



Laramie County Planning and Development Office

Building Division
3966 Archer Pkwy Cheyenne, WY 82009
Phone: (307) 633-4512 | Fax: (307) 633-4519
building@laramiecounty.com
www.laramiecountyplanning.com

BASEMENT FINISH SUBMITTAL REQUIREMENTS

INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Use the Laramie County Parcel Viewer for aerials and for information on the property such as zoning, floodplains, etc: <http://arcims.laramiecounty.com/>

Use Citizen Access to check the status of your permit, the inspection results and to print copies of your issued permit at: <http://devpublicaccess.laramiecounty.com:8780/citizenaccess/>

All Residential Building Permit Applications must include the following:

1. Completed Application Form
2. Payment for Fees (Credit Card and E-Check options are available on our website)
3. Recorded deed for proof of property ownership (if ownership has changed within the past 6 months)
4. One full set of Building Plans (see sample layout)

We appreciate electronic submittals whenever possible; please contact us if you have questions.

NOTICE: The Applicant, his Agents and Employees shall comply with all the rules, restrictions and requirements of Laramie County Land Use Regulations and Laramie County Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Building Official or his agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit.

Buildings must conform with plans as submitted to the Laramie County Planning & Development Office. Any change of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of a building or structure must be approved prior to proceeding with construction.

The Applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the Building Inspector not less than one day's notice to perform such activities.

The Applicant must comply with current Planning & Development Office expiration policy. Laramie County is not liable for workmanship.

- 1. Application Form:** can be obtained at the Laramie County Planning & Development Office or on-line at the Laramie County website at www.laramiecountyplanning.com
- 2. Fees:** Payment of Fees shall be made at the time of submitting permit application. In the event that application is submitted via email we shall contact you with instructions on how to pay electronically.



Laramie County Planning and Development Office

Building Division
3966 Archer Pkwy Cheyenne, WY 82009
Phone: (307) 633-4512 | Fax: (307) 633-4519
building@laramiecounty.com
www.laramiecountyplanning.com

- 3. Proof of Ownership:** A copy of the recorded deed will be required to verify ownership of the property for the 1st structure or if ownership has changed within the past 6 months.
- 4. Building Plans:** Building Plans are required for all residential buildings including decks. Plans shall include all of the items listed below which apply to your particular project. Plans and specifications must be drawn to scale on substantial paper, unless the plans are being submitted electronically, and must indicate locations, nature and extent of the work proposed, and should show in detail that it will conform to the adopted Laramie County Building Code, and shall state the design standards meet or exceed wind and snow loads for the area. The recommended scale for plans is 1/4" = 1'. Plan Review fees are calculated at 65% of the building permit fee based on provided valuation. Fee adjustments may be made if needed.

If the project is an addition or remodel, be sure to clearly label all existing and all proposed construction.

The following information is required for full plan submittal:

B. Floor Plan: Floor plans must show the following:

1. Exterior dimensions
2. Interior dimensions
3. Use of all rooms
4. Size of all windows and doors
5. Size of supporting headers above wall openings
6. Direction of joists and rafters
7. Location of all plumbing fixtures
8. Location and type of heating and air conditioning facilities
9. Location of smoke and carbon monoxide alarms
10. Drawings shall be to scale

For other related permit information, please contact:

Public Works Department (Access and Culvert Requirements) (307) 633-4302
South Cheyenne Water & Sewer District (307) 635-5608
City/County Environmental Health Department (Septic permits) (307) 633-4090
State Engineer's Office (Well permits) (307) 777-6163

The "valuation" of the project is calculated by this office and is based on a square foot price. All labor and materials are at a Professional rate and there is not a discount for homeowners doing their own work.

If you have any questions, please contact our Permit Technician at (307) 633-4512.

