



MISCELLANEOUS PERMIT (MIS) APPLICATION
 (REPAIRS, REPLACEMENTS, REMODELS, ADDITIONS and STRUCTURES <500 sqft)
Planning & Building Development Services Department
Building Division

200 S. Willow St. | phone: (307) 733-7030
 P.O. Box 1727 | www.tetoncountywy.gov
 Jackson, WY 83001

For Office Use Only

Fees Paid _____
 Check # _____ Credit Card _____ Cash _____
 MIS _____

PLEASE CALL THE PERMIT TECHNICIAN AND SCHEDULE A TAKE-IN APPOINTMENT BEFORE BRINGING IN THIS APPLICATION.

Please type or fill out this application in ink only.

SITE LOCATION:

Physical Address: _____
 Subdivision & Lot: _____
 PIDN: _____

OWNER: *A copy of the Warranty Deed or Contract of Sale must accompany this application.*

Name: _____ Phone: _____
 Mailing Address: _____ City, State: _____
 Email: _____ ZIP: _____

APPLICANT/AGENT: *If the applicant is other than owner, a **notarized** Teton County Planning & Development Letter of Authorization must accompany this application. Only the owner or his/her authorized agent may sign the application, correction list or permit.*

Name: _____ Phone: _____
 Mailing Address: _____ City, State: _____
 Email: _____ ZIP: _____

CONTRACTOR: *Contractors are required to be licensed in the town of Jackson. A property owner may act as the general contractor for his/her primary residence only.*

Name: _____ Phone: _____
 Mailing Address: _____ City, State: _____
 Email: _____ ZIP: _____
 License No. _____

CHECK THE FOLLOWING ITEMS THAT APPLY TO YOUR PROJECT:

- | | |
|-------------------------------------|--|
| _____ Decks 30" or more above grade | _____ Roofing (2 layers and class B rating required) |
| _____ Siding | _____ Interior remodel |
| _____ Addition | _____ in Wildland Urban Interface |

NOTICE: This permit becomes null and void if work authorized by its issuance is not commenced within 180 days, or work is suspended or abandoned for a period of 180 days at any time after work has commenced. Under penalty of perjury, the undersigned swears that the foregoing is true and correct, and if signing on behalf of co-owners, multiple owners, corporation, partnership, limited liability company, or other entity, the undersigned hereby swears that this authorization is given, to the full extent required, with the necessary and appropriate approval, which authorizes the undersigned to act on behalf of such entity and/or owners. I agree to comply with all County regulations, Building Codes and State laws relating to the subject matter of this application and hereby authorize representatives of this County to enter upon the above mentioned property for inspection purposes.

Signature of Owner or Authorized Agent

Date

Print Name

Title (Owner, Agent, Contractor)

Submission Checklist

Key: Y = meets submittal requirements

N = missing or incomplete information – letter of explanation required

NA = not applicable to this application

_____ Two copies of plans printed in ink. Size - 24" x 36" 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 (if application isn't signed by owner)

Additions and Remodel submissions must also include the following:

_____ A CD or thumb drive with PDF files of the plans including structural, mechanical, plumbing, and fuel gas, structural calculations, project manuals and similar supporting documentation.

_____ Plans must include the existing floor plan and proposed floor plan

_____ All Applicable Plumbing, Mechanical, Fuel gas drawings

Re-roof submissions: If you are only replacing the roofing, you don't need a take-in appointment. 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). If you will be changing the roofing material you will need to bring in a picture and spec. sheet showing the type of material you will be using. If you are changing material kind for kind only you do not need a spec sheet. Teton County requires a minimum class B roofing material. When you have completed your application come to the 2nd floor of the Teton County Administration Building located at 200 S Willow. Ask for the planner of the day. Once the planner approves the materials, verified the height of the roof won't be changing (if the roof height or pitch it changing you will need a regular Miscellaneous Permit and take-in appointment) and signed the application your permit can be issued on the spot by the Permit Technician. It will be \$250.00.

All other submissions need a take-in appointment and the checklist items. Call (307)733-7030 to schedule the take-in.