

ABBREVIATED CHECKLIST FOR BUILDING PERMIT APPLICATIONS

To be sure you have everything you need when you come to submit your plans and application for a building permit, Make sure you have the following...

_____ **Other Departments.** To minimize the chance of having to change or resubmit your application, check with the following departments before beginning the design phase of your project. Many of the properties in Teton County are site-sensitive and subject to additional requirements. For residential projects, contact the following:

- Planning Division 733-3959
- Engineering 733-3317
- Electrical and Fire Inspector divisions of Jackson Hole Fire & EMS 733-4732.

In addition to the above agencies, also contact the following for commercial projects:

- Environmental Health 732-8490 (for anything related to daycares, pools spas, or food related services)
- Housing Authority 732-0867

_____ **Application.** Make sure you have the proper type, i.e. residential or commercial. All applicable portions of the permit should be filled in. If you are unsure about the applicability of a question, please ask at the time of submittal.

_____ **Application Checklist.** Every item on the checklist at the end of the building permit application must be filled out with a Y, N, or NA or your application may be denied.

_____ **Plans.** Residential building permit applications require 2 complete sets of plans & 1 CD (site, architectural, mechanical, plumbing, structural, & electrical as needed); commercial building permit applications require 2 complete sets & 2 CD's.

_____ **Proof of Ownership.** We need a copy of either a Warranty Deed, or quitclaim deed with your building permit application. You can get one at the Teton County Clerk's Land Records Office, located in the basement of the Administrative building (200 South Willow).

_____ **Letter of Authorization.** If you are not the owner, or if the owner has not signed the application, you must have a notarized Letter of Authorization.

_____ **Septic or Sewer Permit Application.** If you will be on an individual septic system, you must have a Small Wastewater System Application. Your application should include 3 sets of drawings – one set at 24 x 36 and two sets at 11 x 17. If you will be hooking into a sewer system, you need to determine if you are connecting to either the Wilson Sewer District, or Town of Jackson Sewer System. Properties located in Jackson Hole Golf and Tennis Club, Rafter J, Melody Ranch, 3 Creek Ranch, Spring Creek Ranch, Amangani, O-Bar-B, and Valley View are all connected to the Town of Jackson. Several properties in Wilson are connected to the Wilson-Sewer District. A sewer connection permit application will be required. Your application should include one copy of the site plan and details required by the Town of Jackson listed in the application.

_____ **Grading & Erosion Control Permit Application.** Depending on total site disturbance (i.e. driveway, home excavation, and septic excavation), and the slope of your property; you may need a grading and erosion control permit. There are two types of grading and erosion control permits: statement- and plan-level permits. Both require 3 sets of drawings to be submitted with the application – one at 24 x 36 and two at 11 x 17. Please note that a plan-level submittal requires a pre-application conference with Planning and Engineering staff prior to submitting for permits. You can contact our office at 733-3959 if you need help determining what type of grading permit is required.

_____ **Check, Cash, or Credit.** You are required to pay the plan review fee at the time of submittal, and staff is happy to help you calculate the fee amount. Payments made by credit card are subject to a 2.5% convenience fee. A minimum convenience fee of \$1.95 will apply.

_____ **Call to Schedule a Take-In.** Please contact the Building Division at 733-7030 to make an appointment to turn in your applications.