

# Sheridan County, Wyoming Building & Zoning Permit Plan Submittal Requirements

**Applicant must be either the legal owner of the property or have notarized authorization from owner.  
Proof of ownership, such as recorded copy of warrantee deed must be provided.**

» Please Note: Building permit processing time is up to 14 working/business days from the date a complete application is received. Please plan accordingly.

For all structures requiring BUILDING PERMITS, two (2) sets of building plans shall be submitted. Plans shall be drawn to scale, clearly show the location, nature and extent of the work proposed. Plans shall show in detail that the work proposed will conform to the provisions of the INTERNATIONAL CODES and all other relevant regulations adopted by Sheridan County. **The County Building Department reserves the right to require that plans be designed and drawn by an engineer and/or architect licensed in the State of Wyoming.**

All structures intended for business, commercial or industrial uses shall have plans designed, drawn, certified as code compliant by an engineer and /or architect licensed in the State of Wyoming.

PLANS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

1. SITE/PLOT PLAN: ***(at least one copy must be no larger than 11 x 17)***

For lots of 20 acres or less: Provide a drawing showing the lot lines with their dimensions; total size of property in acreage or square feet; where the new structure will be located on property; structure setbacks from property lines; structure size; other structures on same property within 100 feet; driveway; North direction and any bodies of water within 200 feet of proposed structure. If structure is an addition, show the addition with dashed lines or shaded area.

For lots over 20 acres in size: Same as above. However, property lines that are more than 200 feet away from the proposed structure can be referred to by an arrow and approximate distance to property line.

2. FOUNDATION PLAN:

Provide a drawing showing the shape of foundation with its dimensions, where drops or steps in foundation will be, interior bearing piers, footing and/or pad locations. Include a typical cross section drawing of footing, foundation wall, bearing piers, and pads and floor. Show rebar reinforcement location, rebar sizes and spacing, anchor bolt sizes and spacing. Include any other relevant features such as openings and frost walls. For crawl space type foundation, show where foundation vent locations will be.

### 3. FLOOR FRAMING PLAN:

Provide a floor framing drawing for all floor levels, showing floor framing members, their sizes and spacing, bearing beams and bearing post/column locations. Include the species and grade of dimension lumber. Show stairway locations, include details on stairway construction. Show crawl space access location and size, minimum size is 18" x 24".

### 4. FLOOR PLAN:

Provide floor plan drawings for all floor levels including basements. Drawings shall show room dimensions, door locations, stairway locations, bearing wall locations and locations of bearing posts/columns supporting upper levels. Show the square footage of all floor levels including basements and attached garages. Show locations of smoke detectors and plumbing fixtures.

### 5. ROOF FRAMING PLAN:

Provide roof framing drawings showing whether roof framing will be engineered trusses or stick built. For trussed roofs, engineered shop drawings from the truss manufacturer are required prior to trusses being installed on structure. For stick built roofs, drawings shall show framing members, their sizes and spacing, bearing points, bearing beams, bearing posts/columns and species and grade of dimension lumber. Show attic access location & size, minimum size is 22" x 30".

### 6. TYPICAL CROSS SECTION OF STRUCTURE:

Provide a drawing showing a typical cross section of the proposed structure from top of roof to the bottom of the footing. Identify the building and framing material to be used. Include the sizes and spacing of framing members, the species and grade of floor joist, ceiling joist and roof rafters. Identify the roof and wall insulation, interior wall sheathing, exterior wall and roof sheathing, moisture barrier for roof and exterior walls, type of siding to be used, floor sheathing to be used and sill plate material to be used. The drawing shall include a typical cross section of an interior wall. If the structure has a basement, include a typical cross section drawing of a basement wall. Drawing shall show what type of material will be used in those areas where wood will be in contact with concrete. Drawing shall identify the type and amount of attic vents to be used.

### 7. STRUCTURE ELEVATION VIEWS:

Provide drawings showing the structure from all four sides. The front view is to be of the finished structure, including siding, roofing windows, stairways, porches, and decks. The other views can be an outline type of drawing showing general structure with door and window locations and finished exterior grade.

# SHERIDAN COUNTY, WYOMING

## BUILDING & ZONING PERMIT

Permit # \_\_\_\_\_

Date \_\_\_\_\_

**Class of Work:**     New     Alteration     Addition     Demolish     Repair     Move     Manufactured Home

<b>Building Address</b>		<b>Valuation</b>	<b>Use of Building</b>		
<b>Owner</b>	Name	<b>Administration &amp; Inspection Permit Fees</b>			
	Mail Address	Building			
	City <span style="float:right">Tele. #</span>	Zoning			
<b>Architect/Engineer</b>	Name				
	Address				
	City <span style="float:right">Tele. #</span>				
	State License #	<b>TOTAL DUE</b>			
<b>Contractor</b>	Name	<p>FOR ALL WORK AUTHORIZED BY THIS PERMIT, THE OWNER OR AGENT ACCEPTS FULL RESPONSIBILITY FOR COMPLIANCE WITH ALL COUNTY CODES AND RESOLUTIONS. ISSUANCE OF THIS PERMIT DOES NOT RELIEVE OWNER OF COMPLYING WITH STATE CODES OR REGULATIONS.</p> <p><b>OCCUPANCY IS NOT ALLOWED UNTIL FINAL INSPECTION AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.</b></p>			
	Address				
	City <span style="float:right">Tele. #</span>				
<b>Legal Description</b>	Subdivision				
	Lot # <span style="float:right">Blk. #</span>				
<b>OFFICE USE ONLY</b>		<table style="width:100%; border:none;"> <tr> <td style="width:50%;"><b>Signature of Owner</b></td> <td style="width:50%;"><b>Date</b></td> </tr> </table>		<b>Signature of Owner</b>	<b>Date</b>
<b>Signature of Owner</b>	<b>Date</b>				
<p>1. Type of Construction    I,    II,    III,    IV,    V</p> <p>2. Occupancy Group    A, B, E, F, H, I, M, R, S, U</p> <p>3. Division    1, 2, 3, 4, 5, 6, 7</p> <p>4. Zoning    UR, RR, A, C1, C2, C3, I1, I2</p> <p>5. Flood Plain _____</p> <p>6. Airport Height _____ Noise _____</p> <p>7. Airport Aviation Easement    Yes _____ No _____</p> <p>8. Water Service    NA _____ Well _____ SAWS _____</p>		<table style="width:100%; border:none;"> <tr> <td style="width:50%;"><b>Issued By</b></td> <td style="width:50%;"><b>Date</b></td> </tr> </table>		<b>Issued By</b>	<b>Date</b>
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Supporting Information (attached to permit)

1. Two (2) sets of building plans.
2. Plot plan showing:
  - a. The lot to be built upon with approximate dimensions of the lot.
  - b. Lot area in square feet and acreage.
  - c. If residential, the number of families to be housed.
  - d. Location of the building to be constructed and the proposed building setbacks from the property lines, showing dimensions of front, rear, and side yards.
3. Proposed use of the building structure.