



# 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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## RESIDENTIAL SUBMITTAL REQUIREMENTS

**INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED**

Use the Laramie County Parcel Viewer for aeriels 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 (for the 1<sup>st</sup> structure on the property or if ownership has changed within the past 6 months)
4. One Plot Plan (see detail at the end of the checklist for an example)
5. One set of full Building Plans
6. One set of Engineered foundation plans (plans must have registered Wyoming Engineer stamp)

WE ARE GOING GREENER! 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. Permits are not transferable.

**NOTE 1:** AN OPEN HOLE INSPECTION REPORT (from a registered Wyoming Engineer) is required prior to requesting footer/foundation inspection. Please note that our inspectors must verify the footer/rebar/caissons prior to any concrete being poured.



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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. **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.
3. **Proof of Ownership:** A copy of the recorded deed will be required to verify ownership of the property for the 1<sup>st</sup> structure or if ownership has changed within the past 6 months.
4. **Plot Plans:** (sample available-see page 4) Must show a minimum of:
  1. North arrow
  2. Location of proposed building
  3. Distances between each property line to proposed building (minimum of 2 perpendicular 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)
5. **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:

- A. **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" inspection shall be conducted by an architect or engineer licensed by the State of Wyoming. 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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**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 detectors
10. Drawings shall be to scale

**C. Elevation Views:** This is a drawing or exterior view of each new wall. The drawing must include:

1. Doors, windows and other openings
2. Vertical dimensions
3. Exterior finishes
4. Wall bracing or shear panel location or means of obtaining required lateral bracing

**D. Cross Section Views:** The cross section views must include:

1. Interior and exterior finishes
2. Size, spacing and type of materials used
3. Insulation, type, location and "R" value
4. Typical connections
5. Complete roofing specifications

**E. Roof Plan:** the roof plans should include drawings of the following:

1. Hips, valleys, ridges
2. Any special framing at roof area
3. For additions to existing buildings, locations of bearing walls and slope of roof in existing buildings; and
4. Shall include a copy of the truss certifications (truss specs shall be available at the job site for the inspector.)

**5. Foundation Plans:** All Foundation Plans shall be engineered by a Wyoming Licensed Engineer and are required for all residential buildings. All drawings must be stamped.



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**Permit for access driveway:** If access is from a county road, the application is available from the Laramie County Public Works Department. Please submit directly to Public Works. They are open Monday through Thursday and are located at the east end of the Archer Complex. Contact Justin Arnold at (307) 633-4302.

If access is from a state highway, please contact the WyDOT Engineer at (307) 777-4169

For other related permit information, please contact:

Public Works Department (Access and Culvert Requirements) (307) 633-4302

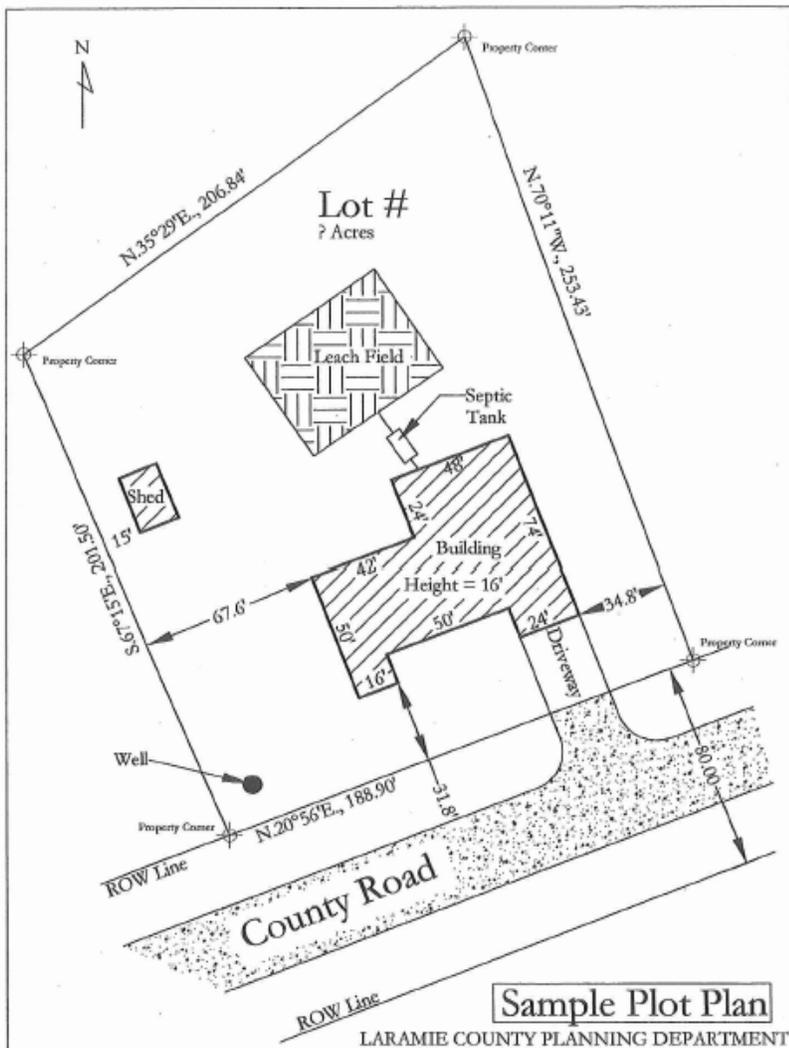
South Cheyenne Water & Sewer District (307) 635-5608

