



## FAQ - Frequently Asked Questions

Please contact the office at (307) 633-4303 with any questions.

Question	Answer
What do I need a permit for in Laramie County's jurisdiction?	Most work requires permits. The Laramie County Commissioners have voted that the following RESIDENTIAL work is exempt from needing permits and inspections: roofing projects that are non-structural, siding, and window replacement for same-size windows.
Do I need a permit for work on my own property?	Yes, the Laramie County Commissioners have adopted Building Codes that require permits & inspections.
Do I need a permit for an accessory building?	Yes, if the structure is greater than 400 square feet, a building permit and inspections are required. There are some exceptions for Agricultural buildings, please contact the office for more information.
What is a "Residential Accessory Building"?	A structure that is accessory to, and incidental to that of the dwelling(s), and this located on the same lot. Examples: pole barns, detached garages, carports, and sheds.
Do I need Engineered plans for an accessory building?	Post construction buildings for residential accessory use which do not conform to the Laramie County Pole Barn Construction Guide are required to be stamped by a Wyoming Design Professional and shall be site specific.
Do I need Engineered plans for a house?	The foundation shall be stamped by a Wyoming Design Professional and be site specific. (Legal description)
Can I do the work myself as the homeowner?	Yes, if this is your primary residence, you may do all of the work (including electrical); providing that all items are built in accordance with the adopted building codes.
What are Laramie County's Contractor licensing requirements?	Currently per Wyoming State Statute, only electricians are required to be licensed and work with a licensed electrical contractor register with the Wyoming Department of Fire Prevention and Electrical Safety. For Electrical licensing information, please contact their office at (307) 777-7288.
Do I need a permit to install a personal wind turbine, solar systems, and/or generator?	Yes, permits and inspections are required.
Do I have to have a permit to move a mobile / modular / manufactured home?	Yes, you will need to obtain a Manufactured Home Permit from our office and have inspections. Additionally, if the home is 20 years old or older, a pre-move inspection is required prior to issuance of a permit to the set the home at the new location. There are different requirements for setting a home in a park than there are for setting a home on private land. Please call the office to discuss your specific situation.
Do I need a permit to finish my basement?	Yes, a permit and inspections are required.
Can I start work once I have filled out the application and paid the fees?	No, please do not start work until you have an issued permit in hand.

How long will it take to get a permit?	While the length of time for plan review varies based on the complexity of the project, most permits are issued within 7-10 business days from the date that a complete submittal is received. The quality and amount of detail on the plans are a major factor in review time. Commercial plan review processing time depends upon the size of the project.
What is the purpose of a plan review?	The main purpose is to ensure code compliance and examine your project before it begins to identify any problems which could contribute to the delay of the completion of the project and/or identify costly changes that are required.
How long is a permit good for?	Per the adopted building codes, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work commenced. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be request in writing and justifiable cause demonstrated. (In simple terms, the work shall be started within 180 days and an inspection is required within 180 days from each inspection.)
Can I get an extension on my permit if I need more time to complete the project?	An extension may be requested in writing with justifiable cause demonstrated. The extension request must be received prior to the permit expiring.
What is occupancy?	"Occupancy" refers to the use, or intended use, of a building, or portion of a building, for the shelter or support of persons, animals, or property. Please be advised that the placement of personal belongings into a structure is considered occupancy. Occupancy is only authorized by the Building Official.
What do I need to do if changes are made to the project?	Please submit a revision form, submit a set of plans that have the changes marked clearly in red, and pay any additional fees. Upon completion of the review of the changes you will be notified. All revisions are to be included in the on-site documents. Revisions must be approved prior to calling for inspection for that portion of work.
What is a "valuation", and how is it determined?	"Valuation" is a dollar figure associated with the work that includes professional labor and materials. Residential projects are assessed a price per square foot value from which the fees are calculated. Homeowners who are doing the work themselves are not offered a discount on their labor or materials that may not have been paid full price for.
What is the preferred method of payment for permit fees and when is payment due?	Fees can be paid for with cash, checks, money orders, and on-line electronic payments. Fees are due at the time that the application is submitted.
Are there restrictions on how close I can build to my property lines?	Yes, it varies on the exact location of your property within the County. Please contact the office to find out the requirements for your specific project.

What needs to be inspected?	All underground work, rough framing, rough plumbing, rough HVAC, rough electrical, rough gas piping, and final work is required to be inspected. A good rule to follow is if you will have to cover it up, or turn it on then it needs to be inspected first. When the project is complete, final inspections are required to be passed prior to moving in any personal items. Occupancy is only authorized by the Building Official.
How do I schedule an inspection?	Inspections can be requested by either calling the inspection line at (307) 633-4615 or using the online form via the website. Information required to schedule: permit #, address of project, contact person name & phone number, type of inspection, and the date that the work will be ready for inspection.
How long does it take to get an inspection?	Inspections can normally be scheduled within 2 business days however current staffing, holidays, and weather can impact how soon an inspection can be scheduled.
Can I request a specific time for an inspection?	As each inspection varies in the amount of time required to perform, we offer morning and afternoon blocks. We will be happy to call you ahead of time to let you know when the Inspector is on their way.
What needs to be on the jobsite for the inspection?	The building permit needs to be displayed in a visible location and a copy of all of the plans that have been approved by our office are required for each inspection. The address shall be located in a highly visible location.
How do I get the results of the inspection if I am not present during the inspection?	Our Inspectors will print out an inspection ticket with the results and their comments to leave at the jobsite. Be sure to have a box, tube or secure place for the inspection tickets to be left in. The Citizen Access portal is updated in real-time and is available through the website.
What happens if I am not ready when the Inspector arrives?	It is possible that you may be charged a trip fee for not being ready. Trip fees are required to be paid prior to scheduling further inspections. To avoid a trip fee, please contact the office to post-pone the inspection if you know that you are not going to be ready.
Are there separate Inspectors for different phases of construction?	Most of the Inspectors are combination inspectors, this limits the number of Inspectors that are needed at each inspection.
What if the final inspections have not been passed but I only have a few minor items for correction? When can I move in?	Should a Temporary Certificate of Occupancy (TCO) be needed, final inspections have been performed, and all life safety issues have been met, it is possible that the Building Official may deem it appropriate to issue a TCO. All requests are to be made in writing, there is a non-refundable fee, and a form to be signed by both the applicant/agent and our staff. TCOs are not valid until all signatures are obtained and all fees are paid. Personal property will not be allowed to be moved into a structure without express written consent for the Building Official. Violation of this policy may result in a fine of \$750 per day.
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Are Commercial projects and inspections handled differently from Residential projects?	Yes, Commercial projects are reviewed and inspected to codes that are different than Residential projects. For particularly large projects, a specific Building Inspector may be assigned to the project, with whom inspections shall be coordinated with to avoid delays with the project. All Commercial projects should also coordinate with the Planning staff with regard to final inspections in order to ensure fulfillment of the site plan requirements, grading requirements and Certificate of Review requirements.
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