

HOW TO OBTAIN A BUILDING PERMIT

GENERAL INFORMATION

A building permit is the City's official stamp of approval, giving you the authorization to proceed with a building project. It is issued only after your plans have been carefully reviewed to ensure they are in compliance with the City's Zoning Regulations and Construction Codes. These regulations were not established to hinder you but to protect you and uphold the long-term value of your property. The regulations also help to promote the health, safety and welfare of the citizens as well as provide for a well-planned City.

The City of Green River requires that you obtain a building permit if you erect, enlarge, alter, repair, move, improve, or convert a building or structure. This includes not only building construction or remodeling, but also plumbing, electrical and/or mechanical modifications. Ask the Building Inspector if you are uncertain about whether your plans require a permit. If work is commenced without a permit, the Building Code requires that an additional investigative fee be charged.

Any permit may be issued to a property owner or authorized agent of the property owner. Inspections will not be performed unless the appropriate permits have been obtained.

ADVANTAGES OF A BUILDING PERMIT

One of the benefits of obtaining a building permit is the service of the Building Inspector. The inspector approves each phase of the construction process, checking to see that the work is done per the building code. The Inspector also can help make sure your plans will meet your specific needs.

There are legal liabilities that you could face if you don't obtain a permit. Construction work without a permit is illegal. In addition to fines and/or work stoppages that the Building Inspector can impose, building without a permit could pose unnecessary complications when you later sell or refinance your home. Many lending institutions are requiring a final inspection and approval from the Building Inspector prior to final release of funds.

ZONING REGULATIONS

Zoning regulations govern how areas of the City are developed. Designed to prevent haphazard development, they deal with the relationship of a building to the neighborhood as a whole as well as to the individual piece of property. Dwellings must conform to certain requirements and restrictions such as how far they must be set back from the street, the front, side, and rear property lines, and how much of the lot they are allowed to cover.

The first step in making your plans is to consider the zoning regulations which apply. Check with the Community Development Department if you have any questions. In some cases, it may be possible to obtain a variance if there is sufficient reason to modify the zoning regulations.

CONSTRUCTION REGULATIONS

Construction codes deal with the building itself, establishing minimum construction standards designed to safeguard health and safety.

Building Code: This code specifies structural requirements such as the sizes of rafters and joists, lintels over doors, and headers over windows that you will need to span a particular distance. The building code also identifies foundation requirements, how thick masonry must be, whether pier foundations are permitted, the required footing sizes and other details. The building code also specifies exiting requirements, locations of smoke detectors, egress requirements from bedrooms, etcetera.

Plumbing Code: This code governs the installation of the piping that carries water into a home as well as the drain, waste and vent systems that carry the water out. Fixture placement, connection, and permitted materials are also covered in this code.

Mechanical Code: This code deals with the minimum requirements for the installation of mechanical equipment and gas piping in your home. Furnace location, vent sizing, gas pipe installation and combustion air requirements are some of the issues addressed by this code.

Electrical Code: This code governs the installation of the electrical wiring in a home. Spacing and number of receptacles is governed, as well as sizes and types of wires, location of services and panels, etcetera. The City enforces the electrical code by Home Rule.

PERMIT APPLICATION PROCESS

To obtain a building permit for new construction, remodeling or increasing the square footage, the following information must be submitted to the Building Inspector.

- 1) **Building Permit Application** – this form contains information needed to complete your building permit and assure your project gets an accurate and timely review.
- 2) **Two Sets of Plans** – these plans shall include the following:
 - ◆ Plot/Site Plan
 - ◆ Foundation Plan
 - ◆ Floor Plans

- ◆ Roof (framing) Plan
- ◆ Elevations
- ◆ Sections + Details

On residential plans, plumbing and mechanical details are usually shown on the floor plans.

In Green River, certain commercial projects must be reviewed by the State Fire Marshal's office. Please consult with the Building Inspector if you have questions about who needs to review your plans.

The following pages show examples of the various plans required for residential projects. Please be sure these plans are drawn to scale and are legible.