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.





# Residential 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"/>
<b>Land Owner Information</b>			
If there are additional owners, 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
Electrical work (if applicable) to be done by		Phone	
<b>Property Information</b>			
Legal Description (Subdivision, Block and Lot or Tract)			
Zone Distr	Township	Range	Section
			Map Page
<b>Project Information</b>			
<p><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>			
<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. <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 separate offense.</b></p>			
Signature of Owner / Agent			Date
Printed Name			
Valuation (cost of project) \$			
<b>For Office Use Only</b>			
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 <sup>st</sup> Floor		x	\$ 85.00	=	
2 <sup>nd</sup> 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 <sup>st</sup> Floor		x	\$ 43.00	=	
Modular on Foundation-1 <sup>st</sup> 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	=	
			<b>Valuation of Project</b>	=	\$



# Laramie County Building Permits



## Building and Plan Review Fee Schedule

Valuation Low	Valuation High	Building Permit Fee	Plan Review Fee	Sum of Building & Review Fees
\$1	to \$300	\$35.00	\$0.00	\$35.00
\$301	to \$500	\$55.00	\$0.00	\$55.00
\$500	to \$1,000	\$75.00	\$0.00	\$75.00
\$1,001	to \$5,000	\$100.00	\$0.00	\$100.00
\$5,001	to \$10,000	\$147.42	\$95.82	\$243.24
\$10,001	to \$20,000	\$260.82	\$169.53	\$430.35
\$20,001	to \$30,000	\$358.47	\$233.01	\$591.48
\$30,001	to \$40,000	\$440.37	\$286.24	\$726.61
\$40,001	to \$50,000	\$522.27	\$339.48	\$861.75
\$50,001	to \$60,000	\$578.97	\$376.33	\$955.30
\$60,001	to \$70,000	\$637.67	\$414.49	\$1,052.16
\$70,001	to \$80,000	\$692.37	\$450.04	\$1,142.41
\$80,001	to \$90,000	\$749.07	\$486.90	\$1,235.97
\$90,001	to \$100,000	\$805.77	\$523.75	\$1,329.52

\$100,001	to \$500,000	Building Permit Fee is \$805.77 for the first \$100,000 plus \$4.41 for each additional \$1,000 or fraction thereof including \$500,000*		
\$500,001	to \$1,000,000	Building Permit Fee is \$2,569.77 for the first \$500,000 plus \$3.78 for each additional \$1,000 or fraction thereof including \$1,000,000*		
\$1,000,001	and up	Building Permit Fee is \$4,459.77 for the first \$1,000,000 plus \$2.52 for each additional \$1,000 or fraction thereof*		

**\* THE PLAN REVIEW FEE, IF REQUIRED, IS IN ADDITION TO THE PERMIT FEE AND IS EQUAL TO SIXTY-FIVE PERCENT OF THE PERMIT FEE**

