



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

RURAL ADDRESS APPLICATION 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.

WE ARE GOING GREENER! Whenever possible, we would appreciate your submittals electronically. Please note that our preferred submittal size is 11" x 17" or smaller when submitting paper copies. 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.

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



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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
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)

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)



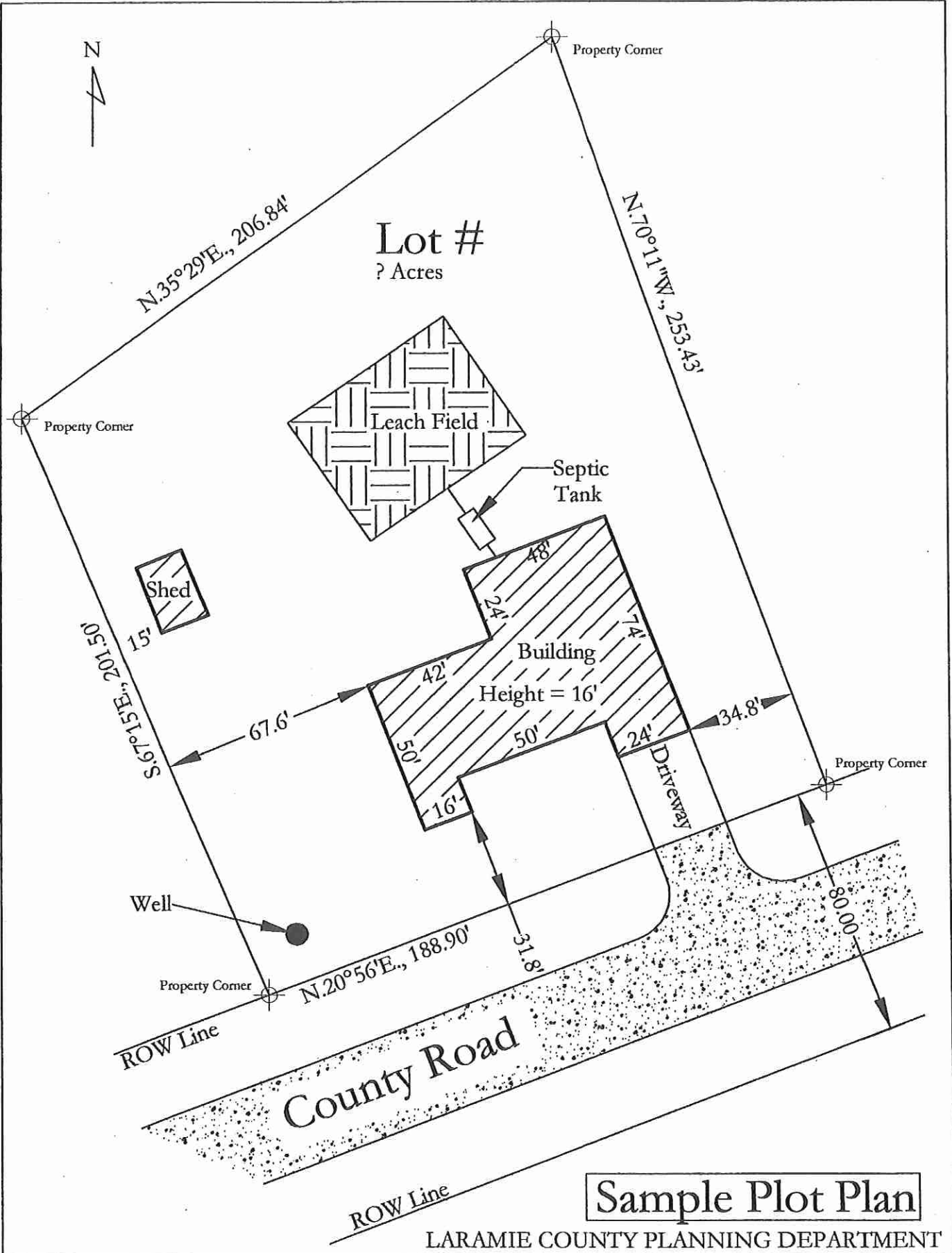
Rural Address Application

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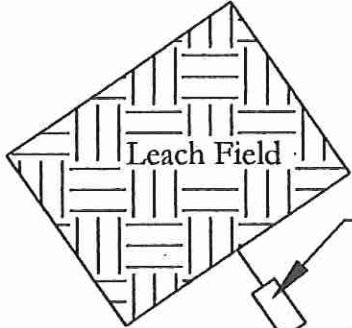
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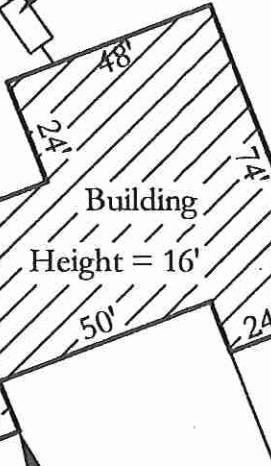
Rcvd By	Rcvd Date	PR #	BP #
Address of Project		New Address?	yes
Land Owner Information			
If there are additional owners, please list on separate sheet and attach			
Name		Phone	
Address		City	
Email		State	Zip
Applicant Information			
Name		Phone	
Address		City	
Email		State	Zip
Electrical work (if 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			
Purpose of Permit	New	Existing	
Date Erected		Structure Size	
Will this structure have	Water	Sewer	Electrical
Description of why you are applying for an address?			
<p>A building permit is required prior to any construction. Address is subject to change at time of application for building permit. This certificate is issued subject to full compliance with the terms of the application and the zoning regulations and/or addressing. The issuance of this certificate/address does not guarantee issuance of a well or small wastewater permit.</p> <p>By my signature and under penalty of perjury, I hereby certify that I am the owner of the reference 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</p>			
Signature of Owner / Agent		Date	
Printed Name			
Check #	Cash	Receipt #	Total Fees



Lot #
? Acres



Septic Tank



Driveway

ROW Line
N.20°56'E., 188.90'

County Road

ROW Line

Sample Plot Plan

LARAMIE COUNTY PLANNING DEPARTMENT