



## 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

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### RESIDENTIAL ACCESSORY BUILDING 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 (if this is the 1<sup>st</sup> structure on the property)
3. One Plot Plan (2 sets of if they are larger than 11" x 17")
4. One set of Building Plans (2 sets of if they are larger than 11" x 17")
5. One set of Foundation Plans (2 sets of if they are larger than 11" x 17")

The Laramie County Pre-Approved foundation plans may be used if appropriate for the project; otherwise a drawing may be submitted for plan review. Please detail the materials being used (i.e. gravel in caisson, concrete caisson or a paver in bottom of caisson).

**NOTE: Metal frame buildings require an engineered foundation plan stamped by a Wyoming Engineer.**

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). This is only required if this is the 1<sup>st</sup> structure on the property.

**WE ARE GOING GREENER!** Please note that our preferred submittal size is 11" x 17" or smaller. We appreciate electronic submittals whenever possible; 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. 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.

- 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. 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'.
  1. The distance between poles
  2. The height of the building
  3. The roof framing proposed (truss or frame) and space between roof supports
  4. The dimension of the building
  5. Show any interior walls and label uses of rooms
  6. The point of entrance for present or future electrical and/or water
  7. If electrical is to be installed, list a description of work and show the location of the source of power and note how the power will be run (i.e. overhead or trenched)
  8. All vehicle and personal doors and windows labeled and include dimensions
  9. Indicate the type of siding being used
  10. Indicate what the structure will be used for

If the project is an addition or remodel, be sure to clearly label all existing and all proposed construction.

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)



# Residential Detached Accessory 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>OWNER INFORMATION</b> Please attach a separate sheet if there are additional property owners							
Name					Phone		
Address			City		State		Zip Code
Email							
<b>CONTRACTOR INFORMATION</b>							
Name					Phone		
Address			City		State		Zip Code
Email							
Electrical work (if applicable) to be done by					Phone		
<b>PROPERTY INFORMATION</b>							
Legal Description (Subdivision Name, Block and Lot or Tract)							
Zone District		Township		N	Range		W
Section #			Map Page				
<b>PROJECT INFORMATION</b>							
<b>Structure Use</b>					Bldg <input type="checkbox"/> Plmbg <input type="checkbox"/> Mech <input type="checkbox"/> Elctr <input type="checkbox"/> Gas <input type="checkbox"/>		
<b>Purpose of Permit</b>		New <input type="checkbox"/>	Addition <input type="checkbox"/>	Renovation <input type="checkbox"/>	Accessory <input type="checkbox"/>	Other <input type="checkbox"/>	Demolish <input type="checkbox"/> Move <input type="checkbox"/>
<b>Foundation Type</b>		Slab-on-grade <input type="checkbox"/>		Crawl Space <input type="checkbox"/>		Block/Piers/Caisson <input type="checkbox"/> Basement <input type="checkbox"/>	
Bldg Area 1 <sup>st</sup> floor		Sq FT	Bldg Wall Height			Structural materials wood <input type="checkbox"/> metal <input type="checkbox"/>	
<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 described in this scope of work)							
<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 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 1<sup>st</sup> inspection has occurred within the initial 180 day period.</p> <p style="color: red;">I understand that occupying this structure prior to obtaining a Certificate of Occupancy/Completion is against the law. Failure to comply may result in a \$750 fine with each day of occupancy being a separate offence.</p>							
Signature of Owner/Agent						Date	
Printed Name							
Valuation \$				Approved By			
Fees		BP Fee		\$100.00		PR Fee	
MP Fee		ZC Fee		Other/Access Fee			
Check #		or Cash	Rcpt #		Total Fees		\$100.00

