

Laramie County Planning & Development Office
3966 Archer Pkwy
Cheyenne, WY 82009
Phone: (307) 633-4512 | Fax: (307) 633-4519
www.laramiecounty.com
building@laramiecounty.com



Residential-Counter Permit

Plumbing / Mechanical / Electrical / Gas
Incomplete applications cannot be accepted.

Residential Counter Permit (Plumbing/Mechanical/Electrical/Gas) Submittal Requirements:

- Completed signed application
- Payment of Fees (Credit Card and E-Check options are available on our website)
- Recorded deed (for 1st structure on property or if ownership has changed within the past 6 months)
- One Plot Plan if work is being performed outside of the structure (see minimum requirements for Plot Plans handout)
- One full set of plans showing the location of the work being performed

Use the Laramie County Parcel Viewer for aerials and for information on the property such as zoning, floodplains, etc:

<https://maps.laramiecounty.com/mapserver/>

Use Citizen Access to check the status of your permit, the inspection results and to print copies of your issued permit at:

<http://devpublicaccess.laramiecounty.com:8780/citizenaccess/>

Notice: 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 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 shall be approved prior to the changes being made. Any change in the use or occupancy of a building or structure shall be approved prior to proceeding with construction.

The Applicant is required to call for inspections at various stages of the construction, and in accordance with the previously mentioned rule, the applicant shall give the Building Department not less than one day's notice to perform such activities.

The Applicant must comply with current Planning & Development Office expiration policy. Laramie County is not liable for workmanship.

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Building Permit # _____

Received by & date _____

R# _____

Project Address _____ (check box if an address has not been assigned)

Legal Description (lot and block or tract, subdivision or record of survey)

Township _____ Range _____ Section _____ [staff use: Zone Dist _____ Map Page _____]

Land Owner Information (ownership should match information on current recorded deed)

Name _____

Phone # _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Owner's Agent (name and phone #) _____

Contractor Information

Company Name _____

Phone # _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Electrician

Company Name _____ WY License # _____

Full Name _____

Phone # _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Contact person for this permit: Owner Contractor Owner's Agent

Is this a manufactured home? Yes No

Is this an IRC modular? Yes No

Specific structure Use:

Single Family Garage Workshop Cold Storage Other _____

Purpose of Permit: New Renovation Demolish Move Other _____

Check all that apply to this specific project:

Building Plumbing Mechanical Electrical Gas

Water Heater Air Conditioning Unit Furnace Unit Heater Fireplace

Pellet Stove Wood Stove Temporary power pole

Size of Service _____ Length of run _____ Wire Size _____

Description of Work

Valuation \$ _____ (this is the professional labor and material value or insurance replacement value)

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.

This permit will become null and void if work or construction authorized is not commenced within 180 days, unless prior authorization has been issued by this office. This permit expires 1 year from the date of issuance providing the 1st inspection has occurred within the initial 180 day period.

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.

Signature of Owner or Agent

Printed Name

Date