



Laramie County Planning and Development Office

Building Division
3966 Archer Pkwy Cheyenne, WY 82009
Phone: 307-633-4512 | Fax: 307-633-4519
building@laramiecounty.com

WHAT YOU NEED TO KNOW

We have all of our application packages; please clear your cache to ensure that you are using the latest versions of our applications. Our website is www.laramiecountyplanning.com

We have a new EMAIL...

We have created a new general email address for the Building Division... building@laramiecounty.com has been created so that all correspondences, permit applications, building plans, open hole reports and like items will go into one central box. Items will then be distributed to the proper personnel from there. Please add this email to your contacts.

Other Notes...

Payment Procedures:

Please note that our office collects payment of fees at the time of submitting all permits. We are pleased to announce that there is now an option to pay for your permits online with either a credit card or an electronic check. Look for the orange box on our website for those options. [Pay On Line](#)

Citizen Access:

Permit and Project information is available through our website...you can check on the status of your permit as well as the results of inspections completed. This feature is located under *Quick Links*. [Citizen Access](#)

Parcel Viewer:

Use this program to print an aerial of a property, check floodplain, check zone districts and find ownership information. This feature is located under *Quick Links*. [Parcel Viewer](#)

Permit Processing Times:

The processing time for permits fluctuates daily, currently the processing time for Residential Permits is 9-10 business days.

Inspections: (307) 633-4615

Please allow 2 to 3 business days for an inspection request. To request inspections, please have the required information in hand and call our inspection line at (307) 633-4615, leave us a message if we are assisting other customers.

Required information necessary to schedule your inspections: permit #, address, inspection type, date that inspection will be ready and call back information. You will be contacted within 24 hours to confirm your inspection request. ***Contractors, please add this phone number to your cell phones***

Our Main Line is now automated...

When calling our main line at (307) 633-4303, you'll notice that we now have a new automated phone system. All calls will be routed through an automated system with a list of options. We know that most of you want to talk to a person when you call, and we hope that this new system will get you to the person you'll need to speak to.

Thank you,
Rauchelle Meredith
Sr. Permit Technician