



Miscellaneous Building Permit Application – SUBMITTAL REQUIREMENTS:

This checklist is provided to inform applicants of the required plans and details for this application type. Please review this list and ensure that your application will be complete and that all required information is provided on your plans. Plans found to be insufficient at the time of submittal will be returned to the owner/agent for corrections. More information may be required at the time of review. Should the plans be revised by the applicant either during the review process or after a permit is issued, the time frame for review will begin anew. Additional fees may be applicable. Revisions are required to be submitted with a Letter of Transmittal for Building Permit Revisions, available on the County's website or application portal. All the following information is required to be on the plans or general notes, including special conditions.

_____Plans shall be submitted through the Teton County SmartGov Portal

- Plans shall be to scale with scale indicated for each drawing; pages shall be numbered. All pages shall bear owner's name, designer's name, date of drawings, sheet number and description of work shown

_____Warranty Deed

_____Letter of Authorization

Additions and Remodel submissions must have a scheduled take-in appointment (complete online form) & also include the following:

_____PDF files of the plans including structural, mechanical, plumbing, and fuel gas, structural calculations, project manuals and similar supporting documentation.

- Structural plans must be stamped by a Wyoming Licensed Structural Engineer

_____Plans must include the existing floor plan and proposed floor plan All Applicable Plumbing, Mechanical, Fuel gas drawings Site Plan is required for any new structures and/or if there are any changes to existing building/deck footprints

_____All physical development shall complete a Natural Resources Assessment in accordance with the requirements of LDR Sections 8.2.2 and 5.2.1. A Desktop Checklist, Environmental Review, or Environmental Analysis shall be submitted with the application, depending on exemptions and Tier classification.

Re-roof Submissions: Make sure you explain in the description of work what you are taking off and what you are replacing it with (i.e. replace wood shakes for metal roof). You will need to upload a photograph and spec. sheet of the material you will be using. Teton County requires a minimum class B roofing material. Once you enter the portal there will be an application specific to re-roofs. If you are making structural changes or changes to the pitch and/or height of the roof, you will need a Residential Building Permit or Miscellaneous Permit that require a take-in date to be scheduled prior to submission.