



BUILDING SAFETY DEPARTMENT

2101 O'NEIL AVENUE, ROOM 202 • CHEYENNE, WY 82001

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Visit Our Website: www.cheyennecity.org

A COMMUNITY OF CHOICE

NEW COMMERCIAL CONSTRUCTION APPLICATION CHECKLIST

1/25/23

All applications must be complete and shall include the following:

	Applicant Initials	Office Initials
1. Properly completed Commercial Building Permit Application	_____	_____
2. One (1) Digital set of site-specific footing/foundation plans, which reference a specific legal description (or address, if available) and which are 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.	_____	_____
3. One (1) Digital set of site-specific plot/drainage/site plans, which reference a specific legal description (or address, if available) and which are 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.	_____	_____
4. One (1) Digital Set of drawings and 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	_____	_____
5. Energy Code (IECC) calculations prepared with RESCheck or equivalent software. (Computer software is available for the required energy calculations. REScheck is acceptable software and may be downloaded free of charge at www.energycodes.gov)	_____	_____
6. Planning and Development Review Fee -\$50.00	_____	_____
7. 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.