



Building Permit Application

Administrative Use Only

PARENT PERMIT NUMBER _____

(Required if part of another project)

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.



Residential Plan Check List

General Site Requirements

- A Site Plan, drawn 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, point of discharge of foundation drainage, and a directional indicator.
- Proof of ownership (*Warranty Deed or Quit Claim*).
- Access permit as applicable (WYDOT or County)
- Provide a geo-technical report for the project site if available for all new construction and additions. A deferred submittal of a Geotechnical report may be required if questionable soil conditions are found during excavation.
(*Engineering Department can provide a pdf copy for most sub-divisions*)

General Building Requirements

- Complete the "Building Permit Application" form.
- Two copies of drawings, drafted to scale on substantial paper (8 ½" 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, include foundation drain detail if habitable space is located below grade or if required by geo-technical report.
- A typical wall section, including wall height, width of eaves and roof pitch.
- Plan view of floor joist layout for each floor.
- Framing details; studs, beams, headers, joists, rafters.
- Plan view of truss layout and engineering from truss manufacturer. Plan must include top cord snow load verification and reaction loads.
- 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.

Plan must accurately show the building materials and methods you intend to use. Incomplete submittals will **NOT** be accepted. Additional information may be required and you may be contacted after a preliminary review.