If the information in your application is complete and the project is clearly within the requirements of codes and regulations, your building permit will be processed within ten (10) working days. We suggest you call for approval status prior to making the trip to City Hall. If your project is disapproved for any reason, you will be notified promptly. Once your plans are approved, you or your authorized agent will receive the building permit, an approved set of plans, and the inspection record card (orange card); all of which must remain on the job site at all times.

A building permit shall automatically **expire** one year after the date of issuance. It is possible to get the permit extended by submitting a request in writing to the Building Inspector.

INSPECTION INFORMATION

Most projects require several inspections as the work progresses. **Look at your inspection record card (orange card) for the required inspections.** These inspections must be requested prior to covering or concealing the work in any way. Call the Building Inspector if you are in doubt about any requirements or inspections.

Inspections must be called in at least one-half of a working day in advance. **The approved plans and inspection record card (orange card) must be on the job and a street address must be posted for an inspection to be performed.** If possible, please be ready to have residential rough-in inspections (plumbing, mechanical and framing) performed on the same inspection call.

CERTIFICATE OF OCCUPANCY

Builders must call the Community Development Department at (307) 872-6140 for a final inspection of all projects before occupancy of the structure. If your project passes the final inspection, you will be issued a Certificate of Occupancy.

WORK REQUIRING A BUILDING PERMIT

- Construction of a new building (2 sets of bldg plans & site plan)
- Building a Garage (2 sets of bldg plans & site plan)
- Building a Deck (2 sets of bldg plans & site plan)
- Additions or Remodeling (site plan if adding sq. footage)
- Replacing Windows or Doors (no site plan required)
- Roofing and Reroofing (no site plan required)
- Sheds (refer to shed/accessory structure handout)
- Retaining Walls that support a surcharge (holding back earth or the weight of a building) *or* walls that are over 4' tall (2 sets of bldg plans & site plan)
- Siding (no site plan required)
- Irrigation systems (no site plan required)
- Interior Remodeling (floor plan drawn to scale)
- Fencing (no charge; site plan to scale required)
- Placing a Manufactured Home in a Mobile Home Park or on an single-family lot (site plan to scale require)

WORK NOT REQUIRING A BUILDING PERMIT

- Retaining Walls that do not support a surcharge *and* are under 4' tall (measured from bottom of footing to top of wall)
- Water Tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1
- Sidewalks and Driveways
- Prefabricated swimming pools that are less than 24 inches deep
- Swings and other playground equipment
- Window awnings (supported by an exterior wall) that do not project more than 54" from the exterior wall and do not require additional support
- Painting, papering and similar finish work

Work in the City right-of-way also requires an Excavation Permit.

NOTE: The issuance or granting of a permit or approval of plans shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of any Codes or Ordinances of the City of Green River. The *Permit Applicant* and *Owner* have the responsibility to comply with the applicable codes and ordinances.

