

BUILDING PERMIT APPLICATION

PERMITTEE: _____ PHONE: _____
PERMITTEE ADDRESS: _____
ARCHITECT/ENGINEER: _____ PHONE: _____
ARCHITECT/ENGINEER ADDRESS: _____
CONTRACTOR: _____ PHONE: _____
CONTRACTOR ADDRESS: _____
E-MAIL ADDRESS: _____
JOBSITE OWNER: _____ PHONE: _____
OWNER ADDRESS: _____
JOBSITE ADDRESS: _____
SCOPE OF WORK: _____

Wyoming Community Development Authority or other qualified federal low income housing assistance? YES _____ NO _____

EXCAVATOR: _____
UTILITY CONTRACTOR: _____
PLUMBING CONTRACTOR: _____
ELECTRICAL CONTRACTOR: _____
MECHANICAL CONTRACTOR: _____
FIRE SPRINKLER/ALARM CONTRACTOR: _____

All Deferred plans for fire sprinkler or fire alarm systems to be provided within 45 days of issue date of permit and before any installations work begins. _____Initials

WATER TAP SIZE: _____
SEWER TAP SIZE: _____

TOTAL CONSTRUCTION VALUE: _____
(Includes total value of all construction as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment,)
DOES NOT INCLUDE: LAND, LANDSCAPE, OR HARDSCAPE

DATE PLANS ACCEPTED: _____

**I understand that I am applying for a Building Permit and that I am also applying for Water and Sewer service, if applicable.
I understand that I am responsible for the plan review fee even if permit is not issued. (All fees must be paid within 30 days of the date the permit is issued or they will be submitted to collections without further notification.)
I attest by my signature, under penalty of law, that I will not occupy or allow occupancy prior to the issuance of a Certificate of Occupancy.**

SIGNATURE _____ *PRINT*

FOR OFFICIAL USE ONLY

BUILDING PERMIT SOLUTIONS
(Please initial, date, and add comments. When review is complete, route in the order listed below.)

	(Initial)	(Date)	(Comments)
INTAKE	_____	_____	_____
PLANNING/ZONING	_____	_____	_____
ENGINEERING	_____	_____	_____
UTILITIES	_____	_____	_____
FIRE DEPT	_____	_____	_____
BLDG REVIEW & APPROVAL	_____	_____	_____

MINIMUM PLAN CHECK IN

GENERAL SITE REQUIREMENTS

- A SITE PLAN, TO SCALE WITH DIMENSIONS, INDICATING PROPERTY LINES AND LOT LINES, THE PROPOSED STRUCTURE, REQUIRED SETBACKS, ADJACENT STREETS, ALLEYS, EASEMENTS, ALL EXISTING STRUCTURES, PROPOSED GRADING FOR DRAINAGE AND A DIRECTIONAL INDICATOR.
- PROOF OF OWNERSHIP (WARRANTEE DEED OR QUIT CLAIM DEED.)
- ACCESS PERMIT AS APPLICABLE (WYDOT OR COUNTY)

GENERAL BUILDING REQUIREMENTS

- COMPLETE THE "BUILDING PERMIT APPLICATION" FORM
- TWO COPIES OF DRAWINGS, DRAFTED TO SCALE ON SUBSTANTIAL PAPER (8 1/2" X 11" MIN.) FREEHAND SKETCHES WILL NOT BE ACCEPTED
- PROPOSED USE FOR THE STRUCTURE OR AREA, LABEL EACH ROOM
- FLOOR PLAN FOR EACH FLOOR ABOVE AND BELOW GRADE
- TYPICAL FOOTING AND FOUNDATION CROSS SECTIONS
- FOOTING AND FOUNDATION PLAN VIEW CONSISTENT WITH FLOOR JOIST PLAN VIEWS
- A TYPICAL WALL SECTION, INCLUDING WALL HEIGHT AND ROOF PITCH
- PLAN VIEW OF FLOOR JOIST LAYOUT FOR EACH FLOOR
- FRAMING DETAILS; STUDS, BEAMS, HEADERS, JOISTS, RAFTERS
- PLAN VIEW OF TRUSS LAYOUT FROM TRUSS MANUFACTURER. PLAN MUST INCLUDE TOP CORD SNOW LOAD VARIATION.
- A MINIMUM OF TWO ELEVATION DRAWINGS
- DRAWN LOCATIONS OF ELECTRICAL DEVICES, PANELS AND SERVICES
- A ONE LINE DIAGRAM FOR THE ELECTRICAL SERVICE
- DRAWN LOCATIONS AND SIZE OF ALL MECHANICAL EQUIPMENT INCLUDING CLOTHES DRYERS
- DRAWN LOCATIONS OF ALL PLUMBING FIXTURES
- NEW SUBDIVISIONS, PLEASE PROVIDE ENTIRE SUBDIVISION PLOT
- ALL COMERICAL PROJECTS NEED TO CHECK WITH THE FIRE MARSHALL TO SEE IF THERE ARE ANY OUTSTANDING ISSUES WITH THE CURRENT BUILDING BEFORE SUBMITTING THEIR PLANS.
- IF THERE IS ASBESTOS THAT NEEDS TO BE REMOVED PLEASE CONTACT THE WYOMING ASBESTOS PROGRAM AT 307.777.7394

PLAN MUST ACCURATELY SHOW THE BUILDING MATERIALS AND METHODS YOU INTEND TO USE. ADDITIONAL INFORMATION MAY BE REQUIRED AND YOU MAY BE CONTACTED AFTER A PRELIMINARY REVIEW