



Laramie County Planning and Development Office

Building Division
3861 Archer Pkwy Cheyenne, WY 82009
Phone: 307-633-4512 Fax: 307-633-4519
planning@laramiecounty.com
www.laramiecountyplanning.com

RESIDENTIAL SUBMITTAL REQUIREMENTS

INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Please visit our new and improved Laramie County Parcel Viewer for information on the property and aerials: <http://arcims.laramiecounty.com/>

All Building Permit Applications must include the following:

1. Completed Application Form
2. Recorded deed for proof of property ownership (for new Residential construction)
3. One plot plan (2 sets if they are larger than 11" x 17") A handout is available.
4. One set of building plans (2 sets if they are larger than 11" X 17")
5. One set of Engineered foundation plans (2 sets if they are larger than 11" X 17")
(plans must have registered Wyoming Engineer stamp)
6. LARAMIE COUNTY CONSTRUCTION PERMIT APPLICATION for the access driveway/culvert (if access is from county road), or a copy of the WYDOT ACCESS PERMIT (if access is from state highway).

NOTE: AN OPEN HOLE INSPECTION REPORT OR SOILS REPORT (from a register Wyoming Engineer is required prior to requesting footer/foundation inspection.)

WE ARE GOING GREENER! We encourage you to submit your submittals electronically. Please note that our preferred submittal size is 11" x 17" or smaller for paper submittals. 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.

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



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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
2. **Proof of Ownership:** A copy of the recorded deed will be required to verify ownership of the property.
3. **Plot Plans:** (sample available upon request) They are to be drawn on 8 ½" x 11" size paper, and must show:
 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:** Two identical sets (only one set is required if submitted on paper that is 11"x17" or smaller) of Building Plans are required for all residential buildings. 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, 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, if a site-specific soils report is not provided, an "open hole" inspection shall be conducted by an architect or engineer licensed by the State of Wyoming. Contact the Planning & Development Office for exceptions for an addition to an existing residence. 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: Two identical sets (only one set is required if submitted on paper that is 11"x17" or smaller) of Foundation Plans that are engineered by a Wyoming Licensed Engineer are required for all residential buildings. All drawings must be stamped.



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- 6. Permit for access driveway:** If access is from a county road, the application is available from the Laramie County Planning & Development Office, or on-line at the Laramie County website at www.laramiecountyplanning.com. The fee for the county access permit is \$25.00.

If access is from a state highway, please contact the WYDOT Engineer, Rick Keslar at 777-4169

- 7. Open Hole Report:** If a site-specific soils report is not provided, 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:

- (307) 635-5608 South Cheyenne Water & Sewer District
- (307) 633-4090 City/County Environmental Health Department (Septic permits)
- (307) 777-6163 State Engineer's Office (Well permits)
- (307) 633-4302 Public Works Department (Access permits from County roads)
- (307) 777-4169 WYDOT (Sign permits for signs visible from a State right of way)



Residential Building Permit Application

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 planning@laramiecounty.com

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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 District	Township	Range	Section
			Map Page
Project Information			
Structure Use	Bldg	Plmbg	Mech Electr Gas
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"/>
	Manufactured Bldg <input type="checkbox"/>	20 yrs old <input type="checkbox"/>	Structurally Altered <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"/>	attached garage <input type="checkbox"/>
	bsmnt-finished <input type="checkbox"/>	bsmnt-unfinished <input type="checkbox"/>	bonus room <input type="checkbox"/>
Description of Work: Complete description of the work done including any plumbing, mechanical (Heating, ventilaiton 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. 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) \$		Approved	
Fees	BP Fee	PR Fee	MP Fee
	ZC Fee	Access	Other
Check #	Cash	Receipt #	Total Fees

PERMIT FEE \$25.00

LARAMIE COUNTY PUBLIC WORKS DEPARTMENT

2503 E. Fox Farm Road, Cheyenne, Wyoming 82007
(307) 633-4302 Fax (307) 633-4219

Permit No. _____

LARAMIE COUNTY CONSTRUCTION PERMIT APPLICATION

[] ACCESS DRIVE [] UTILITY [] ROAD CONSTRUCTION [] OTHER

Location of Work (Include County Road Number, Section/Township/Range, Lot/Block/Tract, Address, if known)

