

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

# Residential

**Laramie County Planning and Development Office**  
3966 Archer Pkwy Cheyenne, WY 82009  
Phone: (307) 633-4303  
building@laramiecounty.com  
www.laramiecountywy.gov



New Construction & Additions

Permit # \_\_\_\_\_  
BMP # \_\_\_\_\_  
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.**

**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.

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

Mark all that apply to this project:

\_\_\_ Building    \_\_\_ Plumbing    \_\_\_ Mechanical    \_\_\_ Electrical    \_\_\_ Gas



**Residential: New Construction and/or Additions**

**Specific permit requirements:**

Application	Complete, legible, signed, and dated.
Ownership	Provide a copy of a recorded warranty deed if ownership has change within past (6) months and/or if this is the 1st structure being built on the property.
Plot plan	See sample plot plan for minimum requirements.
Foundation	Provide a clear set of site specific foundation details. If plans are stamped by a Wyoming Design Professional, they are required to be site specific.
Plans	Provide a clear set of plans with all rooms labled and show all dimensions. Locations of underslab utilities and mechanical rooms in the basement are required.
Fees	Fees are due at the time that the application and plans are submitted.

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

**Purpose of permit**     New                     Addition                     Single-family                     Multi-family

**Foundation type**     Basement                     Crawl space                     Slab on grade

**Garage information** (# of stalls and location of the garage when facing the front door of the house)  
 # of stalls                     Right                     Left                     Rear                     Side load

<b>Bedroom &amp; Bathroom</b>	Bedrooms	Full bath	3/4 bath	1/2 bath
	Upstairs			
	Basement			
	Total			

**New Construction and Additions**

*square feet x sq ft value = valuation*

Description	Sq ft	Sq ft value	Valuation
1st floor		\$ 85.00	
2nd floor / 3rd floor / bonus room		\$ 43.00	
IRC or transplanting existing bldg		\$ 43.00	
Finished basement		\$ 27.00	
Unfinished basement		\$ 15.00	
Crawl space		\$ 8.00	
Attached garage		\$ 20.00	
Enclosed porch, patio, deck, sunroom		\$ 43.00	
Covered porch, patio, deck		\$ 20.00	
Open air porch, patio, deck		\$ 8.00	
Total valuation			

**Permit Fees**

Building permit fees	
Plan review fees	
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.

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Address of project

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Signature

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Printed Name

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Date

LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE  
Minimum Requirements for Plot Plans

CHECKLIST

- Title Block to include; Address/Legal Description/Date of drawing
- North Arrow
- Scale of Drawing (Architectural or Engineering Scale)
- Accurate location/description of property corners/property lines (a survey may be necessary)
- Location of all recorded easements on the property.
- Location of existing and proposed buildings and building height.
- Distance between all property lines to existing and proposed buildings.
- Distance between proposed building and existing buildings.
- Distance to any mapped floodplain located on the property (if applicable).
- Identify the street or county/state road being accessed from.
- Location of driveway, width and distance from nearest property line.
- Location and dimensions of well and septic system (if applicable).

