



3966 Archer Parkway Cheyenne, WY 82009  
307-633-4303 or [building@laramiecountywy.gov](mailto:building@laramiecountywy.gov)  
[Laramie County Planning and Development Website](#)


## Guidance for Commercial Projects

**All applicants must fill out an application online at [Laramie County, WY Public Portal \(smartgovcommunity.com\)](#)** with Laramie County Planning and Development Office. Click on “Sign Up” with your email and password. Please call 307-633-4615 for your portal access code for previously applied building permits prior to creating a portal account that you would like access to.



**Sign Up:** Please be advised that you will receive a verification email that you must acknowledge within 30 minutes of account creation. After verification, you will need to log out of the portal and log back in to begin portal submittals. An incomplete application submittal or lack of payment will result in the permit not be accepted for processing.



**My Portal:** Applicant must Apply Online-Building Safety and Construction-Commercial- check the appropriate application. If you are unsure of which application you will need, click the icon next to the type of application  which will populate and provide specific application provisions.



**Where is your project located:** Type in the number and street address before selecting your parcel from the dropdown list. If you do not have an address click on I want to **enter a parcel #** instead. Navigate to [Laramie County, Wyoming, MapServer \(greenwoodmap.com\)](#) and find the address. Select the parcel which will help you find your Pidn: (this is a fourteen-digit number) under the “Info Tab” to the right of the map. If you copy and paste from the map info, make sure you remove the additional space between the box and your first digit. Your Pidn # will populate if correct.



**Permit Contacts:** IMPORTANT: Please update the owner information by clicking on "UPDATE" and adding phone numbers and email addresses so that if the jurisdiction has questions they can easily contact the owner or record.



**Permit Contractors:** Click on “Add Contractor” if your contractor doesn’t populate, please to go **Permit Details-** must provide Contractor’s Name, Company Name, Address, and phone number for us to add them to your permit.



**Submit Application:** If you have any informational tabs that are “Not Complete” the system will not let you “Submit Application”. If you don’t “Submit Application” we will not receive your application.



**Permit Tech Staff:** Will reach out to you via phone call or SmartGov to correct any initial application discrepancy and documents before you can proceed with payment. Application will not be processed until fees are paid in full. Payments can be made through your portal “Pay Online” Credit/Debit Card with a

service fee of 2.55% with Electronic Check being a service fee of \$1.50 flat rate. We do accept cash and checks in the office. Please make checks out to Laramie County Treasurer.

**Permit Submittal:** \*Documents are required to be uploaded! Please make sure that your document uploads are pdf's if possible.

**Pre-App Meetings:** New or expansion of existing commercial building projects will be required to contact the Planning Department. Please call 307-633-4303 or email at [planning@laramiecountywy.gov](mailto:planning@laramiecountywy.gov) prior to starting any applications.

**Project Narrative-** Description of work (only if you run out of space in the application).

**Ownership-** Provide a copy of recorded warranty deed if ownership has changed within past (6) months and/or if this is the 1<sup>st</sup> structure built on the property.

**Site Plan-** A document or group of documents containing sketches, text, drawings, maps, photographs, and other material intended to present and explain certain elements of a proposed development, including physical design, siting of buildings and structures, interior vehicular and pedestrian access, the provision of improvements and the interrelationship of these elements.

**Certificate of Review (C.O.R.)-** An approved signed copy of the Certificate of Review from the Planning Department.

**Foundation-** Provide a clear set of site specific foundation details. Plans are required to be stamped by a Wyoming Design Professional; they are required to be site specific. (Legal Land Description or address)

**Building Plans-** Provide a clear set of Engineered Building, Foundation, Plumbing, Mechanical, Electrical plans stamped by a Wyoming Design Professional which are required to be site specific. Also include a Code Study.

**Code Study-** Building Height (ft), Design Occupancy Load, Occupancy Type, Type of Construction, Risk Category, Structure Use, Prior Use- not needed for new construction. Must meet the Current Adopted Building Codes.

**Fire Plans-** Please reach out to Wyoming State Fire Marshall's Office at 307-777-7288.

**Fees-** Due once application is accepted.

#### **Commercial Addition:**

- **Site Plan-** A document or group of documents containing sketches, text, drawings, maps, photographs, and other material intended to present and explain certain elements of a proposed development, including physical design, siting of buildings and structures, interior vehicular and pedestrian access, the provision of improvements and the interrelationship of these elements.
- **Certificate of Review (C.O.R.)-** An approved signed copy of the Certificate of Review from the Planning Department.
- **Plans-** Provide a clear set of Engineered Building, Foundation, Plumbing, Mechanical, Electrical plans stamped by a Wyoming Design Professional and are required to be site specific. Also include a Code Study.

