



Building Safety Department
 2101 O'Neil Avenue, Room 202
 Cheyenne, WY 82001
 Phone: (307) 637-6265 Fax: (307) 637-6366
www.cheyennecity.org



4/22/16

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.