



Laramie County Planning and Development Office

Building Division
3966 Archer Pkwy Cheyenne, WY 82009
Phone: (307) 633-4303 | Fax: (307) 633-4519
commercial@laramiecounty.com
www.laramiecounty.com

SIGN SUBMITTAL REQUIREMENTS

INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Use the Laramie County Parcel Viewer for aeriels and for information on the property such as zoning, floodplains, etc: <http://arcims.laramiecounty.com/>

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/>

All Sign Permit Applications shall include the following:

1. Completed Application Form
2. Payment for Fees (Credit Card and E-Check options are available on our website)
3. One Plot Plan
4. One full set of Building Plans
5. One set of Engineered foundation plans (plans must have registered Wyoming Engineer stamp)

A full set of electronic plans are also required in most cases; please contact us if you have questions.

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 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.

The Applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the Building Inspector 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. Permits are not transferable.

Application Form: can be obtained at the Laramie County Planning & Development Office or on-line at the Laramie County website at www.laramiecountyplanning.com

Fees: Payment of Fees shall be made at the time of submitting permit application. In the event that application is submitted via email we shall contact you with instructions on how to pay electronically.



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Plot Plans: (sample available upon request) Must show a minimum of:

1. North arrow
2. Location of proposed building
3. Distances between each property line to proposed building (minimum of 2 perpendicular property lines)
4. Distances between proposed building and any existing structures
5. Identify the street or county/state road being accessed from
6. Driveway location with driveway width and surface type (and distance to the closest property line)
7. Location of well and septic system (if applicable)

Building Plans: Building Plans are required for all sign permits. Plans should include all of the items listed below which apply to your particular project. Plans and specifications must be drawn to scale on substantial paper, shall indicate locations, nature and extent of the work proposed, and should show in detail that it will conform to the adopted Laramie County Building Code, and shall state the design standards meet or exceed wind and snow loads for the area. The recommended scale for plans is 1/4" = 1'. Plan Review fees are calculated at 65% of the building permit fee based on provided valuation. Fee adjustments may be made if needed.

Foundation Plans: All Foundation Plans shall be engineered by a Wyoming Licensed Engineer and are required for all residential buildings. All drawings must be stamped.

Permit for access driveway: If access is from a county road, the application is available from the Laramie County Public Works Department. Please submit directly to Public Works. They are open Monday through Thursday and are located at the east end of the Archer Complex. Contact Justin Arnold at (307) 633-4302.

If access is from a state highway, please contact the WyDOT Engineer at (307) 777-4169

For other related permit information, please contact:

Public Works Department (Access and Culvert Requirements) (307) 633-4302
South Cheyenne Water & Sewer District (307) 635-5608
City/County Environmental Health Department (Septic permits) (307) 633-4090
State Engineer's Office (Well permits) (307) 777-6163



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Rcvd By	Rcvd Date	PR #	BP #			
Address of Project		New Address?		yes	no	
Land Owner Information						
If there are additional owners, such as a business owner, please list on separate sheet and attach						
Name				Phone		
Address				City		
Email				State	Zip	
Contractor Information						
Name				Phone		
Address				City		
Email				State	Zip	
Electrical work (if applicable) to be done by				Phone		
Property Information						
Legal Description (Subdivision, Block and Lot or Tract)						
Zone District	Township	Range	Section	Map Page		
Project Information						
Structure Use				Bldg	Plmbg	Mech
				Electr	Gas	
Check all that apply and fill in answers to the questions that are specific to this project						
PURPOSE OF PERMIT	Erect		STYLE	Permanent	Electrical?	Yes
	Alter			Temporary		No
	Repair			(# of days)		
FOUNDATION	Slab on grade			block/pier/caisson		
DESIGN	Free-standing			Wall	Projecting	Roof
Total surface area		Material of sign face				
Clearance above sidewalk		Material of sign support				
Set back distance		Material of sign frame				
Description of Work: Complete description of the work done including any plumbing, mechanical (Heating, ventilation or air conditioning), electrical, fire sprinkler or alarm. (Work is not included in the permit unless description in this scope of work.)						
<p>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 becomes 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. I understand that inspections are required for all signs and shall ensure that all required inspections have passed prior to moving on to the next phase of construction. Failure to comply</p>						
Signature of Owner / Agent					Date	
Printed Name						
Valuation of project: \$						
Fees	BP Fee		PR Fee		Other	
Check #	Cash		Credit Card		Total Fees	