NEW COMMERCIAL CONSTRUCTION APPLICATION CHECKLIST

All applications must be complete and shall include the following:

1. Properly completed Commercial Building Permit Application

3. Four (4) sets of site-specific footing/foundation plans, which reference a specific legal description (or address, if available) and which are wet-stamped, dated, and signed by a WY registered professional engineer of record.

   Note: Stamped footing/foundation plans must include all elements of concrete construction such as: interior piers, strip footings and exterior piers for support of porches, roof overhangs and decks.

4. Four (4) sets of site-specific plot/drainage/site plans, which reference a specific legal description (or address, if available) and which are wet-stamped, dated, and signed by a WY registered professional engineer or professional land surveyor. These plans shall include a statement that site grading and drainage shall conform to the approved grading or drainage plan for the subdivision where the site is located.

5. Four (4) sets of drawings and four (4) sets of specifications for plan examination. Plans prepared by a WY registered design professional must include one (1) set of drawings and one (1) set of specs with wet seals and signatures located on the plans cover page.

6. Energy Code (IECC) calculations prepared with COMcheck or equivalent software.

   (Computer software is available for the required energy calculations. COMcheck is acceptable software and may be downloaded free of charge at www.energycodes.gov)

7. If available, please submit an electronic copy of the footing/foundation plan, the plot/drainage/site plan and the building plans.

8. Temporary Power Pole, $30.00 (optional)

The permitting process normally takes approximately 21 working days from receipt of completed application. Applications and fee schedules are available on our website, cheyennecity.org.