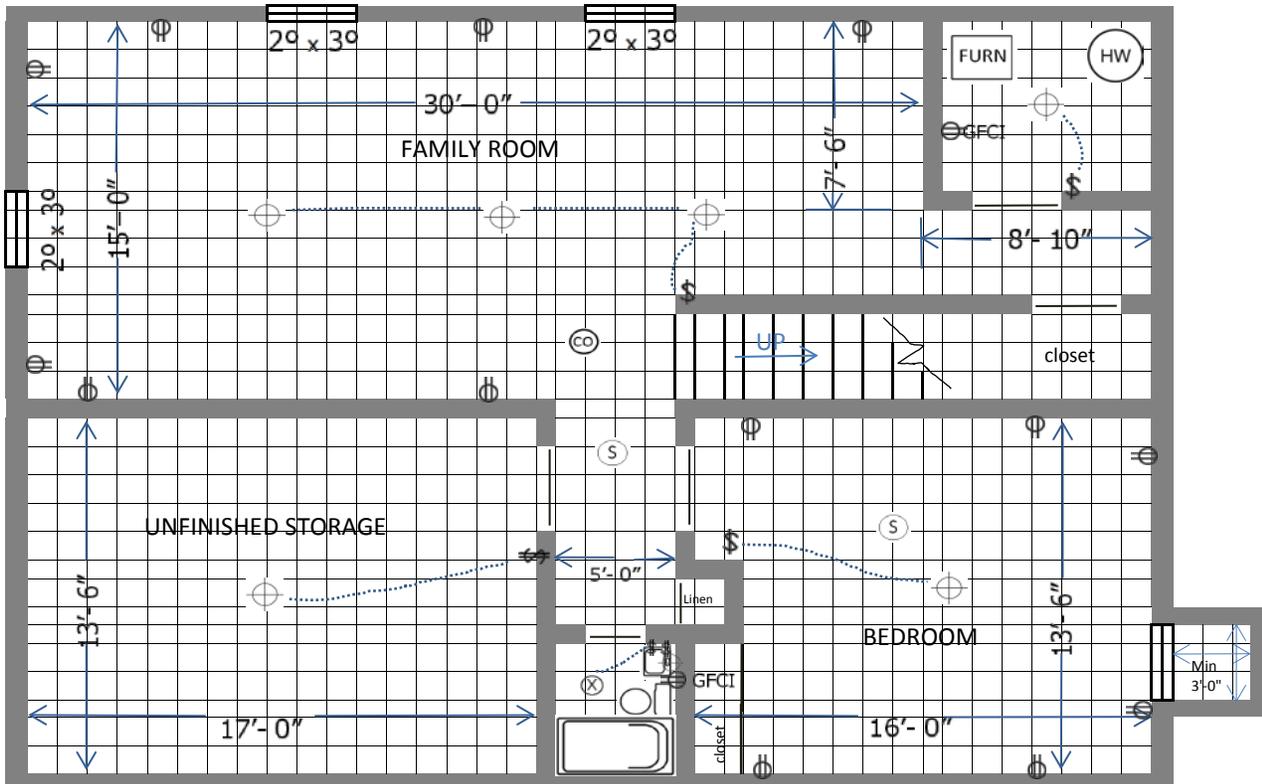
Basement Finish Guide

Laramie County Planning and Development Office
 Building Division
 3966 Archer Pkwy Cheyenne, WY 82009
 Phone: 307-633-4512 | Fax: 307-633-4519
 building@laramiecounty.com



1. Draw floor plan with dimensions drawn to scale, showing the layout of the entire basement. Label use for all rooms.
2. Show electrical outlets, lighting, fans, plumbing modifications, cleanouts, furnace and water heater.
3. List window sizes and types; identify emergency escapes, rescue windows, egress window wells with ladder and clear dimensions of window well.
4. Show bathroom layouts
5. Show wet bars
6. Show electrical and plumbing if possible
7. Note any under stair storage
8. Provide combustion air in accordance with 2012 IRC
9. Show location of smoke alarms in accordance with 2012 IRC section R314
10. Show location of Carbon Monoxide alarms in accordance with 2012 IRC section R315

Smoke alarm and Carbon Monoxide alarm location: inside and directly outside of all sleeping areas.