#### **Commercial Alternative Energy (Solar and Wind Turbines):**

- **Site Plan-** A document or group of documents containing sketches, text, drawings, maps, photographs, and other material intended to present and explain certain elements of a proposed development, including physical design, siting of buildings and structures, interior vehicular and pedestrian access, the provision of improvements and the interrelationship of these elements.
- **Certificate of Review (C.O.R.)-** An approved signed copy of the Certificate of Review from the Planning Department.
- **Plans-** Solar/PV systems require fully engineered plans. The fees are based on the PV system only, additional buildings or structures will be considered additional work. Wind turbines require fully

engineered plans. The fees are based on per unit only and additional buildings or structures will be considered additional work. Provide a Clear Set of Engineered building, Foundation plans stamped by a Wyoming Design Professional which are required to be site specific and include a Code Study.

**Commercial Demolition:**

- **Plot Plan-** Must show the building that's being removed from property (circle the structure being removed from property.)

**Commercial Existing (Plumbing/Mechanical/Electrical/Gas) Repair/Replace Only:**

- To erect, install, enlarge, alter, repair, remove, convert, or place any electrical, gas, mechanical, or plumbing system which is regulated by code. Electrical services over 200 amps require engineered one-line and plan review. Note: Mobile Home Parks for electrical and gas - The electrical or gas running from the meter to each Manufactured Home lot are considered Commercial and are not part of the Manufactured Home Set permit.

**Commercial New Construction:**

- **Site Plan-** A document or group of documents containing sketches, text, drawings, maps, photographs, and other material intended to present and explain certain elements of a proposed development, including physical design, siting of buildings and structures, interior vehicular and pedestrian access, the provision of improvements and the interrelationship of these elements.
- **Certificate of Review (C.O.R.)-** An approved signed copy of the Certificate of Review from the Planning Department.
- **Building Plans-** Provide a clear set of Engineered Building, Foundation, Plumbing, Mechanical, Electrical plans stamped by a Wyoming Design Professional and are required to be site specific. Also include a Code Study.

**Commercial Plan Review Only:** reviews and approves commercial plans for new construction, remodels, changes of use, and certificates of occupancy/compliance. A building permit will be required prior to any construction.

- **Plans-** Provide a Clear set of Engineered Building, Foundation, Plumbing, Mechanical, Electrical, Fire Plans stamped by a Wyoming Design Professional and are required to be site specific. Also include a Code Study.

**Commercial Renovation (Trade Permits Alterations/Repairs):**

- **Building Plans-** Provide a clear set of Engineered Building, Foundation, Plumbing, Mechanical, Electrical plans stamped by a Wyoming Design Professional and are required to be site specific. Also include a Code Study. Provide a clear set of plans with all rooms labeled and show all dimensions. Please show the entire floor plan what is existing and purposed work.

**Commercial Sign:**

- **Site Plan-** A document or group of documents containing sketches, text, drawings, maps, photographs, and other material intended to present and explain certain elements of a proposed development, including physical design, siting of buildings and structures, interior vehicular and pedestrian access, the provision of improvements and the interrelationship of these elements. (Sign location must be approved by Planning)
- **Certificate of Review (C.O.R.)-** An approved signed copy of the Certificate of Review from the Planning Department.

- **Foundation Plans-** Provide a copy of site specific foundation plans that are stamped by a Wyoming Design Professional.
- **Plans-** Provide a clear set of site plans stamped by a Wyoming Design Professional.

**Commercial: Cell Towers: if New, it will be a New Construction. If a replacement it will be on a Renovation**

- **Ownership-** (may also be LEASE and/or LETTER OF AUTHORIZATION) (note that the deed most likely may have already been submitted to the planning department)
- **Certificate of Review (C.O.R.)-** An approved signed copy of the Certificate of Review from the Planning Department.
- **Site Plan-** A document or group of documents containing sketches, text, drawings, maps, photographs, and other material intended to present and explain certain elements of a proposed development, including physical design, siting of buildings and structures, interior vehicular and pedestrian access, the provision of improvements and the interrelationship of these elements. (Sign location must be approved by Planning)
- **Plans-** (PROJECT DATA, CUT SHEETS, SPECS, STRUCTURAL ANALYSIS, and/or CALCS)