OWNER ADDRESS PHONE

CONTRACTOR ADDRESS PHONE

ENGINEER/SUPERINTENDENT ADDRESS PHONE

DESCRIPTION OF WORK (Attach copy of construction drawings or construction plans)

CONDITIONS:

- 1. The permit holder shall notify the County prior to beginning and at completion of work.
2. Access drive location must be clearly staked.
3. All construction shall comply with the Wyoming Public Works Standard Specifications, latest edition, and current Laramie County Standards and Specifications.
4. All roadway construction shall comply with Standard Specifications for Road and Bridge Construction, Wyoming Highway Department, latest edition. All cuts and/or holes will have an asphalt patch within one week after completion of the facility. If weather will not allow, Owner/Licensee will patch temporary and monitor until such time as a permanent patch can be placed.
5. A traffic control plan may be required. Determination shall be made by the County and shall be provided three (3) days prior to work beginning, for all work on public rights-of-way pursuant to the Manual of Uniform Traffic Control Devices, Federal Highway Administration, latest edition. ATTACH TRAFFIC CONTROL PLAN TO PERMIT.
6. Laramie County does not waive its Government/Sovereign Immunity, as provided by any applicable law

LARAMIE COUNTY STANDARD RURAL APPROACH ROADS AND ACCESS DRIVES

A Construction Permit shall be obtained from this office if any work is to be done for a new or modified driveway. No person shall commence work on the construction, alteration, repair or removal of any driveway approach from Public or County roads without a permit being obtained from the Planning Department. It is recommended that all driveways be installed prior to building construction.

In order to protect the safety of the traveling public, all approach roads and access drives connecting to county roads in rural areas of Laramie County shall be constructed to the following standards and specifications:

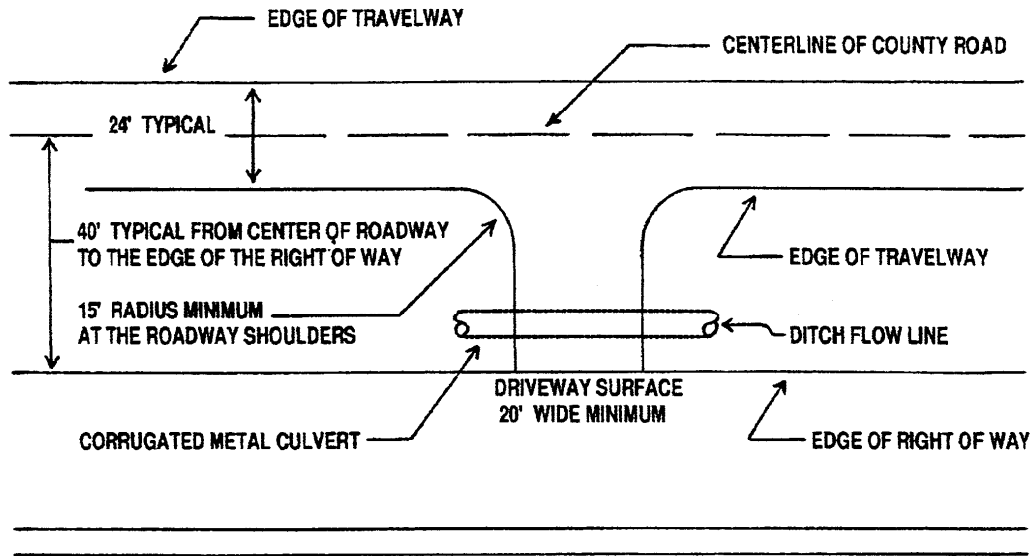
Approaches shall have a roadbed width of not less than **twenty (20) feet** and a maximum of **thirty-six (36)** with a minimum radius of **fifteen (15) feet** at the roadway shoulders. Embankment slopes shall have a minimum slope of **four (4) feet** horizontal to **one (1) foot** vertical. Slopes will be dressed and compacted. Deviations from these standard dimensions will be approved on an individual basis.

All approach locations will be inspected prior to construction. The inspection will determine the size, type and location of culvert.