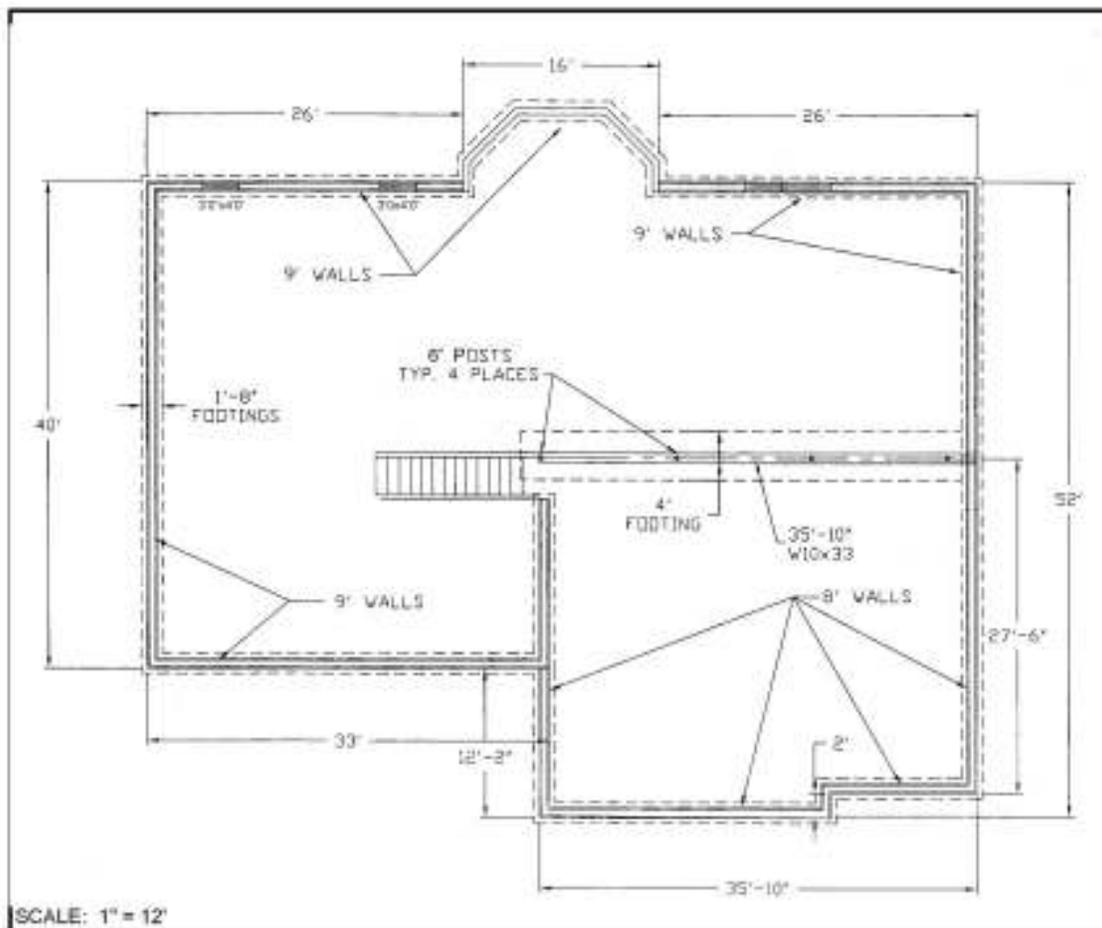
Additionally, the issuance or granting of a permit or approval of plans, specifications, and computations should not be construed to be an approval of any safety aspects of the project except as may be expressly set forth herein. The Building Inspector's duties and responsibilities are limited to those expressly set forth herein and no representations, warranties, or guarantees of any kind or nature whatsoever, including those regarding the safety or quality of any construction project, express or implied, are hereby made, or are made as the result of any inspection.

SAMPLE DRAWING – FOUNDATION

The foundation plan is used to determine how the weight of the building is distributed over the ground on which it sits.

The foundation plan shall include:

- ◆ Scale Used
- ◆ Shape and size of foundation footing, walls, and rebar
- ◆ Type of lumber used (sill plate, cripple walls)
- ◆ Slab insulation and vapor barriers
- ◆ Location and size of vents where required (crawl spaces)
- ◆ Location and size of beams, posts, and interior footings
- ◆ Floor joist sizes, spacing, direction and length of span, support, hangers, solid blocking, and floor sheathing
- ◆ UFER Ground location for electrical panel ground

