



Building Safety Department

2101 O'Neil Avenue, Room 202

Cheyenne, WY 82001

Phone: (307) 637-6265 Fax: (307) 637-6366

www.cheyennecity.org



PLAN REVIEW INFORMATION

A. CONTACT PERSONNEL:

Antony Pomerleau, C.B.O.	Chief Building Official	307.773.1046
Wes White	Building Safety Plan Review	307.637.6265
Jim Schamerhorn	Fire Prevention Plan Examiner	307.637.6312
Linda Gunter	Water Department –Engineering	307.637.6497
Gary Hickman	Environmental Health Director	307.633.4090

B. CODE INFORMATION:

1. Building Codes: *International Building Code – 2021 edition*
International Residential Code – 2021 edition
2. Fire Code: *International Fire Code – 2021 edition*
3. Mechanical Code: *International Mechanical Code – 2021 edition*
4. Plumbing Code: *International Plumbing Code – 2021 edition*
5. Fuel Gas Code: *International Fuel Gas Code – 2021 edition*
6. Electrical Code: *National Electrical Code – 2020 edition*
7. Accessibility Code: *ICC A117.1 – 2017 edition*
8. Energy Code: *International Energy Conservation Code – 2018 edition*
9. Existing Building Code *International Existing Building Code – 2021 edition*
10. Contractor Licenses: City of Cheyenne Contractor Licensing Regulations
11. Other: Cheyenne City Code; Cheyenne Unified Development Code;
The City of Cheyenne & Board of Public Utilities
Specifications and Standard Drawings 2007.

C. BUILDING DESIGN INFORMATION:

1. Ultimate Design Wind Speed – Wind speed shall be based on the Risk Category of the building as defined in chapter 16 of the 2021 ICB. 2021 IRC structures shall be designed with an ultimate wind speed of 115 mph; Wind exposure category C.
2. Seismic Design Category – B
3. Annual Rainfall – 15 inches/year
4. Hail – Moderate
5. Snow Load – 30 psf - ground; includes no snowdrift
6. Frost Line Depth – 36" - minimum for foundations
7. Climate zone – 6B
8. Termite – slight to moderate
9. Winter Design Temp. – -1 Degree F; 7381 Heating Degree Days
Weathering – Severe
Decay – None to Slight

D. APPLICATION AND PLAN REVIEW:

1. Permit application, fees, and submittal documents must be provided together to the Building Safety Department. Submittals may be mailed in or delivered with the completed application form and fees. Building permit may be all inclusive of mechanical, electrical, etc. Incomplete applications cannot be accepted. Fees are based on the value of the proposed work; please refer to Building Fee Schedule. Plan review fees are 65% of the building permit fee.
2. Phased projects are permitted with separate application, fees, and review for each phase. Plan review only applications are accepted with the plan review fees. Deferred submittals are allowed for portions of the project and must have prior approval of the building official. The deferred plans must be submitted within a specified time and examined prior to installation.
3. Submittal documents with permit applications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations.
4. All foundation plans shall be prepared by a Wyoming registered design professional, except those residential projects that conform to Building Safety Department Minimum Footing Requirements for Additions.

5. Submittals must include 4 sets of drawings and one set of digital specification plans examination. Plans prepared by a Wyoming registered design professional must include 1 set of drawings and 1 sets of specifications with wet seals and signatures located on the plans cover page. For construction permits (work in public Right Of Way), submit 2 sets of drawings with wet seals and signatures.
6. Plans for fire protection systems may be designed by a NICET III or greater professional, must include hydraulic calculations, and must be wet stamp sealed by a Wyoming registered design professional.
7. The Building Safety Department will examine structural, mechanical, plumbing, and electrical plans. Plan review comments are summarized in the General Plans Correction List and can normally be expected within 21 working days for commercial projects and 10 working days for residential projects after date of application submittal. The Building Safety Department will forward plans to Water Department and Fire Department. The Fire Department will review the fire protection plans.
8. Changes to approved plans can be made over the counter. Revised drawings and specifications should be delivered to the Building Safety Department reflecting changes made by Change Order or Addenda. An 8.5" x 11" format may be used to expedite submission of changes.
9. A separate descriptive permit must be obtained for grading and for construction work within the Right of Way. Right of Way work may be included on a Residential permit, but not on a Commercial permit.
10. Contact BOPU at (307) 637-6497 for water and sewer fees or to determine viability of separate metering for irrigation system.
11. Contact Environmental Health Department at (307) 633-4090 for food service, day care, septic systems and swimming pools.
12. All contractors and subcontractors must be properly licensed in accordance with the City of Cheyenne Contractor Licensing Regulations.
13. Mobile or modular buildings must be constructed and certified by a third party to meet IRC/IBC standards for commercial use, or the Manufactured Home Construction and Safety Standards as promulgated by the US Department of Housing and Urban Development. These buildings will then be subject to normal permitting and inspection process for property identification, egress, and utility connections.