



## Building Permit Application

915 Third St.- P.O. BOX 953  
Rawlins, WY 82301  
Phone: (307) 328-4599 Fax: (307) 328-4590

APPLICANT NAME:	PHONE:
JOB ADDRESS:	
OWNER NAME:	PHONE:
CONTRACTOR:	PHONE:
ELECTRICAL CONTRACTOR:	PHONE:
PLUMBING CONTACTOR:	PHONE:
HVAC CONTRACTOR:	PHONE:

**Total Value of Project:** \_\_\_\_\_

*\*Value of the project shall include cost of materials as well as labor, which should not be figured at less than the State of Wyoming minimum wage.*

**DESCRIBE WORK IN DETAIL:**


**NOTICE!**

Building permit will not be issued until all required items have been approved. Construction shall not begin until permit has been issued. Commencing of construction without a permit will be cause to implement special investigation fees. Work completed shall meet codes and may be subject to removal. This permit is null and void if work or construction authorized is not commenced within 180 days, or if work is suspended or abandoned for 180 days.

I hereby certify that I have read and examined this application and know the same to be true and correct.

All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

The granting of this permit does not presume to give authority to cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of Contractor or Authorized Agent      **OR**      Signature of Owner      Date

*Inspections and a Certificate of Occupancy/Completion are required prior to any occupancy of the structure. Please schedule inspections at least 24 hours in advance.*

<b>For Office Use Only</b>	
Permit #	
Permit Fee:	
Plan Review Fee:	
<b>Total Fees Due:</b>	
Fees paid by <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
<input type="checkbox"/> Check #	

## Minimum Standards for Plans Submitted for Review

**ONE** complete sets of plans and specifications must be submitted with each application for a building permit involving any proposed construction, alteration or addition to any residential building or structure. **THREE** complete sets of plans and specifications must be submitted with each application for building permit involving any proposed construction, alteration or addition to any commercial building or structure. All plans shall show the name, address, and phone number of the person who prepared them.

We reserve the right to allow up to **ONE WEEK** for the review of dwelling plans and **THREE WEEKS** for the review of commercial plans.

When submitting plans for an addition, it is necessary to include not only the addition, but the existing portions of the building as well. Site plans must be included with each application when additional floor area is proposed.

The list below is intended to be used as guideline only. If you have any questions regarding the preparation of plans and specifications, please contact:

**City Building Official**  
**915 Third St. - PO BOX 953**  
**Rawlins, WY 82301**  
**307-328-4599**

### 1. Site Plan

- Show the entire lot drawn to scale
- Complete legal description of the property
- Address (if one has been assigned)
- Lot dimensions
- North arrow and directions
- Location of adjacent streets and alleys
- Building setback dimensions
- Location and dimensions of all driveways and approaches
- Location of all steps, terraces, porches, fences, and retaining wall
- Location and dimensions of easements
- Size, location, and material of all water and sewer lines
- Off-street parking areas
- Unique topographical features, if any.

### 2. Floor Plans

- Fully dimensioned floor plan of each floor and basement, including all attached porches, garages, carports, etc., including room dimensions and approximate area of each room in square feet
- Foundation plan
- Direction, size, and spacing of all floor and ceiling framing members, girders, columns, and piers
- Location of all permanent partitions. Show the location and size of doors and windows and the directions of swing
- Location and size of all permanently installed equipment such as kitchen cabinets, closets, plumbing fixtures, water heaters, etc.
- Location of all electrical fixtures such as switches, outlets, disconnects, and smoke detectors

### 3. Elevations

- Front rear and side elevations
- Location and size of all windows and doors, indicate the size unless separately scheduled or shown on the floor plan. Note windows approved for emergency
- Finished grade lines at buildings

### 4. Details

- Section through exterior wall showing all details of construction from footings to highest point of the room. Where there is more than one type of wall, show each type
- Section through any portion of the building where rooms are situated at various levels of where finished attic space is proposed
- Section through stair wells, landing and stairs, including headroom clearances and surrounding framing
- Sections and details of all critical construction points or special structural items
- Details of any fire resistive construction