

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

# Residential Detached Accessory

## Laramie County Planning and Development Office

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



Not for Commercial Use

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

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.

Building Dimensions: \_\_\_\_\_ width X \_\_\_\_\_ length X \_\_\_\_\_ X wall height  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check if constructing building to the Laramie County Pole Barn Construction guide.**

Mark all that apply to this project:

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

**Residential Detached Accessory Structure Additional Information**  
(Not for Commercial Use)



\_\_\_\_\_ All metal framed buildings are required to have site specific foundation and building plans that are stamped by a Wyoming Design Professional.

\_\_\_\_\_ All buildings that are larger than 40' wide, or 60' long, or have a side wall height of more than 14' tall are required to have building and foundation plans that are site specific and stamped by a Wyoming Design Professional.

**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 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 dimensions including pole spacing, and all use of spaces labled.
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            \_\_\_\_\_ Renovation  
 Structure use        \_\_\_\_\_ Garage        \_\_\_\_\_ Workshop        \_\_\_\_\_ Barn        \_\_\_\_\_ Cold storage

**Electrical information (if applicable)**

Service size \_\_\_\_\_ Wire size \_\_\_\_\_ Run length \_\_\_\_\_ Trench depth \_\_\_\_\_

**Pole Barn / Accessory Building Restrictions**

It is important for home owners to understand that pole barns/accessory structures are generally not designed for Residential family dwellings. Problems occur when homeowners attempt to build or remodel these structures for a residential occupancy. Issues with the foundation system, fire separation, plumbing and roof design may occur. These issues can require costly alterations to bring the structure into compliance with the current building codes adopted by Laramie County. In addition, there may be land use regulations that prohibit a second residence or a residence created for a rental unit. If the structure is built to be occupied as a residential dwelling, it shall meet the requirements of the currently adopted version of the International Residential Code, shall be permitted with a residential permit, and meet the requirements of the Laramie County Land Use Regulations. If you have any questions regarding permitting and the use of the structure please ask.

**Bonus Rooms**

Bonus rooms are definded (but not limited to) bathrooms, utility rooms, non-dwelling spaces, offices, libraries, enclosed storage spaces.

**Fees**

There is a \$2.75 base fee for the structure plus a plan review fee. Additional fees are calculated for bonus rooms using the square footage of the rooms. Additional fees are charged based on valuation for work that includes plumbing, mechanical, and gas.

Description	Sq Ft	Sq Ft Value	Valuation	BP fee	PR fee	Total
Accessory		\$ 2.75	\$ -			
Bonus Rooms		\$ 43.00				
Adtl 1:						
Adtl 2:						

\*Please fill in highlighted boxes.

Total fees due:

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.

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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).

