



# LARAMIE COUNTY PLANNING AND DEVELOPMENT OFFICE

Planning • Development • Building • Mapping

## RESIDENTIAL 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 Residential construction)
- \_\_\_\_\_ 3. TWO PLOT PLANS (handout available with example)
- \_\_\_\_\_ 4. TWO SETS OF BUILDING PLANS
- \_\_\_\_\_ 5. TWO SETS OF ENGINEERED FOUNDATION PLANS  
(must have registered Wyoming engineer stamp)
- \_\_\_\_\_ 6. HEALTH DEPARTMENT APPROVAL (additions only, if change in number of bedrooms)
- \_\_\_\_\_ 7. LARAMIE COUNTY CONSTRUCTION PERMIT APPLICATION FOR THE ACCESS DRIVEWAY (if access is from county road), OR COPY OF WyDOT ACCESS PERMIT (if access is from state highway).
- \_\_\_\_\_ 8. ZONING CERTIFICATE FEE (if structure is located within Zoned Area)
- NOTE** 9. AN OPEN HOLE REPORT OR SOILS REPORT  
(required prior to requesting footer/foundation inspection)

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.



## Residential 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 and surface type
  - g. Location of well and septic system (if applicable)
4. **Building Plans:** Two identical sets 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
- 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

**5. Health Department Approval:** If application is for an addition, which changes the number of bedrooms, to the existing, 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.

**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 <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.

**7. Zoning Certificate Fee:** The fee is \$50.00 for sewerable structures, \$35.00 for non-sewerable construction (no change in number of bedrooms), and is only applicable if structure is located within the Zoned Area of the county.

**8. Fire Protection District:** A letter of approval may be required before issuance of the building permit.

**9. Soils Report:** Please see #4A - 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. This is to be submitted prior to requesting a footer/foundation inspection.

#### 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.