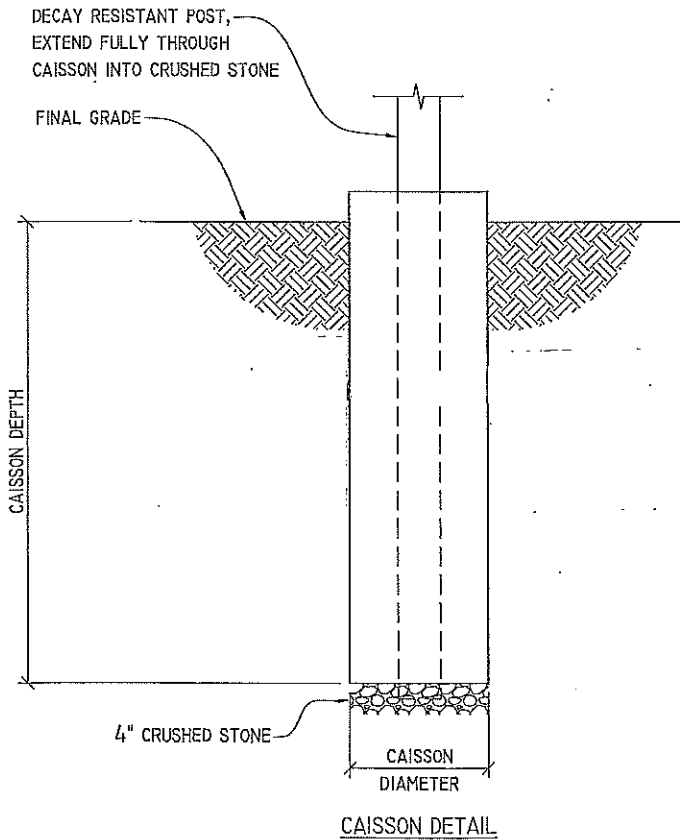
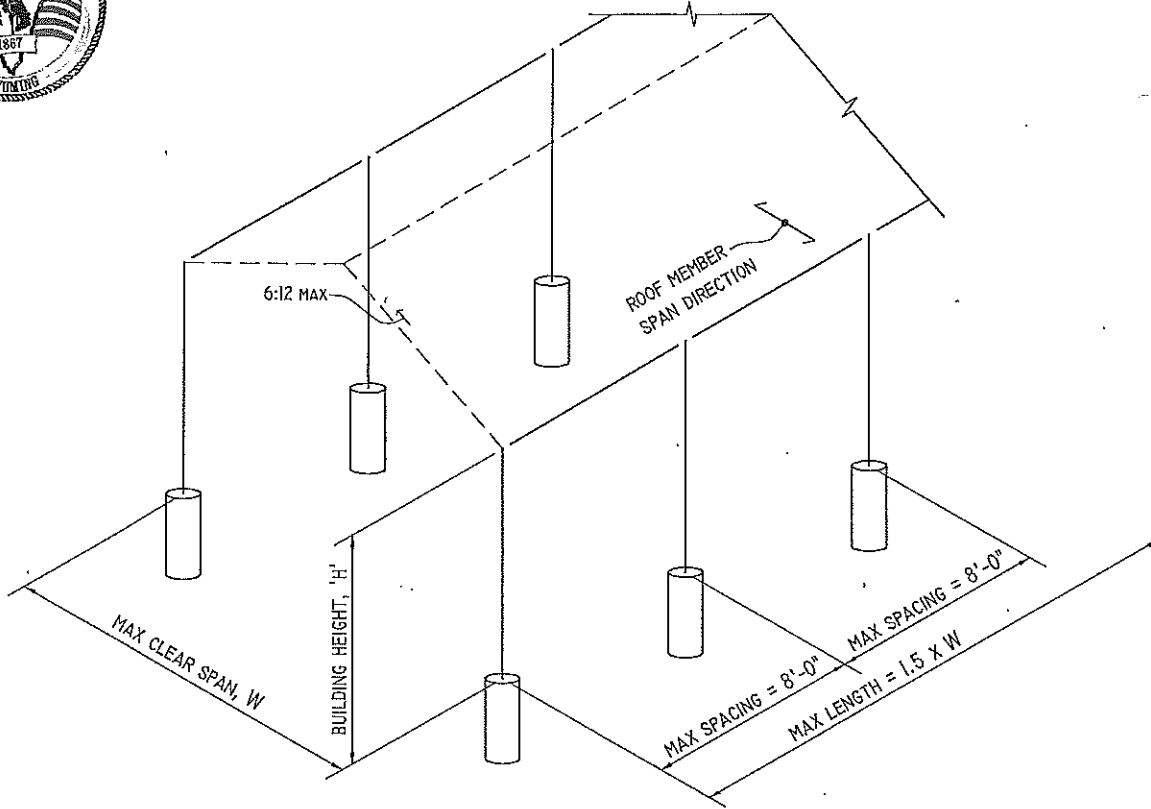


