



BUILDING SAFETY DIVISION

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

PHONE: (307) 637-6265 – Website: www.cheyennecity.org



NEW RESIDENTIAL CONSTRUCTION APPLICATION CHECKLIST

All applications must be complete and shall include the following:

1. Properly completed Building Permit Application
2. Digital site-specific 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 or architect of record.
3. Digital site-specific site/drainage 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.

All drainage plans shall indicate and include:

- 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. Digital set of building plans. If plans have a copyright, one set must be "red-stamped", or include a letter with an original signature, allowing duplication.
 5. Energy Code (IECC) calculations prepared with RESCheck or equivalent software. (beginning March 1, 2014)

(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. Residential Enhancement Fee, \$400.00.
7. 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, www.cheyennecity.org.