1/25/23

NEW RESIDENTIAL CONSTRUCTION APPLICATION CHECKLIST

All applications must be complete and shall include the following:

	Applicant Initials	Office Initials
1. Properly completed Building Permit Application	_____	_____
2. (1) Digital Set of site-specific 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 or architect of record.	_____	_____
3. (1) Digital Set of site-specific site/drainage 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.	_____	_____

All drainage plans shall indicate and include:

	Applicant Initials	Office Initials
a. The drainage pattern for the site, with drainage arrows.	_____	_____
b. A table indicating areas of pervious / impervious surfaces and their percentage of coverage of the total property area.	_____	_____
c. 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. (1) Complete sets of Digital Building Plans.	_____	_____
5. Energy Code (IECC) calculations prepared with RESCheck or equivalent sofware. (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. Temporary Power Pole, $30.00 (optional)	_____	_____
7. Planning and Development Review Fee, $50.00	_____	_____
8. Residential Community Facility Fee, $400.00		
9. Public Safety Impact-Residential Fee, $871.90	_____	_____
10. Payment of fees is required at the time of submittal.	_____	_____

The permitting process normally takes approximately 10 business days from receipt of completed application. Applications and fee schedules are available on our website, cheyennecity.org.