TABLE 2308.10.9—continued  
**ALLOWABLE SPANS FOR 2-INCH TONGUE-AND-GROOVE DECKING**

SPAN <sup>a</sup> (feet)	LIVE LOAD (pound per square foot)	DEFLECTION LIMIT	BENDING STRESS ( $f$ ) (pound per square inch)	MODULUS OF ELASTICITY ( $E$ ) (pound per square inch)
Roofs				
7.5	20	1/240	560	1,125,000
		1/360		1,685,000
	30	750	1,685,000 2,530,000	
8.0	20	1/240	640	2,250,000
		1/360		3,380,000
8.0	30	1/240	850	2,040,000
		1/360		3,060,000
Floors				
4	40	1/360	840	1,000,000
4.5			950	1,300,000
5.0			1,060	1,600,000

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound per square foot = 0.0479 kN/m<sup>2</sup>, 1 pound per square inch = 0.00689 N/mm<sup>2</sup>.

a. Spans are based on simple beam action with 10 pounds per square foot dead load and provisions for a 300-pound concentrated load on a 12-inch width of decking. Random layout is permitted in accordance with the provisions of Section 2308.10.9. Lumber thickness is 1½ inches nominal.

**2308.10.4.2 Notches and holes.** Notching at the ends of rafters or ceiling joists shall not exceed one-fourth the depth. Notches in the top or bottom of the rafter or ceiling joist shall not exceed one-sixth the depth and shall not be located in the middle one-third of the span, except that a notch not exceeding one-third of the depth is permitted in the top of the rafter or ceiling joist not further from the face of the support than the depth of the member.

Holes bored in rafters or ceiling joists shall not be within 2 inches (51 mm) of the top and bottom and their diameter shall not exceed one-third the depth of the member.

**2308.10.4.3 Framing around openings.** Trimmer and header rafters shall be doubled, or of lumber of equivalent cross section, where the span of the header exceeds 4 feet (1219 mm). The ends of header rafters more than 6 feet (1829 mm) long shall be supported by framing anchors or rafter hangers unless bearing on a beam, partition or wall.

**2308.10.5 Purlins.** Purlins to support roof loads are permitted to be installed to reduce the span of rafters within allowable limits and shall be supported by struts to bearing walls. The maximum span of 2-inch by 4-inch (51 mm by 102 mm) purlins shall be 4 feet (1219 mm). The maximum span of the 2-inch by 6-inch (51 mm by 152 mm) purlin shall be 6 feet (1829 mm), but in no case shall the purlin be smaller than the supported rafter. Struts shall not be smaller than 2-inch by 4-inch (51 mm by 102 mm) members. The unbraced length of struts shall not exceed 8 feet (2438 mm) and the minimum slope of the struts shall not be less than 45 degrees (0.79 rad) from the horizontal.

**2308.10.6 Blocking.** Roof rafters and ceiling joists shall be supported laterally to prevent rotation and lateral displacement in accordance with the provisions of Section 2308.8.5.

**2308.10.7 Engineered wood products.** Prefabricated wood I-joists, structural glued-laminated timber and structural composite lumber shall not be notched or drilled except where permitted by the manufacturer's recommendations or where the effects of such alterations are specifically considered in the design of the member by a registered design professional.