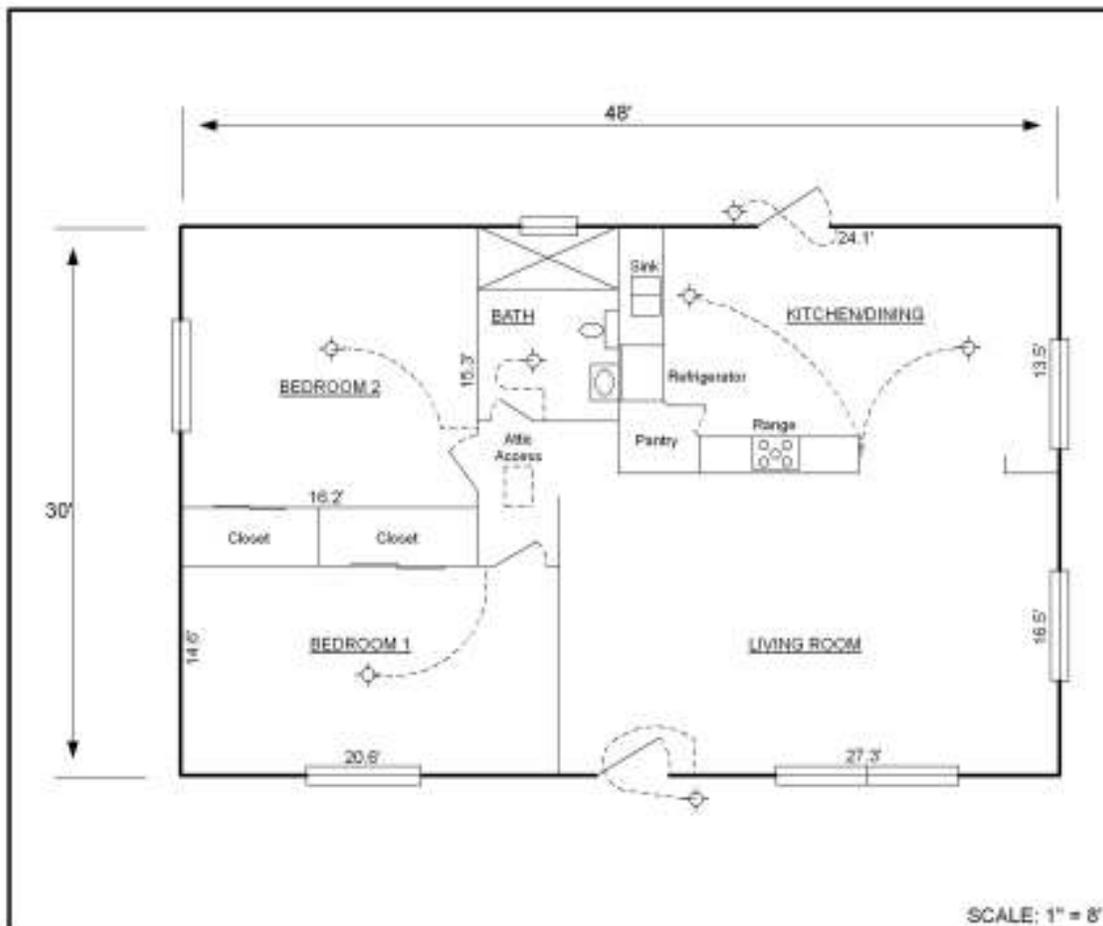


SAMPLE DRAWING – FLOOR PLAN

The floor plan is a sketch showing permanent or structural elements of your construction, including width and shape of rooms, doors, windows, etc.

The floor plan should include:

- ◆ Scale Used
- ◆ The arrangement of walls and rooms
- ◆ Location and size of window and doors; showing
- ◆ Direction of opening; header/ceiling beam sizes
- ◆ Location of plumbing fixtures
- ◆ Location of electrical fixtures; one line electrical diagram
- ◆ Location of fireplaces or wood stoves - if any
- ◆ Room use
- ◆ Indicate egress windows (basement and bedrooms)
- ◆ Attic and crawl space access
- ◆ Size and location of mechanical units (furnace and fan)
- ◆ Location of smoke detectors
- ◆ Location of combustion air openings
- ◆ Location of required bracing

