



Getting a Building Permit

November 2017

PLEASE NOTE: Informational Bulletins should not be used as substitutes for actual codes and regulations. Detailed information regarding codes and regulations can be obtained by calling the Code Administration Division at 307-721-5271.

This bulletin is designed to help you through the permit process. It provides general information on how to apply for your building permit, what fees are required, how long the process is likely to take, and when inspections must be obtained.

A building permit is required to perform work on most buildings or structures within the city. Some examples include new construction, roof repair, additions, renovations or repairs, interior remodeling, finishing a basement, siding, building a garage or deck, or changing the use of a building,

Step 1.

Residential: Submit one set of complete plans and specifications, including site plan and REScheck.

Commercial: Submit one complete sets of plans, specification, site plan and one complete digital set of plans in pdf format or thumb drive. Additional supporting documentation may be required where public food preparation or handling is involved.

Plans must be drawn to scale and must meet the general standards for plans and drawings set by the City. The plans must at least show the following information.

- Site plan of the entire lot, including dimensions, building footprint, decks, overhangs and projections, off-street parking, utilities, drainage, topography, and landscaping.
- Footing and foundation plan with soils report, where required.
- Geotechnical and drainage report where required.

- Framing plan with information on all manufactured components.
- Floor plan of each floor.
- Exterior building elevations.
- Wall sections and details.
- Plumbing, mechanical and electrical layouts (optional for one and two-family dwellings).
- Other information as needed to show compliance with codes.

Plans for commercial buildings over 4,000 square feet, buildings over three stories in height, residential buildings with five or more dwelling units, and foundations in areas with poor soils must be professionally prepared. The building official may require other engineered plans as deemed necessary.

It is recommended that you call the code administration division for detailed information before submitting plans.

Step 2. Complete a building permit application.

Applications ask for information about the owner and contractor, the property, the prospective building to be constructed and the estimated valuation of the work. Applications are available at 405 Grand Avenue, or by mail by calling 307-721-5271.

Step 3. Your plans are reviewed. Plans are checked for compliance with all city codes and regulations including building, fire, and zoning codes. The time required for plan review will depend on the complexity of the work, the completeness of the plans, and the backlog of plans at the time of submittal. You can expect your plan to be reviewed within 1-4 weeks. Complex projects could take longer. You may be asked to resubmit corrected plans or additional information. If no corrections are required your plan will be approved. Please note that a plan review fee will be charged for all plans where the valuation of the work exceeds \$5,000.00.

Step 4. Pay the permit fees. You will be notified when your application is approved. Construction cannot begin until the permit is paid. Fees are based on the estimated valuation of the work, so the more extensive the work, the more the permit will cost. Contact the Code Administration Division for a complete schedule of fees. You will receive an inspection record card to be posted in a readily visible location at the jobsite. Separate permits are required for work such as plumbing, mechanical, electrical, signs, and fire sprinklers.

Step 5. Call for all required inspections. All work that requires a permit must be inspected. You must call at least **one working day** before you need the inspection, and the area to be inspected must be accessible and visible. Mandatory inspections include foundation, concrete or under-floor, structural framing, plumbing, mechanical and electrical, wall coverings, insulation, and final inspection.

Step 6. Obtain a Certificate of Occupancy. You must have a Certificate of Occupancy before occupying the building. Certificates are available at no additional cost after successfully completing the final inspection.