



# Commercial Building Permit Application Checklist

## WHAT IS THIS?

The purpose of this checklist is to guide you through the process of obtaining a building permit for a commercial/industrial structure. Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific buildings or uses may vary. It is intended to give you a general outline of the permitting process.

New commercial/industrial construction in Campbell County must conform to all adopted county, state, and federal codes, including but not limited to the 2018 International Building, Plumbing, Mechanical, and Fire codes, zoning, subdivision, and various other local and state laws. You may request a preapplication consultation.

## PERMIT PROCESS

Staff will distribute the application to various county departments for review and compliance with adopted county standards. The applicant will be notified of any additional information or changes needed to the project. Upon approval by each department, a meeting may be scheduled to review any necessary changes, and to issue the building permit.

## HOW LONG WILL IT TAKE?

Once the application has been received, it will need the approval of the planning department, Fire Marshal, and building division. If there are no corrections to be made, please allow ten (10) business days for plan review.

## HOW MUCH WILL IT COST?

Commercial Building Permits are \$250.00 which includes the initial plan review and all required inspections.

## WILL I NEED OTHER PERMITS/APPROVALS?

Additional permits and/or approvals may be required prior to the issuance of a building permit. This may include land use approvals such as a conditional use permit, variance, or administrative

exception, or additional permits such as septic or commercial water system, excavation, clearing or grading, street cut, demolition, and permits required by local and state agencies. Any additional permits / approvals will be identified during the preapplication process, prior to submitting a building permit application.

## WILL MY APPLICATION OR PERMIT EXPIRE?

Applications for and issued building permits are valid for 180 days unless a written extension is granted by the Building Official. For applications, if no written request for extension has been submitted, the application will expire 180 days after submittal. For permits, if work has stopped or work has not begun and no written request for extension has been submitted, the permit will expire 180 days after issuance.

## CERTIFICATE OF OCCUPANCY

Upon completion of the project, in which all necessary inspections have been completed, and all permits / approvals have been given, a Certificate of Occupancy will be issued in which the building may be occupied.

## DEPARTMENT CONTACTS:

### Campbell County Building Division

Suite 1500  
500 S. Gillette Avenue  
Gillette, WY 82716  
307-682-1970

### Campbell County Planning Division

Suite 1400  
500 S. Gillette Avenue  
Gillette, WY 82716  
307-685-8061

### Campbell County Public Works

Suite 1400  
500 S. Gillette Avenue  
Gillette, WY 82716  
307-685-8061

## **General Plans:**

Three complete sets of plans size 24" x 36" are required to be signed and sealed by a Professional Engineer or Architect licensed in Wyoming. Each individual page shall be sealed by the design professional who prepared the construction document(s). NOTE: The design professional shall only perform those services for which the registrant is qualified.

### **A complete set of plans shall consist of:**

- Geotechnical report/open hole letter
- Civil plans
- Cover sheet with project details, contents and code data analysis
- Architectural plans Structural plans
- Gas plans
- Plumbing plans
- Mechanical plans
- Electrical plans
- Fire protection plans

Plans and specifications shall be drawn to scale and shall clearly indicate the location, nature and extent of the work proposed and show in detail that the plans follow the minimum provisions of all codes adopted by Campbell County, all relevant laws, ordinances and regulations.

Plans for buildings shall clearly indicate compliance with the IBC in the form of code data analysis on the title sheet.

Code data shall include: (but not limited to)

- the use group classification(s)
- construction type fire-resistant
- construction design approach
- method height and area calculations
- fire protection systems
- interior finish
- occupant load(s)
- means of egress
- accessibility features

## **ELECTRICAL PLANS:**

Electrical plans for new commercial buildings and additions shall be signed and sealed by a Professional Electrical Engineer licensed in Wyoming. Plans for a single-phase service of 400 amps or less, a Master electrician employed by the licensed Electrical Contractor can provide a one-line drawing. Plans shall clearly indicate compliance with the National Electric Code 2017 and contain the following:

- Site plan lighting and equipment
- Electrical equipment type
- Voltage
- Amperage
- Rating
- Size wiring methods and control of equipment including signs, light fixtures, outdoor equipment, etc.
- Indicate size in AWG of grounding electrode conductor to concrete encased electrode, water pipe and

all other proposed electrodes. Load calculations and a diagram of the feeders meeting the requirements of Article 220 of the National Electric Code.

A one-line diagram for new or upgraded services clearly indicating disconnect and over-current device ratings, feeder conductor size, size and type of feeder raceway or cable and voltage and ampere rating for all transformers and panel boards.

Panel board schedule(s)

Alterations and additions to existing wiring shall have the existing wiring along with the proposed changes or additions shown on the plans.

**PLUMBING PLANS:**

Plumbing plans for buildings larger than 5,000 sq. ft. shall be signed and sealed by a professional Mechanical Engineer licensed in the State of Wyoming.

Plans shall clearly indicate compliance with both the International Plumbing Code, 2018 and WY DEQ, and shall contain the following:

- Size, location and type of DMV materials to be installed
- Floor plans indicating locations and types of all equipment and fixtures including any gas lines
- Fixture schedule(s) with details
- Riser diagrams for all sanitary and supply lines (including meter size, backflow preventer, main shut off, irrigation take off and fire suppression location).
- Plans shall be signed and sealed by a Professional Mechanical Engineer registered in Wyoming

**MECHANICAL PLANS:**

Mechanical plans for buildings larger than 5,000 sq. ft. shall be signed and sealed by a professional Mechanical Engineer licensed in the State of Wyoming.

Plans shall clearly indicate compliance with the International Mechanical Code 2018 and contain the following:

- Duct work
- Gas lines
- Equipment locations
- Mechanical or machine rooms
- Supply plenums
- Equipment schedule(s) with details for each piece of equipment to be installed
- Plans shall be signed and sealed by a Professional Mechanical Engineer registered in Wyoming