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**Detached Accessory Structure Submittal Requirements:**

- Completed signed application
- Payment of Fees (Credit Card and E-Check options are available on our website)
- Recorded deed (for 1<sup>st</sup> structure on property or if ownership has changed within the past 6 months)
- One Plot Plan (see minimum requirements for Plot Plans handout)
- One full set of building plans
- One set of foundation plans

Post construction buildings larger than 40' x 60' x 14' must be engineered and stamped by a Wyoming Engineer. Electronic submittals are appreciated and are required to be unprotected with clear lettering and numbering.

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.

**Building Plan Requirements:** Building Plans are required for all residential buildings, residential accessory structures and decks. Plans shall include all of the items listed below that apply to your particular project. Plans and specifications must be drawn to scale on substantial paper with scale labeled, shall indicate locations, nature and extent of the work proposed, should show in detail that it will conform to the adopted Laramie County Building Codes, 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'. Clear electronic submittals are requested.

**Floor Plan:** Floor plans must show the following and be drawn to scale:

1. Exterior dimensions
2. Use of all rooms
3. Identify doors
4. Size of supporting headers above wall openings
5. Direction of joists and rafters (if applicable)
6. Location of all plumbing fixtures (if applicable)
7. Location and type of heating and air conditioning facilities
8. Post locations (if applicable)

**Elevation Views:** This is a drawing or exterior view of each new wall. The drawing must include:

1. Doors, windows and other openings
2. Vertical dimensions
3. Wall bracing or shear panel location or means of obtaining required lateral bracing

**Cross Section Views** The cross section views must include:

1. Exterior finishes
2. Size, spacing and type of materials used
3. Typical connections

**Roof Plan**

1. Shall include a copy of the truss certifications (Stamped truss specifications shall be made available at the job site for the inspector.)

Alternative methods of construction may require engineered plans in accordance with IRC 301.1.3

**Plot Plan Minimum Requirements**

1. Title Block to include; address/legal description/date of drawing
2. North arrow
3. Scale of drawing (Architectural or Engineering scale)
4. Accurate location/description of property corners/property lines (a survey may be necessary)
5. Location of all recorded easements on the property
6. Location of existing and proposed buildings and building height
7. Distance between all property lines to existing and proposed buildings
8. Distance between proposed building and existing buildings
9. Distance to any mapped floodplain location on the property (if applicable)
10. Identify the street or county/state road being accessed from
11. Location of driveway, width and distance from nearest property line
12. Location and dimensions of well and septic system (if applicable)

**Permit for access driveway** Applicants shall contact the Laramie County Public Works Department at (307) 633-4302 to obtain required permits to build an access drive.

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

For other related permit information, contact:

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

If you have any questions, please contact our Permit Technicians at (307) 633-4512.

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



Residential Building Permit  
Detached Accessory Structure  
 Alternative Construction Method  
 Conventional Construction Method

Building Permit # BP- \_\_\_\_\_

Incomplete applications cannot be accepted

Staff: rcvd by & date \_\_\_\_\_ R# \_\_\_\_\_

Project Address \_\_\_\_\_

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 to 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

**Valuation of Work \$** \_\_\_\_\_ (Professional Labor and Material amount of project)

**Description of Work**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check if constructing building to the Laramie County Pole Barn Construction Guide.

Check all that apply to this specific project:

Building  Plumbing  Mechanical  Electrical  Gas

Purpose of permit: Accessory  Addition  Renovation  Demolish  Other \_\_\_\_\_

For office use:  Fees  Deed  Plot Plan  Building Plans  Foundation Plans  img  att

Specific structure Use: Garage  Workshop  Cold Storage  Barn  Bonus Rooms

Other \_\_\_\_\_

Electrical information [if applicable] check one: Service / Feed overhead  or underground

Depth of trench: \_\_\_\_\_ Length of run: \_\_\_\_\_ Size of Wire: \_\_\_\_\_ Size of Service: \_\_\_\_\_

All Electrical work shall be performed by either the occupant or a Wyoming State licensed Electrician.

**Fees**

There is a \$100 base fee for the structure. Additional fees are calculated for *bonus* rooms using the square footage of the rooms.

*Bonus* rooms are defined (but not limited to) bathrooms, utility rooms, non-dwelling spaces, offices, libraries, enclosed storage spaces.

| Description    | Square Footage |   | Price per square foot | Valuation        | Fees<br>*see fee schedule |
|----------------|----------------|---|-----------------------|------------------|---------------------------|
| Accessory only | NA             | x | NA                    | NA               | \$ 100.00                 |
| Bonus Room     |                | x | \$ 43.00              | \$               | *                         |
|                |                |   |                       | Total Fees Owed: | \$                        |

**Pole Barn /Accessory Building Restrictions**

It is important for home owners to understand that pole barns/Accessory Structures are generally NOT designed for residential family dwellings. Problems occur when homeowners attempt to build or remodel these structures for a residential occupancy. Issues with the foundation system, fire separation, plumbing and roof design may occur. These issues can require costly alterations to bring the structure into compliance with the current building codes adopted by Laramie County. In addition, there may be land use regulations that prohibit a second residence or a residence created for a rental unit. If the structure is built to be occupied as a residential dwelling it shall meet the requirements of the 2015 International Residential Code, shall be permitted with a residential permit and meet the requirements of the Laramie County Land Use Regulations. If you have any questions regarding permitting and the use of the structure please ask.

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