

Intake: rcvd by/on: _____

Sign

Laramie County Planning and Development Office

3966 Archer Pkwy Cheyenne, WY 82009

Phone: (307) 633-4303

building@laramiecounty.com

www.laramiecountywy.gov



Permit # _____

R # _____

Date of full submittal _____

Name of project _____

Address of project _____

Legal description _____

For staff use: T _____ N R _____ W Sec _____ map pg _____ zone _____ fldpln _____

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.



Sign Permit Additional Information

Specific permit requirements

Application	Complete, legible, signed, and dated.
Deed	A copy of the deed establishing ownership of the property.
Site Plan	A copy of the approved site plan approved by the Planning Department showing the location of the sign. (Sign location must be approved by Planning)
C.O.R.	A copy of the Certificate of Review from the Planning Department.
Foundation Plans	Provide a copy of a site specific foundation plans that are stamped by a Wyoming Design Professional.
Plans	Provide a clear set of site plans stamped by a Wyoming Design Professional.
Fees	Fees are due at the time that the application and plans are submitted.

Mark all that apply to this specific project

Purpose of Permit New Alter Repair
Style Permanent Temporary # of days for temporary use
Design Wall Free-standing Projecting Roof
Electrical Yes No
Foundation Type Slab on grade Block / Pier / Caisson

Measurements Total surface area _____
 Clearance above sidewalk _____
 Set back distance _____

Materials Sign face _____
 Sign support _____
 Sign frame _____

Valuation of Project (including materials and professional labor) \$ _____

Permit Fees	Building permit fee	_____
	Plan review fee	_____
	Total permit 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.

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced with 180 days after its issuance, or if the work authorized on the site by such permit is suspending abandoned for a period of 180 days after the time the work is commenced.

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