



Laramie County Planning and Development Office

Building Division
3861 Archer Pkwy Cheyenne, WY 82009
Phone: 307-633-4512 Fax: 307-633-4519
planning@laramiecounty.com
www.laramiecountyplanning.com

SIGN SUBMITTAL REQUIREMENTS

INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED

Please visit our new and improved Laramie County Parcel Viewer for information on the property and aerials: <http://arcims.laramiecounty.com/>

All Building Permit Applications must include the following:

1. Completed Application Form
2. One plot plan (2 sets if they are larger than 11" x 17") A handout is available.
3. One set of building plans (2 sets if they are larger than 11" X 17")
4. Wyoming Engineered foundation plans are required for signs that exceed 8' in height and over 25 square feet in area. One set of Engineered foundation plans (2 sets if they are larger than 11" X 17")

NOTES:

1. AN OPEN HOLE INSPECTION REPORT OR SOILS REPORT (from a register Wyoming Engineer is required prior to requesting footer/foundation inspection.)
2. ALL SIGNS THAT ARE VISIBLE FROM A STATE RIGHT OF WAY: Please contact Rick Keslar at WYDOT at (307) 777-4169 regarding any State sign permits that may be required. Please provide a copy of the State permit or a written statement from WYDOT if it is deemed unnecessary. (As always, electronic copies are acceptable. They can email a copy to planning@laramiecounty.com)
3. CERTIFICATE OF REVIEW: A certificate of review is required prior to obtaining a sign permit for a new business use.

WE ARE GOING GREENER! Whenever possible, we encourage you to submit your applications and plans electronically, if you need to submit paper copies, we prefer 11" x 17" or smaller. Please contact us if you have questions.

Please refer to attached for complete instructions and information.

NOTICE:

The Applicant, his Agents and Employees shall comply with all the rules, restrictions and requirements of Laramie County Zoning 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.



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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.

The following items expand on the submittal requirements. Not all projects require all items listed below, please contact us if you have any questions.

1. **Application Form:** can be obtained at the Laramie County Planning & Development Office or on-line at the Laramie County website at www.laramiecountyplanning.com
2. **Plot Plans:** (sample available upon request) They are to be drawn on 8 ½" x 11" size paper, and must show:
 1. North arrow
 2. Location of proposed building
 3. Distances between each property line to proposed building (the minimum is from 2 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)
2. **Building Plans:** Two identical sets (only one set is required if submitted on paper that is 11"x17" or smaller) of Building Plans are required for all residential buildings. 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, unless the plans are being submitted electronically, and must 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.
3. **Foundation Plans:** Two identical sets (only one set is required if submitted on paper that is 11"x17" or smaller) of Foundation Plans that are engineered by a Wyoming Licensed Engineer. All drawings must be stamped.
4. If access is from a state highway, please contact the WyDOT District Engineer in Laramie at (307) 777-4169.
5. **Open Hole Report:** If a site-specific soils report is not provided, an "Open Hole Inspection Report" shall be conducted by an architect or engineer licensed by the State of Wyoming. This is to be submitted prior to requesting a footer/foundation inspection. Please note that our inspectors must verify the footer/rebar/caissons prior to any concrete being poured.



Sign Permit Application

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Rcvd By	Rcvd Date	PR #	BP #
Address of Project	New Address?		yes <input type="checkbox"/> no <input type="checkbox"/>
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 <input type="checkbox"/>	Style	Permanent <input type="checkbox"/>
	Alter <input type="checkbox"/>		Temporary <input type="checkbox"/>
	Repair <input type="checkbox"/>	(# of days)	Foundation <input type="checkbox"/>
			Slab on grade <input type="checkbox"/>
			block/pier/caisson <input type="checkbox"/>
Design	Free-standing <input type="checkbox"/>	Wall <input type="checkbox"/>	Projecting <input type="checkbox"/>
			Roof <input type="checkbox"/>
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, ventilaion 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 occupying this structure prior to obtaining a Certificate of Occupancy is against the law. Failure to comply may result in a \$750 fine with each day of occupancy being a</p>			
Signature of Owner / Agent			Date
Printed Name			
Valuation (cost of project) \$	Approved		
Fees	BP Fee	PR Fee	MP Fee
	ZC Fee	Access	Other
Check #	Cash	Receipt #	Total Fees