



# LARAMIE COUNTY PLANNING AND DEVELOPMENT OFFICE

Planning • Development • Building • Mapping

## COMMERCIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS

ALL BUILDING PERMIT APPLICATIONS MUST INCLUDE THE FOLLOWING:

- \_\_\_\_\_ 1. COMPLETED APPLICATION FORM
- \_\_\_\_\_ 2. RECORDED DEED FOR PROOF OF PROPERTY OWNERSHIP  
(only applicable for new construction)
- \_\_\_\_\_ 3. TWO SETS OF PLOT PLANS (handout available with example)
- \_\_\_\_\_ 4. TWO SETS OF BUILDING PLANS THAT MEET THE COMMERCIAL STRUCTURE PLAN REQUIREMENTS
- \_\_\_\_\_ 5 AN OPEN HOLE REPORT (OR SOILS REPORT) IS DUE PRIOR TO 1<sup>ST</sup> INSPECTION
- \_\_\_\_\_ 6. HEALTH DEPARTMENT APPROVAL (additions only)
- \_\_\_\_\_ 7. DRIVEWAY ACCESS PERMIT (if applicable)
- \_\_\_\_\_ 8. ZONING CERTIFICATE (if structure is located within Zoned Area)
- NOTE 9. FIRE DISTRICT APPROVAL MAY BE REQUIRED

Please refer to attached instructions for complete instructions and information.

Received By \_\_\_\_\_

Date \_\_\_\_\_

PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY, THE FOLLOWING SHALL BE SUBMITTED:

- 1. A copy of the finalized septic permit or receipt showing water & sewer tap fees have been paid.
- 2. A completion report for the well permit.

For property located in the South Cheyenne Water & Sewer District- Office location is 215 E Allison, phone (307) 635-5608.

For property located outside of the South Cheyenne Water & Sewer District –

- Septic Permits are obtained from the City/County Environmental Health Department located at 100 Central Avenue, phone (307) 633-4090
- Well Permits are obtained from the State Engineer’s Office located at the Herschler Building, 122 W 25<sup>th</sup> St, 4<sup>th</sup> Floor East, phone (307) 777-6163

- 3. A copy of the finalized Construction or Access Permit for the driveway.



## Commercial Building Permit Submittal Requirements

1. **Application Form:** can be obtained at the Laramie County Planning & Development Office or on-line at the Laramie County website at <http://www.laramiecounty.com/departments/planning/index.asp>
2. **Proof of Ownership:** A copy of the recorded deed will be required to verify ownership of the property.
3. **Plot Plans:** Two copies of the Plot Plan are required. They are to be drawn on 8 ½” x 11” size paper, and must show:
  - a. North arrow
  - b. Where proposed building is located
  - c. Distances between each property line to proposed building
  - d. Distances between proposed building and any existing structures
  - e. Identify the street or county road being accessed from
  - f. Driveway location with driveway width
  - g. Location of well and septic system (if applicable)
4. **Commercial Structure Plan Requirements:** Applicants are advised to meet with a County Planner on all commercial projects prior to submitting a building permit application.

Plans must be stamped by a Wyoming Licensed Architect or Wyoming Registered Structural Engineer. All plans are to be drawn to scale, such as 1/4" = 1' or 1/8" = 1'.

The following information is required for full plan submittal:

- 4-1. Two sets of floor plans for each level. Indicate uses of all rooms or areas on floor plan.
- 4-2. Two sets of building section details showing all components of construction from bottom of footing to top of roof.
- 4-3. Two sets of all wall framing/assembly details, showing all parts of the wall assemblies.
- 4-3. Code Analysis Data Sheet must be completed for all Commercial plans. Must show occupancy classification, type of construction, fully sprinklered or non-sprinklered, square footage of each level and provide calculations showing building area is in compliance with the Building Code requirements and exceptions.
- 4-4. Two sets of floor and roof framing plans. Show all header and beam sizes, spacing, span and type of joists and rafters. Includes engineered floor and roof truss layouts if trusses used. Indicate all design loads used.
- 4-5. Two sets of section through stairway detail plans showing rise, run, headroom and graspable handrails and their extensions.
- 4-6. Two sets of engineered foundation plans with section details indicating reinforcement and anchor bolts, design information, etc. Indicate all design loads used.
- 4-7. Two sets of detail drawings of all fire wall assemblies and listing number of such assemblies. All such assemblies require full inspection.

- 4-8. Two sets of detail drawings of all roof/ceiling or floor/ceiling fire rated assemblies and listing number of such assemblies. All such assemblies require full inspection.
- 4-9. Two sets of HVAC plans showing all duct sizes, fire/smoke damper locations (if required) and listed BTU's of all appliances. Show locations of all HVAC units and water heaters and provisions for outside combustion air. Indicate on plans how outside air and ventilation requirements are to be satisfied.
- 4-10. Two sets of plumbing plans showing sizes of piping (DWV), cleanout locations and indicate type of material to be used.
- 4-11. Two sets of gas piping plans showing sizes and lengths of run on all gas piping and list BTU's of appliances connected thereto.
- 4-12. Two sets of building elevation plans, all sides to be shown.
- 4-13. Two sets of ceiling plans showing locations of all Exit signs and Exit Illumination provisions. (These items may be shown on the floor plans if so desired.)
- 4-14. Two sets of room finish schedules (floors, wall and ceilings).
- 4-15. For engineered steel buildings only. Provide two sets of wet stamped building plans or two wet stamped Design Certification letters from the steel building manufacturer certifying that the building will comply with Laramie County wind and snow loading requirements. Also provide anchor bolt setting plans with the size, diameter and embedment depth of the anchor bolts called out. These are required in addition to the other requirements in this listing.
- 4-16. For wood working businesses, provide two full sets of engineered plans and calculations for the entire dust collection system. See Product Conveying system provisions of the Mechanical Code as well as the Fire Code. Dust collection systems must be interlocked with all dust producing machines.
- 4-17. For tenant finish projects in "strip mall" or Condominium situations, provide a "Key" plan showing the location of the tenant space being finished in the building AND the occupancy groups of the tenants on each side and above or below such space being finished.
- 4-18. Notations or markings in red ink are not permitted on plans. "Red-lines" are reserved for Plan Examiner review notes and corrections.
- 5. Soils Report:** 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.
- 6. Health Department Approval:** Applicant must provide written documentation from the City/County Environmental Health Department that the existing septic system is adequate. The Health Department is located at 100 Central Avenue, phone (307) 633-4090.
- 7. 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 <http://www.laramiecounty.com/departments/planning/index.asp>. The fee for the county access permit is \$25.00.

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

- 8. Zoning Certificate:** Only applicable if structure is located within the Zoned Area of the county. The application is available at the Laramie County Planning & Development Office, or on-line at <http://www.laramiecounty.com/departments/planning/index.asp>. The fee is \$50.00 for sewerable structures, \$35.00 for non-sewerable construction (no change in number of bedrooms).
- 9. Fire Protection District:** A letter of approval is required before issuance of the building permit.

**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.