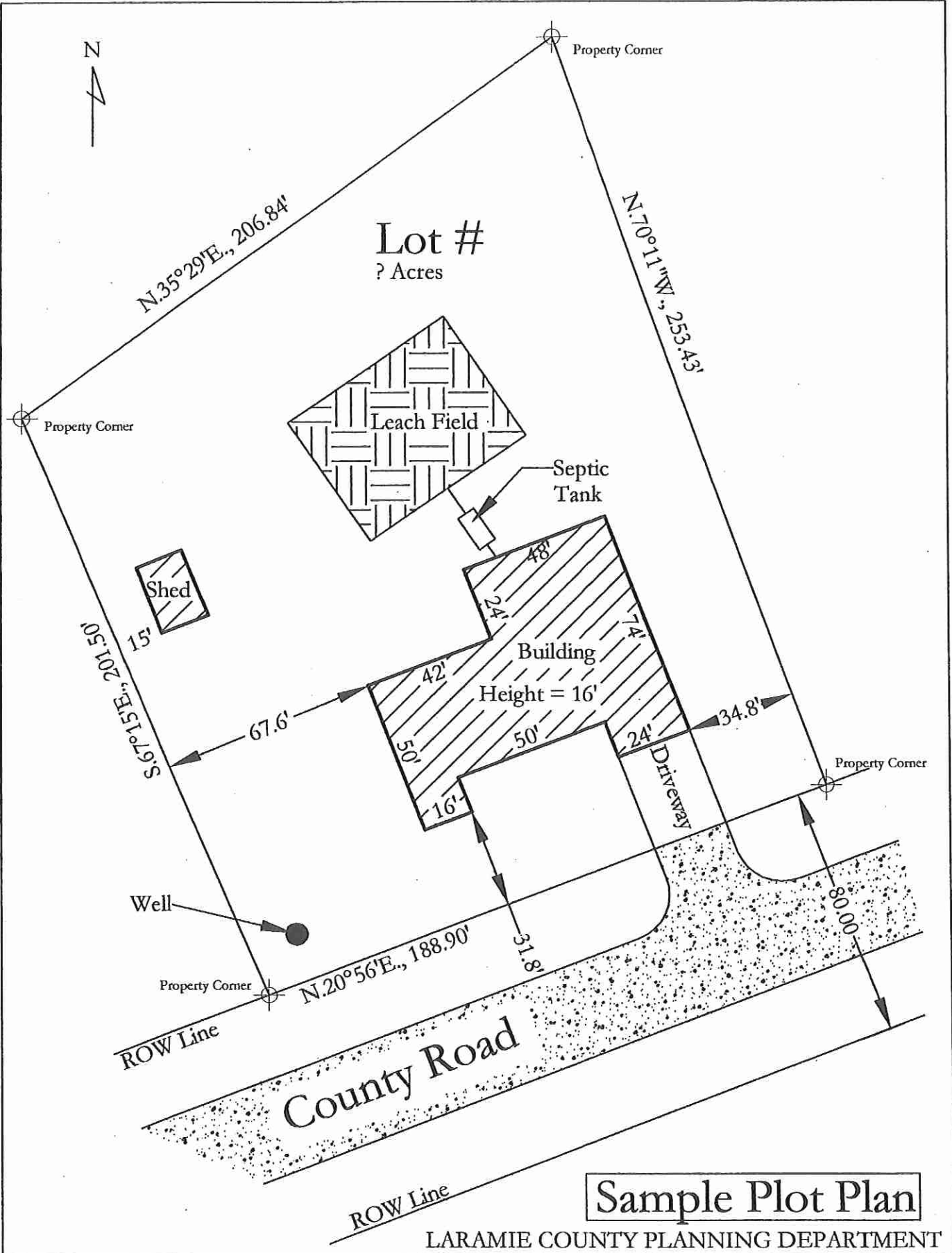
**2308.10.8 Roof sheathing.** Roof sheathing shall be in accordance with Tables 2304.7(3) and 2304.7(5) for wood structural panels, and Tables 2304.7(1) and 2304.7(2) for lumber and shall comply with Section 2304.7.2.

**2308.10.8.1 Joints.** Joints in lumber sheathing shall occur over supports unless approved end-matched lumber is used, in which case each piece shall bear on at least two supports.

**2308.10.9 Roof planking.** Planking shall be designed in accordance with the general provisions of this code.

In lieu of such design, 2-inch (51 mm) tongue-and-groove planking is permitted in accordance with Table 2308.10.9. Joints in such planking are permitted to be randomly spaced, provided the system is applied to not less than three continuous spans, planks are center matched and end matched or splined, each plank bears on at least one support, and joints are separated by at least 24 inches (610 mm) in adjacent pieces.

**2308.10.10 Wood trusses.** Wood trusses shall be designed in accordance with Section 2303.4.



**Sample Plot Plan**

LARAMIE COUNTY PLANNING DEPARTMENT