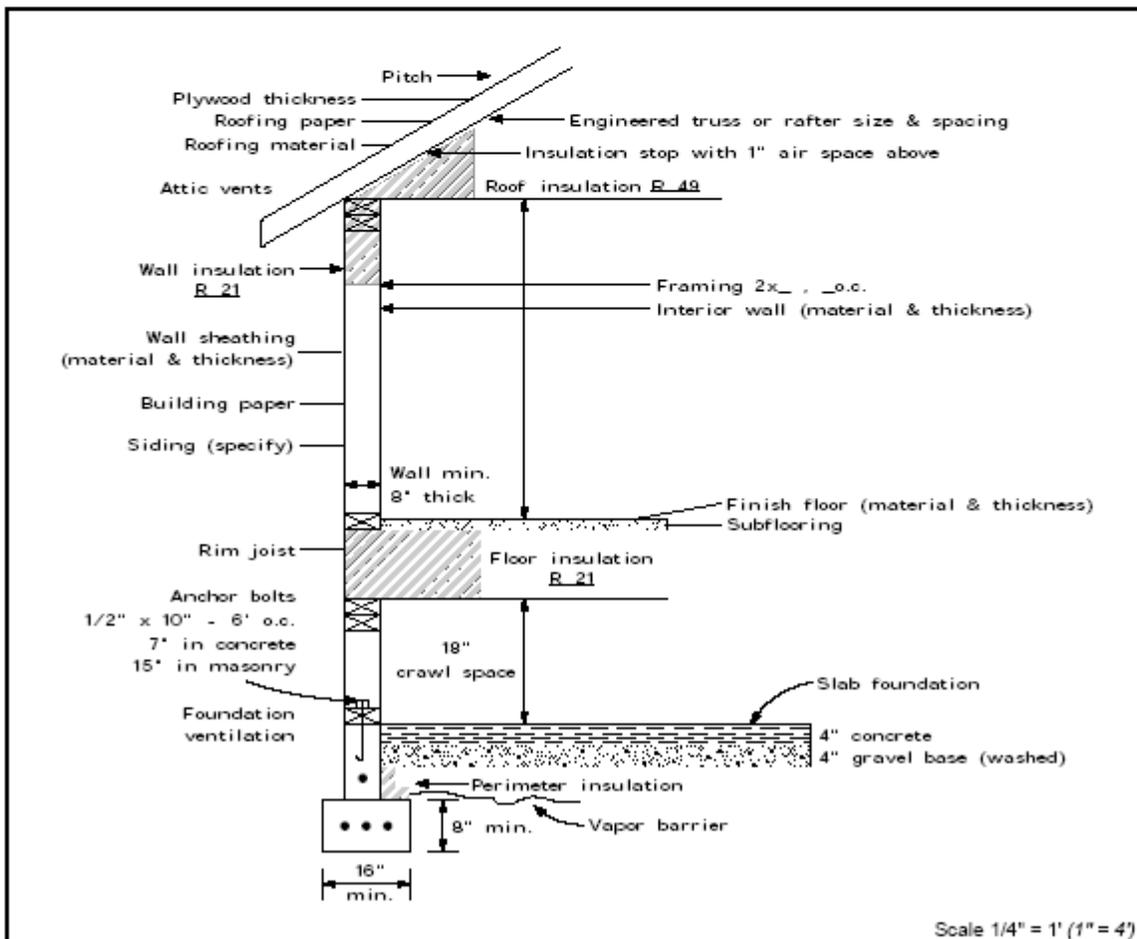


SAMPLE DRAWING - WALL SECTION

Section drawings literally slice through the building to show construction details.

Your drawings need not be complex, but should include:

- Scale Used
- How wall frame connects to foundation
- Roof slope
- Ceiling heights
- Insulation locations and R-values
- Window U values
- How walls connect to ceilings/roof
- Size of framing members (rafters, studs, joists, etc.)
- How attic is vented



SAMPLE DRAWING - ELEVATIONS

Elevations show roughly what the exterior of the building will look like when finished.

The elevations should include:

- ◆ Scale Used
- ◆ Position and height of windows and doors
- ◆ Relationship of an addition (if applicable) to the rest of the building
- ◆ Roof slope
- ◆ Landscape ground level to foundation

