



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


Guidance for Residential 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 if you have previously applied for building permits prior to creating a portal account that you would like access.



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 in 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-Residential- 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 and it will help you find your Pidn: (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 of a service fee of 2.55% Electronic Check is 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. Plan review is 10 business days once we receive complete payment.

Permit Submittal: *Documents are required to be uploaded! Please make sure that your document uploads are pdf format if at all possible.

- **Ownership**-Provide a copy of recorded warranty deed if ownership has changed within past (6) months and/or if this is the first structure built on the property.
- **Plot Plans**- [Must meet minimum requirements.](#)
- **Foundation**- Provide a clear set of site specific foundation details. If plans are 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 plans with all rooms labeled and show all dimensions.
- **Fees**- due once application is accepted.

Alternative Energy:

- **Plot plan**- Minimum requirements.
- **Plans**- Site specific electrical one line, CADs, and Wyoming Design Professional Stamped plans or letter about the ground mount racking system/roof rack system. One line must include battery backups/ electrical panel upgrades (if applicable to the project) Please note: if a new generator is to be installed with your solar installation you will need a separate permit.

Addition:

- **Plot plan**- Minimum requirements.
- **Foundation**-We have engineered (pre-approved) Laramie County Foundation Standards. Please contact us to see if foundation standards will work for your project. If not, please reach out to a Wyoming Design Professional for foundation plans and required to be site specific.
- **Plans**- Provide a clear set of plans with all rooms labeled and showing all dimensions. Wall heights need to be designated somewhere on the plans. Locations of underslab utilities and mechanical rooms in the basement are required.

Basement Finish and/or Renovation:

- **Building Plans**-Provide a clear set of plans with all rooms labeled and show all dimensions.
Basements- We need the entire basement. Label use is required for all rooms. Egress window locations and sizes. Adding an egress window must have stamped foundation plans from a Wyoming Design Professional. Please note existing and new work.
Renovation- Please show the entire floor plan what is existing and proposed work.

Counter (Plumbing/Mechanical/Electrical/Gas):

- 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.

Demolition:

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

Detached Accessory Building: Any structure over 200 square feet does require a building permit.

- **Plot plan-** Minimum requirements.
- **Plans-**
 - Metal Buildings-** The building and foundation plans must be Stamped by a Wyoming Design Professional.
 - Stick Built-** Foundation plans must be stamped by a Wyoming Design Professional or meet the Laramie County Foundation Standards. Building plans can be hand drawn.
 - Pole Barns-** Laramie County Pole Barn Construction Guide – up to 40'(width) x up to 60'(length) x up to 14'(height) with POST 8' O.C. MAX SPACING. If the pole barn is larger by width, length, or height plans will need to be stamped by a Wyoming Design Professional.

Generator:

- **Plot plan-** Minimum requirements.
- **Plans-** Provide a clear set of building plans and generator specifications. Electrical upgrades over 200 amp require stamped plans and review fees.

Manufactured Home Set - A block, set, and skirt only.

- **Manufactured Home Title (front and back)-** Name must match for establishing ownership or Manufacturers Certificate of Origin.
- **Plot plan-** Minimum requirements.
- **Plans-** Provide a clear set of the floorplan with all rooms labeled and show all dimensions.

Master Plan Building:

- **Plot plan-** minimum requirements.
- **Plans-** Provide a clear set of site specific foundation details. Foundation plans are required to be stamped by a Wyoming Design Professional; they are required to be site specific. Provide a clear set of basement plans with all rooms labeled and show all dimensions. Location of underslab utilities and mechanical rooms in the basement are required.

Master Plan Review:

- **Plans-** Provide a clear set of plans with all rooms labeled, show all dimensions of rooms, and outside overall dimensions. Please submit additional plans showing the plan as “flipped” if you intend to build both styles with the same floor plan.

New Single Family Residence: 1st house or 2nd house on property.

- **Plot plan-** Minimum requirements.
- **Plans-** Provide a clear set of plans with all rooms labeled, show all dimensions of rooms, and outside overall dimensions. Locations of underslab utilities and mechanical rooms in the basement are required.
- **IRC Letter for Modular Homes-** States the building code and electrical it was built to.
- **Accessory Living Quarters-** 2nd home meeting ALQ requirements on property must be approved by Planning Office and Environmental Health. Please call Planning at 307-633-4303.

Residential Deck, Patio, Porch

- **Plot plan-** Minimum requirements.
- **Plans-** Building plans, caisson details (pre-approved) Laramie County Foundation Standards, and elevations. Please note that a deck framing that supports roof load will require engineering.