**\* THE PERMIT VALUATION IS BASED ON ESTIMATED COST OF MATERIALS AND LABOR. FOR RESIDENTIAL PERMITS, ACTUAL LABOR COSTS MAY BE USED.**

Inspections outside of normal business hours (minimum charge - 2 hours)	\$35.00 per hour
Re-inspection fees	\$50.00 per hour
Inspections for which no fee is specifically indicated (minimum charge - 1/2 hour)	\$35.00 per hour
Additional plan review required by changes, additions or revisions (min charge - 1/2 hour)	\$35.00 per hour
Residential Detached Accessory Structures (basic structure with no additional interior rooms, includes a maximum of 4 trips)	\$100
Mobile Home set in a park (block, set, skirt and connect to utilities)	\$100
For use of outside consultants for plan checking and inspections, or both	Actual Costs
Large Wind Turbines	\$500.00 per tower

### Other Miscellaneous Fees

Inspections for childcare and fire or electrical safety	\$35.00
Electrical Meter Tag Inspection (non-agricultural)	\$50.00
Alternative Energy Permit (Residential Wind Turbines / solar / non-traditional energy production)	\$90.00



# Open Hole Report

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Please send to [building@laramiecounty.com](mailto:building@laramiecounty.com)

**Location:** Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_  
Division: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Address: \_\_\_\_\_ Permit # \_\_\_\_\_

IN ACCORDANCE WITH IRC R401.4.1, OR IBC CHAPTER 18, THE SOIL CONDITIONS OF THE ABOVE REFERENCED SITE WERE DETERMINED BY ME ON \_\_\_\_\_ (DATE) AND THE FOLLOWING CONDITIONS WERE NOTED:

1. SOIL BEARING PRESSURE OF \_\_\_\_\_ PSF MAXIMUM
  - a. BASED ON SOILS REPORT NO.: \_\_\_\_\_
  - OR
  - b. BASED ON RATIONAL EVALUATION:
  
2. THE FOOTING/FOUNDATION IS TO BE PLACED ON UNDISTURBED NATURAL SOIL \_\_\_ YES \_\_\_ NO  
**IF NOT, ATTACH COMPACTION REPORT AND SOILS REPORT**
3. UNUSUAL MOISTURE PRESENT? \_\_\_ YES \_\_\_ NO
4. EXPANSIVE SOILS WERE PRESENT? \_\_\_ YES \_\_\_ NO
5. THE SOIL CLASSIFICATION (TYPE) IS (check one):
  - a. Clay, sandy clay, silty clay, clayey silt, silt and sandy silt (CL, ML, MH and CH).  
Load-bearing pressure (PSF) 1,500 \_\_\_\_\_ .
  - b. Sand, silty sand, clayey sand, silty gravel and clayey gravel (SW, SP, SM, SC, GM, AND GC).  
Load-bearing pressure (PSF) 2,000 \_\_\_\_\_ .
  - c. Sandy gravel and/or gravel (GW and GP). Load-bearing pressure (PSF) 3,000 \_\_\_\_\_ .
  - d. Sedimentary and foliated rock. Load-bearing pressure (PSF) 4,000 \_\_\_\_\_ .
  - e. Crystalline bedrock. Load-bearing pressure (PSF) 12,000 \_\_\_\_\_ .
6. FOUNDATION DRAINAGE REQUIRED? (IRC R405.1 / IBC 1805.4.2) \_\_\_ YES \_\_\_ NO

THE TYPE OF FOOTING/FOUNDATION REQUIRED FOR THIS SITE SHALL BE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ WYO. REG. NO.: \_\_\_\_\_

PRINT NAME: (Required) \_\_\_\_\_

Stamp is required

DATE: \_\_\_\_\_

This report cannot be accepted if the name is not legibly printed.

A Wyoming Licensed design professional's stamp is required.

This document must be completed and returned to the Laramie County Planning and Development Office prior to requesting the footer inspection.

**DO NOT PLACE ANY CONCRETE WITHOUT APPROVAL FROM THE BUILDING INSPECTOR**

