

Intake: rcvd by/on: \_\_\_\_\_

# Manufactured Home Set

## Laramie County Planning and Development Office

3966 Archer Pkwy Cheyenne, WY 82009  
Phone: (307) 633-4303  
building@laramiecounty.com  
www.laramiecountywy.gov



Permit # \_\_\_\_\_

MH Pre-move # \_\_\_\_\_

R # \_\_\_\_\_

**Date of full submittal** \_\_\_\_\_

**Address of project** \_\_\_\_\_

**Legal description** \_\_\_\_\_

For staff use: T \_\_\_\_\_ N \_\_\_\_\_ R \_\_\_\_\_ W \_\_\_\_\_ Sec \_\_\_\_\_ map page \_\_\_\_\_ zone \_\_\_\_\_ fp \_\_\_\_\_

**Incomplete applications cannot be processed. Email Addresses are required for notification process.**

### In an established park

#### Homeowner information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Outside of an established park

**Landowner Information** (Landowner name must match what is recorded on the deed)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

#### Contractor information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

#### Electrician information

Company Name \_\_\_\_\_  
Electrician Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

#### Description of Project

Work is not included unless it is included in this description of work and included in the valuation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Mark all that apply to this project

Building     Plumbing     Mechanical     Electrical     Gas



**Manufactured Home Set Additional Information**

**Specific permit requirements:**

Application	Complete, legible, signed, and dated. Include the pre-move inspection # (if older than 20 years)
Ownership	Provide a copy of the manufactured home title (Name must match for establishing ownership). If the unit is new and does not yet have a title, you may submit the Manufacture's Certificate of Origin.
Plot plan	See sample plot plan for minimum requirements.
Plans	Provide a clear set of the floorplan with all rooms labeled and show all dimensions.
Foundation	Permenant foundations and caisson plans are required to be site specific and stamped by a Wyoming Design Professional.
Fees	Fees are due at the time that the application and plans are submitted.

**The base fee includes a maximum number of (4) trips to the site, additional trip fees shall be charged for additional trips. Additional trip fees are due prior to scheduling further inspections.**

**Mark all that apply to your specific project**

**Purpose of permit**     Set at new location     Addition     Renovation

**Foundation type**     Block & tie down     Caisson

**Bedroom & Bathroom** (provide # of each)     bedrooms     bathrooms

**Additions and Renovations**

Additions to a manufactured home are required to have site specific stamped plans by a Wyoming Design Professional.

**Total valuation of setting the home and connecting it to services**

(Do not include the cost of the home and the costs associated with moving it over the road.)

\$ \_\_\_\_\_

**Permit Fees**

Base fee	\$ 200.00
Building permit fee	
Plan review fee	
Total fees	

for staff use: cash  check # \_\_\_\_\_ credit card auth # \_\_\_\_\_



**Permit Acknowledgements**

By my signature and under penalty of perjury, I hereby certify that I am the owner of the referenced 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 will become null and void if work or construction authorized is not commenced within 180 days, unless prior authorization has been issued by this office.

It is the Owner/Agent's responsibility to ensure that all required inspections have passed prior to moving forward with the next phase of construction.

It is the Owner/Agent's responsibility to read all plan review comments and ask questions if something is unclear. All approved plans must be onsite for all inspections. Failure to comply with these requirements may result in a \$50 fine.

I understand that occupying this structure prior to obtaining a Certificate of Occupancy is in direct violation of Wyoming State Statute and governing laws. Failure to comply may result in a \$750 fine with each day of occupancy being a separate offense.

The Applicant, his Agents and Employees shall comply with all the rules, restrictions and requirements of Laramie County Land Use 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.

Owner/Agent shall be notified via Email that the permit has been issued.

\_\_\_\_\_  
Address of project

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date