



LARAMIE COUNTY PLANNING & DEVELOPMENT DEPARTMENT

BUILDING INSPECTION PROCEDURES

Effective September 2026

Purpose

This guide outlines the usual sequence of required building inspections, inspections that may be combined when work is complete, reinspection trip fees, and alternatives to on-site inspections. Always check the public portal for the inspections required for your specific permit.

Accessory Buildings

Accessory buildings without utilities are limited to two inspection trips, with one reinspection allowed for each trip.

A typical accessory building requires the following inspections:

1. Caisson: After holes are drilled and before they are filled in.
2. Framing: After framing, exterior siding, and roof sheathing are installed. An additional trip may be requested to inspect framing before siding and roofing are installed.
3. Final Building: will be completed with the framing inspection if all windows and doors are installed.
4. Final Grade: will be completed with the final building inspection if grading is complete and drainage directs water away from the building.

The caisson inspection is the first trip. The remaining inspections are usually completed during the final trip. Additional trips may be requested and paid for when individual items need separate inspections.

Accessory buildings with utilities or other finishes may require additional inspections, depending on the project scope. Review your permit in the public portal for the required inspections. We encourage applicants to combine inspections when possible. If limited, your allotted number of trips will be included in the plan review notes.

Manufactured Home Set

A manufactured home set is limited to two inspection trips, with one reinspection allowed for each trip. An older unit being moved includes one additional trip for a pre-move inspection, which must occur before the unit is moved.

A typical manufactured home set requires the following inspections:

1. Block, Piers, and Anchors: After the unit is set on its supports.
2. Water and Sewer Connection: After the water line and building drain are installed.
3. Gas Pressure Test: After a test gauge and flexible connection are installed.
4. Meter Tag Gas: To be completed with the gas pressure test. Minimum test pressure of 10 is set up by the applicant or their representative.
5. Manufactured Home Electrical: After the feeder trench is complete and all terminations are made.
6. Meter Tag Electric: To be completed with the manufactured home electrical inspection.
7. Final Occupancy: After landings, stairs, and smoke alarms are installed.

The first trip usually includes inspections 1 through 6, before skirting is installed. The second trip is typically for final occupancy.

A manufactured home may be inspected in one trip because utilities do not need to be active and skirting does not need to be installed for final occupancy. However, a second trip is often needed because decks, landings, and stairs are commonly installed after skirting. Limited skirting may be installed if most items beneath the home remain visible. For example, skirting behind decks may be installed before inspection and completed afterward. This would allow for the permit to be inspected and completed in one trip.

New Single-Family Residence

Because new single-family residence projects vary widely, there is no set limit on inspection trips.

A typical new single-family residence requires 11 to 14 inspections:

1. Open Hole Report: This is not an inspection. The report must be submitted before the footing inspection can be approved.
2. Footing: After excavation, when forms and rebar are in place, but before concrete is poured.
3. Foundation: After the footing inspection.
4. Waterproofing: When required, after the foundation inspection, but before backfilling.
5. Perimeter Drain: When required, after the foundation inspection, but before backfilling.
6. Underslab Plumbing: When required, before the basement slab is poured.
7. Temporary Power Pole: When required, at any time before or during the rough inspection. This inspection is needed only when power is requested before the rough inspection.
8. Electric Trench: When required, at any time before or during the rough inspection.
9. Meter Tag Electric: May be completed earlier with the temporary power pole inspection, but is usually completed with the rough inspection.
10. Framing Portal at Garage: After framing is complete, but before siding is installed.
11. Meter Tag Gas: After all gas piping is complete and ready for testing.
12. Caissons: When required, before or after the rough inspection, but before the final inspection.
13. Rough Trade Inspection: Framing and PMEG inspections occur after all trades are roughed in. House wrap must be installed; siding and roofing are not required.
14. Approach: Performed during or after the rough inspection by Public Works.
15. Final Trade Inspection: Grade, building, and testing of finished PMEG inspections occur when the building is complete. Some interior finishes that are not code-required, such as paint, finish flooring, and baseboard trim, may remain incomplete.

Additional inspections, such as radiant heat or underslab electrical, may be required based on the project scope. Always review the public portal to ensure that no required inspection is missed. If you are unsure when an inspection should occur, contact our office.

Typical groupings for a new single-family residence include inspections 4 and 5, and inspections 8 through 14. When a temporary power pole is used, inspections 7 and 8 may be grouped.

Reinspection Trip Fees

Reinspection trip fees are \$75 and may apply to any permit in the following situations:

1. The requested inspection is not ready. Required items must be complete and available for inspection. For example, if a rough trade inspection is requested but water lines have not been roughed in and are not ready for testing, the inspection is not ready. Each permit receives one warning before trip fees are issued.
2. A second reinspection is not approved. One reinspection is allowed for each inspection. A trip fee applies to each additional reinspection that is not approved.
3. Additional trips will require fee.

Alternatives to On-Site Inspections

Contractors may request an alternative method when scheduling an inspection. The scheduled inspector will decide if that method is acceptable for accomplishing that inspection. Do not assume that your chosen method will be acceptable. Wait until you receive confirmation from the inspector.

1. Video Call: Contractors may use FaceTime or Microsoft Teams for inspections.
2. Photos or Video: Contractors may submit photos or video by text message or email.
3. Third-Party Report: Contractors may use an engineer or approved agency or individual to submit an inspection report. The agency or individual must demonstrate appropriate experience or certifications. The third party cannot be the company or individual that performed the work. The Chief Building Official must approve the third party.

**3966 Archer Pkwy
Cheyenne, WY 82009
www.laramiecountwy.gov
Phone (307) 633-4615**