

# The Permit Process

- **Step 1 – Set up an appointment**
  - Owner or his/her representative is required to set up an appointment with the Building Official for the Pre-Application Meeting.
  
- **Step 2 – Pre-Application Meeting (Determine what permits are required, if any)**
  - Permit application begins as the property owner or his or her agent meets with a building official in the Building Department to record basic information about the project.
  - The building official will determine whether a permit is required, how the proposed work should conform to the requirements of the City and State Codes, and whether any special approvals are required. The building official will furnish the owner or agent with - or direct them to - copies of the following forms:
    - Permit Flow Chart
    - Site Plan Review Checklist (Commercial & Multi-Family Complexes)
    - Building plan Review Check List
    - Drawing Aids (Residential 1 & 2 Family Dwellings only)
    - Inspection & Testing Requirements
    - State of Wyoming Plan Review Checklist
    - Applicable Municipal Codes
  
- **Step 3 – Prepare & Submit Site/Landscape Plan**
  - This step begins with the project owner/agent gathering, preparing, and compiling all of the required documentation for the Site/Landscape Plan.
  - This information, once finalized is submitted to Building Department for distribution to the reviewing agencies. Comments from each agency are compiled along with the Site/Landscape plan by the Permit Tech and submitted to the Planning Board for approval.
  - The Planning Board will render a ruling on the Site/Landscape Plan, at which time the plan proceeds along the permit process or is required to be re-submitted with corrections.
  - NOTE :( Residential 1 & 2 Family Dwellings are not required to perform Step 3)
  
- **Step 4 – Prepare & Submit Blueprints/Specifications/Calculations/Completed Application Form**
  - This step begins with the project owner/agent gathering, preparing, and compiling all of the required documentation for the Building Permit. The project owner/agent should review all documentation for correctness before submittal.
  - If the building proposed for construction meets any of the stipulations on the Wyoming State Fire Prevention and Electrical Safety plan review

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checklist, the project owner/agent will be required to submit documentation to them, as specified.

## ➤ Step 5 – Plan Review

- Once permit documentation/application is received, the building official will review the application for Municipal, State, and International Building Code compliance
- This process could also involve an entire plan review by the International Code Council.
- The building official and the owner/agent work on the Building Permit application with the approvals and construction documents brought in by the owner/agent. After checking that all prior required approvals have been given, and accepting the approvals paperwork, the building official checks the construction documents against the Building Plan Review Checklist, to see if the submission has all its pieces. Plans are required to be drawn by an architect or engineer licensed by the State of Wyoming - three sets; one sealed and stamped set and two copies required, on min. 11"x 17" paper; also three copies each, signed and sealed, of any other specifications and supporting documents as worked out in the Building Plan Review Checklist sheet. All information submitted for review must be identified with the correct assessed address.
- NOTE: (Residential 1 & 2 Family Dwelling plans may be submitted without being completed by a licensed architect or engineer, but must be drawn to scale with all required information neatly displayed.)
- At this time – permit application – the project owner/agent agrees to render plan review fees regardless of permit completion. At the building official's discretion, initial plan review fees may be waived at submittal of permit application and assessed as part of the total permit fee.
- If at the beginning of the review process it is determined that the construction documents are of such quality that they do not adequately represent the parameters of or adequately illustrate the work involved in the project, the agent of record will be notified that the submission of construction documents has been rejected, and that the documents will be available for pickup for thirty days following, after which they will be discarded. The permit and time frame is suspended at this point, until a proper submission of construction documents is made.
- If during the review process it is determined that revisions are required, the review will be halted, and contact will be made with the plans' owners/agents, architect, and/or other principals, indicating what is needed. (Revisions – 3 sets; 1 sealed and stamped set and 2 copies required, on min. 11"x 17" paper). These revisions must be submitted to the Building Department. All information submitted as revisions must be identified with the correct assessed address. The revisions will be sent to the appropriate offices, and the halted review will continue.
- Permit Issuance: The Building Department will phone the agent of record when plans have been approved by all the appropriate Offices. When all

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required plan review approvals are complete, the approved client copy of the plans may be given to the Client before permit issuance, to allow a contract bid process to begin. The permit is not issued at this point and no work may begin.

- When all required Plan Review approvals are complete, the owner/agent (in the case of work done by owner) or a City-licensed contractor can come in to the Building Department to obtain the Building Permit.
- At this time the actual work cost is submitted if not already in, the permit/inspection/close-out fee is paid, and the permit is issued. With the permit and address posted so as to be visible from the street during the entire project, work may begin.
- When the permit is issued, one copy of the approved construction documents is given to the Building Official, two are returned to the Client, one of which should reflect construction changes, and then be re-submitted to the City and stored as permanent legal documents of record.

## ➤ Step 6 – Construction & Inspections

- Building Permit Inspections are required at various stages, depending on the nature of the project; typical inspections include:
  - Work site prior to the issuance of a permit
  - All Special Inspections called for by the project parameters and organized by the property owner or his agent
  - Excavation inspection
  - Lowest floor elevation confirmation (in flood plain districts)
  - Foundation/footing formwork and rebar inspection
  - Foundation/footing after pour
  - Concrete slab or under-floor formwork and rebar inspection
  - Concrete slab after pour
  - Framing inspection including sheathing fastener spacing
  - Building systems, including underground and rough-in; mechanical, electrical, plumbing
  - Solid fuel burning appliances, chimney, flues, or gas vents
  - Energy Code compliance
  - Fire resistant construction
  - Fire resistant penetrations
  - Insulation
  - Interior finishes including gyp board type and fastener spacing
  - Mech/Elec/Plumb fixture installations
  - Proposed work which is a deviation from approved construction documents, or found work
  - After any accident or natural event which could have affected project
  - Final inspection after all work authorized by the building permit has been completed (leading to a Certificate of Compliance or Certificate of Occupancy).
- The project agent is responsible for scheduling all inspections with the inspectors, including all Special Inspections, providing all Special

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Inspections reports to the field inspector, and collecting all closing documents at the end of the project and giving them to the field inspector.

**Rule of Thumb: Don't cover it until it is inspected!!!!**

➤ **Step 7 – Closing Out Permits**

- After the final inspection is successfully passed, and all closing documents have been given to the field inspector, one of two documents can be issued to close the project: either a Certificate of Occupancy, or a Certificate of Compliance. These documents certify that the work has been satisfactorily completed and that the property is legally ready to be occupied as its Use/Occupancy.