

# RESIDENTIAL/COMMERCIAL PLAN SUBMITTAL CHECKLIST FOR BUILDING PERMITS (minimum requirements)



*In an effort to be sure you have everything you need when you come in to submit your plans and application, we have developed this checklist.*

**Step 1. Submit two complete sets of plans and specifications.** Plans must be drawn to scale and meet the general standards for plans and drawings set by the City. The plans must show the following, pertinent information:

- **Site plan** of the entire lot, including dimensions, building footprint, decks, overhangs and projections, off-street parking, drainage, and size and location of water and sewer service lines or other underground utilities. Show setback distances from all property lines. Show which direction is north. See Site Plan Checklist for additional requirements.
- **Foundation plan** with cross sections showing reinforcement, anchors and dimensions.
- **Framing plan** with all information on all manufactured components. Submit engineered truss data sheets, for each truss configuration, prior to request for framing inspection.
- **Floor plan** including dimensions. Label the use of each room or space.
- **Exterior building elevations.** Identify as north, south, east or west.
- **Wall sections and details.** Show all details of construction from the footing to the highest point on the roof. Provide details of any fire-resistive construction showing compliance with approved or listed assemblies.
- **Plumbing, mechanical and electrical layouts.** Label size of electrical service and location of electric meter for new residential construction. Show locations of electrical fixtures and equipment such as panels, smoke detectors, exhaust fans, and main disconnect. Label special electrical outlets such as GFCI.

- **Other information** as needed to show compliance with codes.

**Step 2. Complete a Permit Application Information sheet.** Applications ask for information about the owner, contractor(s), the project street address, description of the project, total project cost, building area in square feet.

**Step 3. Plans are reviewed.** Plans are reviewed in the order they are received. The length of the plan review time depends on the complexity of the work, completeness of the plans, and backlog of plans at time received. You can expect your plan to be reviewed within 1-3 weeks. You may be asked to resubmit corrected plans or additional information. If no corrections are required your plans will be approved and a permit completed.

**Step 4. Pay the permit fees.** You will be notified when your application is approved. Construction cannot begin until the permit application is signed by the applicant and Building Department personnel and the permit is paid. Fees are set by resolution of the City Council.

**Step 5. Call for all required inspections.** All work that requires a permit must be inspected. We would appreciate it if you call at least one working day before you need the inspection, and the area to be inspected must be accessible and visible. When calling for inspections, provide the project address and permit number. Mandatory inspections include foundation, concrete or under-floor, structural framing, lath and/or gypsum board, plumbing, mechanical and electrical, and final inspection.

**Step 6. Obtain a Certificate of Occupancy.** You must have a Certificate of Occupancy before occupying the building. Certificates are available at no additional cost after successfully completing the final inspection.

# RESIDENTIAL/COMMERCIAL PROJECTS BUILDING DEPARTMENT CHECKLIST



*The below listed items must be included along with a completed Permit Application Information sheet for all building projects. Please use this form as a checklist to be sure all of the items are included on the Site Plan*

## SITE PLAN REQUIREMENTS

### **What is a site plan?**

A site plan is an accurate, scaled drawing of a property showing the dimensions. A site plan should show what currently exists on the site and what changes are proposed.

A site plan is required for all PUD's (Planned Unit Developments), all new residential, commercial, and industrial buildings, including churches, and off-street parking lots, and all exterior additions to existing residences, commercial, and industrial buildings, etc.

### **Minimum Scales:**

1" = 20'-0" or 1/16" = 1'-0"

(1:250 or 1:200) – All aspects of the plan must be fully dimensioned, and must show the scale used.

### **Paper Size:**

Minimum 8 1/2" x 11". All drawings or sheets must be one size.

- Plans must be identified by location, project address, the owner's name, and the name and address of the person who prepared the plan.
- Complete legal description, i.e. Lot, Block, Subdivision

- Building(s) location and dimensions on described property including garage(s) and other outbuildings. Show setback distances from all property lines.
- A setback is the distance from the property lines to the exterior building line, measured perpendicular to the property line.
- Lot dimensions including total square footage, driveways, adjacent streets and alleys (if applicable)
- Show which direction is north.
- Show the location of any easements (if any exist—check approved subdivision plans at Engineering Dept.)
- Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power.
- Show the location, surfacing and design of all off-street parking areas, including accessible parking, and accessible routes.
- Provide finished floor elevations or top of foundation elevations for each building. The finished ground surface of the site must provide surface drainage away from the structure and toward a public way or other approved drainage area.
- Provide elevation of the foundation and the highest site corner, relative to the top of the curb. Generally, the top of the foundation must be 18 inches + 2% of the horizontal distance to the top of the highest point of the curb.

