



Building Permit Application

<i>Administrative Use Only</i> PARENT PERMIT NUMBER _____ <i>(Required if part of another project)</i>

PERMITTEE: _____ PHONE: _____

PERMITTEE ADDRESS: _____

E-MAIL 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 PROTECTION CONTRACTOR: _____

FIRE SPRINKLER FIRE ALARM TYPE I HOOD OTHER SUPPRESSION SYSTEM

*All Deferred plans for fire protection systems shall be provided within **45 days** after issue date of permit and before any installations work begins. _____ Initials*

WATER TAP SIZE: _____ SEWER TAP SIZE: _____

*All Water Taps Larger than 2" Require a DEQ Permit. * All Sewer Lines 6" and Larger Require a DEQ Permit*

Contact Utilities for more information.

TOTAL CONSTRUCTION VALUE: _____

(Total value of all construction work including finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire protection systems and any other permanent equipment)

DOES NOT INCLUDE: LAND, LANDSCAPE, OR HARDSCAPE

DATE PLANS ACCEPTED: _____

RECIEVED BY: _____

I understand that I am applying for a Building Permit and that I am also applying for Water and Sewer service, if applicable and that I am responsible for the plan review fee even if permit is not issued. (All fees must be paid before the permit is issued.) 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 NAME

Application MUST be complete including e-mail addresses or submittal will not be accepted.



COMMERCIAL AND INDUSTRIAL PLAN REVIEW CHECKLIST

Revised 1/16

BUILDING DEPARTMENT

BUILDING PLAN REVIEW REQUIREMENTS

Building Plan Reviews are based on the Currently Adopted edition of the International Building Code®. Based on the recommendations of the International Code Council, in order to perform a thorough Building Plan Review, a Warranty Deed and the following specifications, drawings and details should be submitted:

- 1) **2 Copies** of Complete signed and sealed (as required by applicable laws or by Building Official) architectural plans, structural plans and material specifications of all work.

- 2) **A site plan including the following information:**
 - a. Indicate which direction is North.
 - b. Label all streets adjoining Property.
 - c. Size and location of all new construction, all existing structures on the site and any Easements or Right of Ways.
 - d. Distances from lot lines to new construction and to any existing buildings or structures.
 - e. Dimensions of Property from Property Line to Property Line.
 - f. Established street grades and proposed finish grades.
 - g. Site Drainage and Drainage Systems.
 - h. Location of Solid Waste Enclosure(s).

- 3) **Architectural plans and specifications to include:**
 - a. Description of uses and the proposed occupancy group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
 - b. Proposed type of construction of the building.
 - c. Fully dimensioned drawings to determine building areas and height.
 - d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
 - e. Exit signs/means of egress lighting, including power supply.
 - f. Accessibility scoping provisions.
 - g. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
 - h. Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
 - i. Details of plastic, insulation, and safety glazing installation.
 - j. Details of required fire protection systems.

4. **Structural plans, specifications, and engineering details to include:**
 - a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
 - b. Signed and sealed structural design calculations which support the member sizes on the drawings.
 - c. Local design load criteria, including: frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
 - d. Details of foundations and superstructure.
 - e. Provisions for required special inspections.
 - f. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED



COMMERCIAL AND INDUSTRIAL PLAN REVIEW CHECKLIST

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BUILDING DEPARTMENT

ELECTRICAL PLAN REVIEW REQUIREMENTS

Electrical Plan Reviews are based on the Currently Adopted edition of the National Electrical Code®. Based on the recommendations of the International Code Council in order to perform a thorough Electrical Plan Review, the following specifications, drawings and details should be submitted:

1. **2 Copies** of Complete signed and sealed (as required by applicable laws and the Building Official) plans and specifications of all electrical work.
2. Labeling criteria of all electrical equipment.
3. Lighting floor plan including fixture locations, electrical circuits, circuit numbers, and panel locations. Electrical Site Plan showing parking lot lighting, transformers, meter location and Light Pole Base detail.
4. Power floor plans including electrical circuits, wiring sizes, panel locations, working clearances and electrical room egress, disconnect switches, receptacle locations including GFCI locations and required arc fault protected circuits.
5. Exit sign/means of egress lighting location and power supply.
6. Single line diagram and panelboard schedule including AIC rating and available fault current and the calculated service load with a load distribution schedule.
7. Lighting fixture schedule.
8. Symbol schedule and diagrams.
9. Details showing the grounding electrodes, bonding of the grounding electrode system and the size of all bonding and grounding electrode conductors for the service.
10. **Specifications to include requirements for:**
 - a. Wire, cable, raceway and conduit with fittings.
 - b. Electrical boxes, connections, fittings and installation.
 - c. Electrical wiring devices.
 - d. Circuit and motor disconnects, and motor control centers.
 - e. Hangers and supporting devices.
 - f. Electrical identification.
 - g. Service entrance and details.
 - h. Overcurrent protection and grounding.
 - i. Switchboard and panelboards.
 - j. Transformers.
 - k. Lighting fixtures.
11. **Wyoming Electrical Engineer Stamp required for Series Combination Systems, 3 Phase; 400 Amp or Larger Service and/or 10000 Amp or larger Fault Current.**