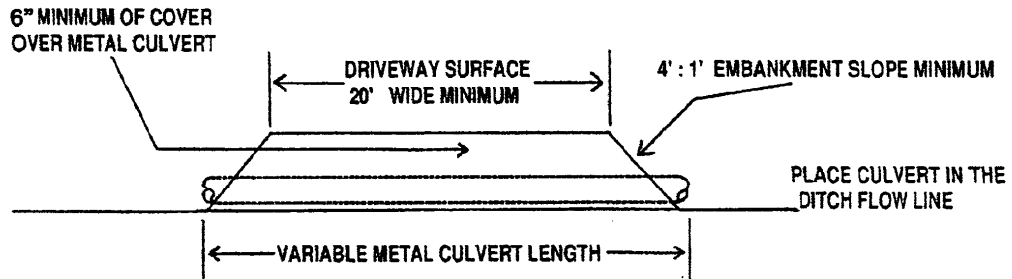
A drainage pipe will be required and shall be placed in the approach fill if the approach blocks the road ditch so that overtopping of the approach will occur from the flood water of a storm of **two (2)** year frequency. The pipe shall be placed at the constructed flow line of the ditch. **The pipe shall be corrugated metal culvert with Flared ends.**

No fixed obstructions shall be placed within thirty (30) feet of the edge of the county road travelway except for approved mailbox assemblies or fencing at the right-of-way line. **Approach pipe headwalls constructed of wood, brick, stone, concrete or other permanent materials are prohibited.** Adherence to standards for Location of Driveways, Driveway Profiles and Sight Distance as contained in "Cheyenne and Laramie County Wyoming Road, Street & Site Planning Design Standards" shall also be required.

STANDARD DESIGN



TYPICAL CROSS SECTION



(CULVERT LENGTH DEPENDS ON THE WIDTH OF THE DRIVEWAY SURFACE AND THE DEPTH OF THE DITCH)

NOTE : (DRIVEWAY SURFACE)
3" OF CRUSHED ROAD BASE MINIMUM

OPEN HOLE INSPECTION REPORT



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rchubb@laramiecounty.com

Location: Subdivision: _____ Lot: ____ Block: ____ Tract: _____ Division: _____ Section: _____ Township: _____ Range: _____ Address: _____

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 _____ .

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

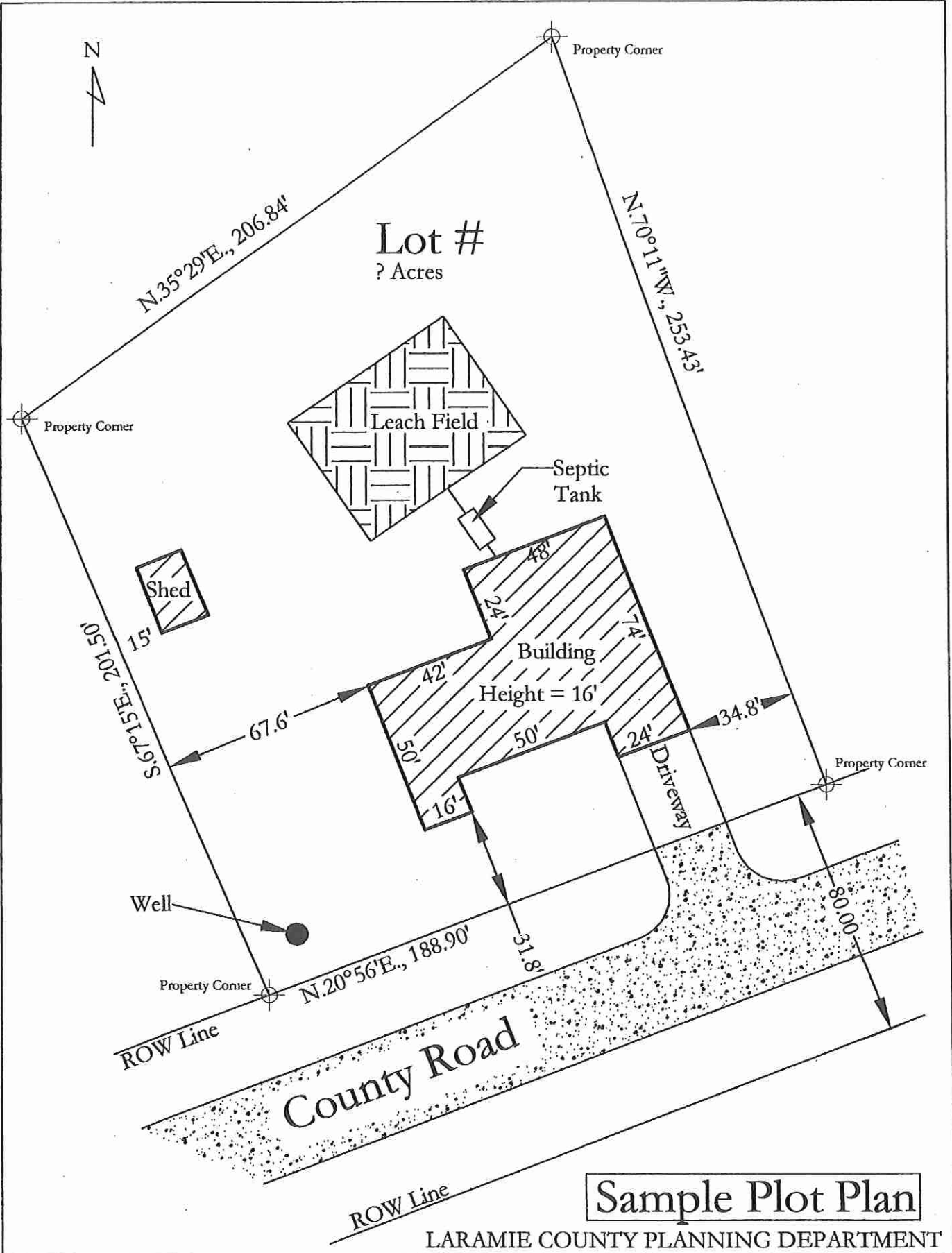
SIGNED: _____ WYO. REG. NO.: _____

PRINT NAME: (Required) _____ DATE: _____

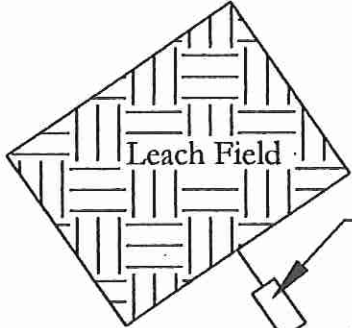
This report cannot be accepted if the name is not legibly printed.

THIS DOCUMENT MUST BE COMPLETED AND RETURNED TO THE LARAMIE COUNTY PLANNING AND DEVELOPMENT OFFICE PRIOR TO REQUESTING THE 1ST INSPECTION.

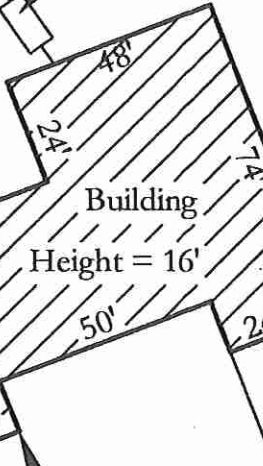
DO NOT PLACE ANY CONCRETE WITHOUT APPROVAL FROM THE BUILDING INSPECTOR.



Lot #
? Acres



Septic Tank



Driveway



ROW Line
N.20°56'E., 188.90'



Sample Plot Plan

LARAMIE COUNTY PLANNING DEPARTMENT



Please Note our Policy Change

As of May 2nd, 2011 our policy regarding the Valuation of projects (or cost of project) has changed.

The value of the project shall be based on a set square footage price. The permit fees shall be calculated using the valuation that is determined by applying the following square foot pricing.

OPTIONS	\$/SQ FT	SQ FT	VALUATION
1ST FLOOR	\$ 85.00		
2ND FLOOR / BONUS ROOM	\$ 43.00		
UNFINISHED BSMNT	\$ 15.00		
FINISHED BSMNT	\$ 27.00		
ATTACHED GARAGE	\$ 20.00		
ENCLOSED PORCH	\$ 43.00		
PORCH	\$ 8.00		
TOTAL VALUATION CALCULATED:			

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	\$1,000	\$25.00	\$0.00	\$25.00
\$1,001	to	\$5,000	\$90.00	\$0.00	\$90.00
\$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
Accessory Structures (excludes necessary electrical, plumbing or mechanical permits)	\$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

Public Works Construction Permit - driveway access on public right-of-ways	\$25.00
Inspections for childcare and fire or electrical safety	\$35.00
Residential Wind Turbines	\$90.00