## SITE PLAN

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Please indicate the following:

1. Lot dimensions including total square footage.
2. Distance from structures to property lines.
3. Location of access to the property from street, alley, etc.
4. Location of water and sewer connections. Location and size of electric service.
5. Size of water meter...3/4".....1".....or other.
6. Provide elevation of the foundation and highest site corner.
7. Indicate NORTH on the plans.



**CITY OF LANDER**  
**BUILDING DEPARTMENT**  
**APPLICATION FOR BUILDING PERMIT**

PERMIT NO.:

DATE:

1. ADDRESS: \_\_\_\_\_ (where construction will take place)

	NAME	PHONE #	MAILING ADDRESS	CITY	STATE	ZIP
2. Property Owner:						
3. Prime Contractor:						
4. Design Professional:						

**5. CONSTRUCTION TYPE:**

COMMERCIAL      RESIDENTIAL

New Construction      Addition to Structure      Alteration of Structure      Demolition      Re-roof      Other \_\_\_\_\_

**6. ACCESSORY STRUCTURES:**

Deck / Patio      Shed      Detached Garage      Awning / Covering      Pole Barn      Spa / Hot Tub      Sign (new or alteration)

**7. PLUMBING:**

Alteration      Sanitary Sewer Replacement      Gas Line Testing      Water Heater:      Gas      Electric      Water Tap Size: \_\_\_\_\_ (in.)

(tap sizes 2-in. & greater require DEQ review)

Other: \_\_\_\_\_ Is required check valve in-place? \_\_\_\_\_ (Y/N) Does existing sewer service require backflow prevention? \_\_\_\_\_ (Y/N)  
Is required expansion tank in-place? \_\_\_\_\_ (Y/N) (see Section 714 of the International Plumbing Code for backflow prevention requirements)

**8. ELECTRICAL:**

Wiring Modifications      Service Upgrade      Panel Modification(s)      Meter Modification / Relocation      Electrical Service Size: \_\_\_\_\_ (amp)

**9. MECHANICAL:**

New System      Alteration      Component Replacement      Other \_\_\_\_\_

**10. PUBLIC R.O.W.:**

Driveway      Curb & Gutter Replacement      Sidewalk Replacement      Street or Alley Work      Is R.O.W. Encroachment Permit required? \_\_\_\_\_ (Y/N)

**11. PROJECT DESCRIPTION:**


**12. AREA DETERMINATION:**

Basement: \_\_\_\_\_ (sf)      1st Floor: \_\_\_\_\_ (sf)      2nd Floor: \_\_\_\_\_ (sf)      3rd Floor: \_\_\_\_\_ (sf)      4th Floor: \_\_\_\_\_ (sf)      TOTAL: \_\_\_\_\_ (sf)  
Garage: \_\_\_\_\_ (sf)      Patio/Porch: \_\_\_\_\_ (sf)      Deck/Balcony: \_\_\_\_\_ (sf)      Other: \_\_\_\_\_ (sf)

13. SUBCONTRACTOR(S):	E-MAIL	PHONE #	MAILING ADDRESS	CITY	STATE	ZIP

The applicant shall provide an estimated construction cost value at time of application. Valuations shall be based on official engineers/architects cost estimates, or contractor bid forms. When work is not contracted, or performed by owner, valuation shall include total value of work, including materials and labor. Final building permit valuation shall be set by the building official, with construction costs based on City established per square foot costs.

**14. VALUATION: \$**

**15. PROJECT CONTACT:**

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**PERMIT APPLICANT DECLARATION**

**16. APPLICANT IS:**

Property Owner      Contractor      Architect / Engineer      Other \_\_\_\_\_

**BY MY SIGNATURE BELOW I CERTIFY TO EACH OF THE FOLLOWING STATEMENTS:**

I have read this application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances, rules, regulations, and State laws relating to building construction, and with any and all conditions of this permit. I authorize representatives of the City of Lander to enter the above mentioned property for inspection purposes.