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BUILDING DEPARTMENT

PLUMBING PLAN REVIEW REQUIREMENTS

Plumbing Plan Reviews are based on the specified edition of the ICC International Plumbing Code® unless otherwise directed. In order to perform a thorough Plumbing Plan Review, the following specifications, drawings and details should be submitted:

1. Complete signed and sealed (as required by applicable laws) plans and specifications of all plumbing work.
2. Plumbing fixture specifications including identification of the applicable referenced material standards and the maximum flow rates for the plumbing fixtures.
3. The basis for the number of plumbing fixtures provided including the occupant load used, the applicable occupancy group(s) and fixture rate(s).
4. Dimensions for bathrooms and plumbing fixture locations along with the wall and floor surface materials to be installed.
5. Site plan which indicates the routing of the sanitary, storm and water service with the burial depths for all sewers and water service.
6. Water distribution system sizing criteria and calculations.
7. Water supply and distribution piping plan showing the incoming water supply, distribution piping, pipe size, the location of water hammer arrestors and the location of all valves.
8. The location of all backflow preventers, the type of backflow preventers provided for each piece of equipment or outlet and the specified material standards referenced in the code.
9. Drainage system piping plan showing the layout of all piping, of plumbing fixtures and the location of cleanouts.
10. Riser diagram(s) of the drain, waste and vent piping including the building drain, all horizontal branches and the connections and layout of all fixtures. Pipe sizes, direction of flow, grade of horizontal piping, drainage fixture loads and the method of venting all plumbing fixtures.
11. The location of all indirect waste connections, standpipes, grease traps and separators.
12. Complete water heater details, temperature and pressure relief valve discharge, discharge piping, and pan details along with the method of supplying tempered water to required fixtures.
13. Complete details of the method of draining storm water from the roof including calculations to verify pipe and/or gutter sizes, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.
14. Piping materials specifications to verify compliance with the referenced materials standards for all sanitary, storm, and potable water piping (e.g., ASTM B88 for copper pipe), the type of joints and connections for all piping, the hanger support spacing and details of anchorage and bracing.

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED



COMMERCIAL AND INDUSTRIAL PLAN REVIEW CHECKLIST

Revised 1/16

BUILDING DEPARTMENT

MECHANICAL PLAN REVIEW REQUIREMENTS

Mechanical Plan Reviews are based on the Currently Adopted edition of the International Mechanical Code® (IMC®) and International Fuel Gas Code® (IFGC®).

Based on the recommendations of the International Code Council in order to perform a thorough Mechanical Plan Review, the following specifications, drawings and details should be submitted:

1. 2 Copies of Complete signed and sealed (as required by applicable laws and the Building Official) plans and specifications of all heating, ventilating and air conditioning work. Wyoming Engineers Stamp required for Paint booths, Commercial Kitchens with Type I Hoods, Lab Exhaust and Manufacturing Areas.
2. Complete information on all the mechanical equipment and materials including listing, labeling, and compliance with referenced material standards.
3. Details on the HVAC equipment including the equipment capacity (Btu/h input), controls, equipment location, access and clearances.
4. A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 sqft, the floor area of the space and the amount of outdoor air supplied to each space. Complete calculations clearly denoting equations and factors must be provided.
5. The location of all outdoor air intakes with respect to sources of contaminants.
6. Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing, sealing of duct joints, seams and connections and duct support spacing. Detail required for above Ceiling Return Air Spaces.
7. Condensate disposal, routing of piping and auxiliary and secondary drainage systems.
8. Required exhaust systems, routing of ducts and termination to the exterior.
9. Complete details of all Type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system.
10. Details of all duct penetrations through fire-resistance rated assemblies including locations for all fire dampers, smoke dampers and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.
11. Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size the openings.
12. Details on the vents used to vent the products of combustion from all fuel burning appliances including the type of venting system, the sizing criteria required for the type of vent and the routing of the vent.
13. Boiler and water heater equipment and piping details including safety controls, gauges, valves and distribution piping layout.
14. Details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant and refrigerant piping material and the type of connections.
15. Complete details on the gas piping system including materials, installation, valve locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure, the pressure drop and applicable gas pipe sizing Table(s) in the IFGC.)

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED