



# 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

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## COMMERCIAL 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 Permit Applications must include the following:

1. Completed Application Form
2. Certificate of Review from the Planning Division
3. One Site Plan approved by the Planning Division
4. One set of Engineered and Stamped Building, Plumbing, Mechanical, Electrical plans
5. One set of Engineered and Stamped Foundation plans (stamped by a registered Wyoming Engineer)
6. One full set of electronic plans (stamped)
7. Payment for Fees (Credit Card and E-Check options are available on our website)

Please note that we require one full set of plans as well as an electronic set whenever possible. If electronic copies are not submitted, we will require 2 full sets of plans. Please contact us if you have questions.

Please refer to attached for complete instructions and information.

### NOTICE:

The Applicant, his Agents and Employees shall comply with all the rules, restrictions and requirements of Laramie County Zoning 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.



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

The following items expand on the submittal requirements. Not all projects require all items listed below, please contact us if you have any questions.

- 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](http://www.laramiecountyplanning.com)
- 2. Certificate of Review (COR):** A copy of the approved COR from the Planning Division shall be submitted with all Commercial building permit applications.
- 3. Site Plans:** An approved site plan, approved by the Planning Department shall be submitted
  1. North arrow
  2. Location of proposed building
  3. Distances between each property line to proposed building (the minimum is from 2 property lines)
  4. Distances between proposed building and any existing structures
  5. Identify the street or county/state road being accessed from
  6. Driveway location with driveway width and surface type (and distance to the closest property line)
  7. Location of well and septic system (if applicable)
- 4. Building Plans:** One paper set (11"x17" or larger) and one full set of Electronic plans shall be submitted. Plans should include all of the items listed below which apply to your particular project. Plans and specifications must be drawn to scale on substantial paper, 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.

**Foundation and Floor- Framing Plan:** All foundations shall be designed and wet-stamped by an architect or engineer licensed by the State of Wyoming. Additionally, an open hole report shall be submitted to this office by an architect or engineer licensed by the State of Wyoming. Contact the Planning & Development Office for exceptions. Foundation and floor framing plans must include the following information:

1. Location of continuous foundations and pier footings
2. Size and depth of footings
3. Thickness of concrete slabs
4. Size and spacing of girders
5. Size and spacing of floor joists
6. Location of crawl holes and vents
7. Size of stem walls
8. Location and size of re-enforcing steel to be installed
9. Elevation of foundation in relation to grade



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If access is from a state highway, please contact the WyDOT District Engineer in Laramie at (307) 745-2100.

**Open Hole Report:** An Open Hole Inspection Report shall be conducted by an architect or engineer licensed by the State of Wyoming. This is to be submitted prior to requesting a footer/foundation inspection. Please note that our inspectors must verify the footer/rebar/caissons prior to any concrete being poured.

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



# Commercial Building Permit Application

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Rcvd By	Rcvd Date	PR #	BP #
Address of Project	New Address?		yes <input type="checkbox"/> no <input type="checkbox"/>
Name of Business			
<b>Land Owner Information</b>			
If there are additional owners (such as a Business Owner), please list on separate sheet and attach			
Name	Phone		
Address	City		
Email	State	Zip	
<b>Contractor Information</b>			
Name	Phone		
Address	City		
Email	State	Zip	
Primary Contact Person	Phone		
Electrician	Phone		
<b>Property Information</b>			
Legal Description (Subdivision, Block and Lot or Tract)			
Zone District	Township	Range	Section
			Map Page
<b>Project Information</b>			
Structure Use	Prior Use		
Check all that apply and fill in square footage areas specific to this project			
Purpose of Permit	New <input type="checkbox"/>	Addition <input type="checkbox"/>	Renovation <input type="checkbox"/>
	Other <input type="checkbox"/>	Demolish <input type="checkbox"/>	Move <input type="checkbox"/>
	Fire Sprinklers? <input type="checkbox"/>		
Foundation Type	slab on grade <input type="checkbox"/>	crawl space <input type="checkbox"/>	block / pier / caisson <input type="checkbox"/>
			basement <input type="checkbox"/>
Bldg area square footage	1st floor <input type="checkbox"/>	2nd floor <input type="checkbox"/>	other <input type="checkbox"/>
Design Occupancy Load	<b>Project Includes:</b> <input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Gas		
<b>Description of Work:</b> 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>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. <b>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</b></p>			
Signature of Owner / Agent	Date		
Printed Name			
Valuation (cost of project)	\$	Approved	
Fees	BP Fee	PR Fee	
Check #	Cash <input type="checkbox"/>	Credit Card <input type="checkbox"/>	Total Fees