APPLICANT'S SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT INFORMATION

Applicant		NEW RESIDENTIAL CONSTRUCTION SUBMITTAL CHECKLIST	City Staff	
Yes	No	(The following requirements may or may not apply to remodels. Call to find out.)	Yes	No
<b>Planning Division Approval:</b>				
		Project complies with all setback requirements and has been approved by Planning to submit for building permit.		
		Project has received approval of any required planning permits and the building permit plans reflect all conditions from that process. (Design Review, Site Plan Review, etc.)		
<b>Required Documentation:</b>				
		One completed Application for Permit.		
		Three (3) complete sets of construction drawings signed by the designer, or carrying the seal of an architect/engineer licensed in Wyoming. Minimum 11" x 17" size paper. <b>OR</b> one (1) electronic copy on CD, DVD, or USB to include the following: <ol style="list-style-type: none"> <li>1. Site plan drawn to scale, showing property lines, north arrow, easements, dimensions and all development.</li> <li>2. Floor plans showing existing and proposed layouts with room labels and proposed use.</li> <li>3. Building elevations (north, south, east, and west views).</li> <li>4. Foundation plan with representative dimensioned details.</li> <li>5. Roof plan with truss layout plan view and representative details and engineered truss data sheets.</li> <li>6. Framing sections including wall height, width of eaves, and roof pitch and other details necessary to construct the project.</li> <li>7. Plumbing, electrical, and mechanical layouts.</li> </ol>		
		Two (2) copies of truss layout and calculations, signed & sealed by an engineer licensed in Wyoming (if applicable).		
		Two (2) copies of engineering calculations, signed & sealed by the architect/engineer-of-record (if applicable). <ol style="list-style-type: none"> <li>1. Engineering calculations will be required for any unusual design which deviates from compliance with conventional framing requirements for wood frame construction found in the International Building Code.</li> <li>2. All engineering plans and calculations shall be stamped by an architect/engineer licensed in the State of Wyoming.</li> </ol>		
		Two (2) copies of energy code calculations (if applicable).		
		Two (2) copies of City of Lander drainage and storm water calculations and grading plans (if applicable).		
		Application for building permit payment.		
Applicant		NEW COMMERCIAL CONSTRUCTION SUBMITTAL CHECKLIST	City Staff	
Yes	No	(The following requirements may or may not apply to remodels. Call to find out.)	Yes	No
<b>Planning Division Approval:</b>				
		Project complies with all setback requirements and has been approved by Planning to submit for building permit.		
		Project has received approval of any required planning permits and the building permit plans reflect all conditions from that process. (Design Review, Site Plan Review, etc.)		
<b>Required Documentation:</b>				
		One completed Application for Permit.		
		Food processing and/or manufacturing facilities need to contact Consumer Health Services at 307-777-7211 for a separate review and approval prior to construction.		
		Three (3) complete sets of construction drawings, carrying the seal of an architect/engineer licensed in Wyoming. Minimum 11" x 17" size paper. <b>OR</b> one (1) electronic copy on CD, DVD, or USB to include the following: <ol style="list-style-type: none"> <li>1. Cover sheet indicating scope of work, applicable codes, type of construction, occupancy, code analysis, and design approach for mixed use structures, etc.</li> <li>2. Site plan drawn to scale showing property lines, north arrow, dimensions, easements, solid waste enclosure(s), and all development. Site utility plan showing all points of connection to city sewer, storm drain, and water.</li> <li>3. Floor plans showing existing and proposed layouts, room usage, occupancy, and adequate detail and dimensions for means of egress, etc.</li> <li>4. Structural plans and representative details as required.</li> <li>5. Plumbing and mechanical plans.</li> <li>6. Electrical plans including a complete one-line diagram of the service.</li> <li>7. Energy code compliance forms imprinted on full size plan sheets.</li> <li>8. Accessibility compliance.</li> <li>9. Details to evaluate fire resistive construction requirements, including data substantiating required rating.</li> <li>10. Details of required fire protection systems.</li> <li>11. Geotechnical Report (if applicable).</li> </ol>		
		Two (2) copies of truss layout and calculations, signed & sealed by an engineer licensed in Wyoming (if applicable).		
		Two (2) copies of engineering calculations, signed & sealed by the architect/engineer-of-record (if applicable).		
		One completed Hazardous Materials Disclosure form (OES form).		
		Two (2) copies of City of Lander drainage and storm water calculations and grading plans (if applicable).		
		One completed Accessibility For Existing Buildings Compliance form (if applicable).		
		Application for building permit payment.		
All plans must accurately represent the building materials and methods the project will utilize. Incomplete submittals <b><u>WILL NOT</u></b> be reviewed and/or accepted. Additional information may be required which the permit applicant may be contacted to provide after a preliminary review.				