1 square = 1' approx

- | | | | | | | | |
|---|---------------|---|-------|---|-----------------------|---|--------|
| ⚡ | Double Switch | ⊕ | Light | Ⓢ | Smoke alarm | ⊖ | Outlet |
| ⚡ | Single Switch | ⊗ | Fan | Ⓢ | Carbon Monoxide alarm | | |

updated 02/23/15



Residential Building Permit Application

Laramie County Planning and Development Office

Building Division

3966 Archer Pkwy Cheyenne, WY 82009

Phone (307) 633-4512 Fax: (307) 633-4519

building@laramiecounty.com

INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Rcvd By	Rcvd Date	PR #	BP #
Address of Project		New Address?	yes <input type="checkbox"/> no <input type="checkbox"/>
Land Owner Information			
If there are additional owners, please list on separate sheet and attach			
Name		Phone	
Address		City	
Email		State	Zip
Contractor Information			
Name		Phone	
Address		City	
Email		State	Zip
Electrical work (if applicable) to be done by		Phone	
Property Information			
Legal Description (Subdivision, Block and Lot or Tract)			
Zone Distr	Township	Range	Section
			Map Page
Project Information			
<p>Description of Work: Complete description of the work done including any plumbing, mechanical (Heating, ventilation or air conditioning), electrical, fire sprinkler or alarm. (Work is not included in the permit unless description in this scope of work.)</p>			
<p>By my signature and under penalty of perjury, I hereby certify that I am the owner of the referenced property, or the owner's authorized agent. I have read and examined this application and know the same to be true and correct. All provisions or laws and ordinances governing this type of work will be complied with, whether specified herein or not. The issuance of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction, or guarantee issuance of a well or septic permit, this permit becomes null and void if work or construction authorized is not commenced within 180 days, unless prior authorization has been issued by this office. This permit expires 1 year from the date of issuance providing the 1st inspection has occurred within the initial 180 day period. It is the Owner/Agent's responsibility to ensure that all required inspections have passed prior to moving forward with the next phase of construction. I understand that occupying this structure prior to obtaining a Certificate of Occupancy is against the law. Failure to comply may result in a \$750 fine with each day of occupancy being a separate offense.</p>			
Signature of Owner / Agent			Date
Printed Name			
Valuation (cost of project) \$			
For Office Use Only			
Fees	BP Fee	PR Fee	MP Fee
			Total Fees
Payment Method	Check #	Cash	Credit Card



INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Project Information

Check all that apply

Project Includes:

- Building
- Plumbing
- Mechanical
- Electrical
- Gas

Purpose of Permit:

- New
- Addition
- Renovation
- Other _____
- Demolish
- Move

Is this structure:

- A Manufactured Home?
- 20 years old?
- Structurally Altered?

Does the structure have fire sprinklers?

- yes no

Specific Use of Structure:

- Single Family Home
- Garage
- Workshop
- Cold Storage
- Barn
- Other _____

Foundation Type:

- Shallow Non-Frost Protected (Monolithic)
- Frost Protected Wall Bearing Directly on Soil (Monolithic)
- Basement
- Crawl Space
- Block / Pier
- Caisson (provide detail)
- Other _____

Square Footage and Valuation of Project					
	Square Footage		Value / SQ FT		\$ Value
1 st Floor		x	\$ 85.00	=	
2 nd Floor		x	\$ 43.00	=	
Bonus Room		x	\$ 43.00	=	
Remodel/Basement Finish		x	\$ 20.00	=	
Finished Basement		x	\$ 27.00	=	
Unfinished Basement		x	\$ 15.00	=	
Crawl Space		x	\$ 8.00	=	
Attached Garage		x	\$ 20.00	=	
Enclosed Porch/Patio/Deck/Sunroom		x	\$ 43.00	=	
Porch/Patio/Decks		x	\$ 8.00	=	
Transplant Home-1 st Floor		x	\$ 43.00	=	
Modular on Foundation-1 st Floor		x	\$ 43.00	=	
Modular on Foundation-Finished Basement		x	\$ 27.00	=	
Modular on Foundation- Unfinished Basement		x	\$ 15.00	=	
Accessory Building		Flat Fee	\$100.00	=	
			Valuation of Project	=	\$