordinance, Article V - Appeals, for further information. Allow for a minimum of one week for you application to be processed. You may also contact the Zoning Administrator or other staff at Town Hall to determine the status of you application.

**Step 8:** Upon receiving your authorized Building Permit, you may begin your construction project. Note that three inspections will be made by the Zoning Administrator to ensure that your construction is conforming to required building codes and standards. Inspection #1: When site preparation and building site excavation is completed. Inspection #2: When all building framing is completed and properly nailed, bolted and secured. Inspection #3: When all construction work is completed. You are responsible for notifying the Zoning Administrator when your construction project is ready for inspection. Please refer to *Burlington Zoning Ordinance, Article II, Section 206, (f) (g)* for additional detail.

**Step 9/Final Step:** Once all required building inspections have been made and approved by the Zoning Administrator, the Town of Burlington will issue a Certificate of Occupancy to the applicant. The Certificate of Occupancy represents a formal notification by the Town of Burlington that the building can legally be occupied. The Certificate of Occupancy will be signed by the Zoning Administrator.

*Burlington Zoning Ordinance, Article II, Section 206 (g).*