



**BUILDING/ELECTRICAL/ PLUMBING/DEMOLITION  
PERMIT APPLICATION**

**ALL FEES MUST BE PAID AT TIME OF SUBMITTAL**

<b>APPLICANT:</b> Please enter the following information including General Contractor, if applicable.			
<b>JOB ADDRESS:</b>			
<b>OWNER:</b>	ADDRESS:	PHONE:	
GENERAL CONTRACTOR:	ADDRESS:		
<b>GENERAL CONTRACTOR EMAIL:</b>			PHONE:
ELECTRICAL SUBCONTRACTOR:	ADDRESS:		
<b>ELECTRICAL CONTRACTOR EMAIL:</b>			PHONE:
PLUMBING SUBCONTRACTOR:	ADDRESS:		
<b>PLUMBING CONTRACTOR EMAIL:</b>			PHONE:
HVAC SUBCONTRACTOR:	ADDRESS:		
<b>HVAC CONTRACTOR EMAIL:</b>			PHONE:
ARCHITECT OR DESIGNER:	ADDRESS:	PHONE:	
ENGINEER:	ADDRESS:	PHONE:	
<b>VALUATION:</b> \$ _____ (FOR GENERAL BUILDING PERMIT, PLEASE INCLUDE PLUMBING, MECHANICAL & ELECTRICAL)			
<b>USE OF BUILDING:</b>			
TEMP ELECTRICAL SERVICE REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO		FEE FOR TEMPORARY POWER IS \$105.00. PLEASE SEE ADMINISTRATIVE SERVICES FOR SERVICE APPLICATION.	
<b>PLEASE NOTE:</b> TEMP &/OR FINAL ELECTRICAL SERVICE REQUIRE AN APPLICATION FOR UTILITY SERVICE FOR BILLING PURPOSES. <b>DEPOSITS</b> MAY BE REQUIRED.			
<b>DESCRIBE WORK:</b>			
<b>NOTICE!</b>			
Building permit will not be issued until all required items have been approved. Construction shall not begin until permit has been issued. Commencing of construction without a permit will be cause to implement investigation fees. Work completed shall meet codes and may be subject to removal. Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning. This permit is null and void if work or construction authorized is not commenced within 180 days, or if work is suspended or abandoned for 180 days.			
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction			
Electronically filed documents must include a signature block and the name of the applicant. The name must be preceded by an "s/" and typed in the space where the signature would otherwise appear. See the following example for the proper format - s/John Doe. A signature on a document submitted electronically shall have the same effect and shall be as valid as a signature on an application delivered in person or by mail. By signing and submitting the application, whether submitted in person or electronically, the applicant affirms that the information contained therein is true, accurate and complete to the best of the applicant's knowledge. Any false, misleading or incomplete answers shall be a basis for denying the application.			
Commercial Building Permits may have a Fire District pass thru fee, based on a review by a Building Official. The fee will be 10% of the Building Permit.			
By signing this application as property owner, this building permit application for the above address is my legal residence and I intend to continue using this address as my full-time residence. If the above address is a new residence, I understand that I shall be granted not more than two (2) permits in any five (5) years for the construction of a new single-family dwelling, and I intend to use the new single-family dwelling as my full-time, legal residence. _____ (initial)			
S/ _____		OR S/ _____	
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT (DATE)		SIGNATURE OF PROPERTY OWNER IF OWNER BUILDER (DATE)	
<b>STAFF:</b> This portion to be used by staff only.		ORIGINAL PERMIT #:	
WARD: 1 2 3	CATEGORY: 1 2 3 4 5 6 7 8 9 10 11 12 13	COMMERCIAL: <input type="checkbox"/>	NEW DWELLING: <input type="checkbox"/> SMALL JOB: <input type="checkbox"/>
CONSTRUCTION TYPE:	USE CLASSIFICATION:	OCCUPANCY CLASSIFICATION:	
RATE CODE:	PERMIT FEE: \$	RATE CODE:	PLAN CHECK FEE: \$
FIRE REVIEW CODE: 1500	FIRE REVIEW FEE: \$	TOTAL: \$	
PERMIT NO.:	SIGNATURE:	DATE:	

## Minimum Standards for Plans Submitted for Review

**One** complete set of plans and specifications, **or One electronic file** of plans must be submitted with each application for a building permit involving any proposed construction, alteration or addition to any residential building or Commercial structure. **(If a residential property owner is submitting, the electronic file can be waived).** All plans shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature of the work involved, and show in detail that it will conform to all relevant laws, ordinances, rules and regulations. All plans shall show the name, address, and phone number of the person who prepared them. **Plan size shall not exceed 24 inches by 36 inches. Plans that have been prepared in excess of the maximum size shall be submitted in half-size drawings.**

We reserve the right to allow up to **one week** for the review of dwelling plans and **three weeks** for the review of commercial plans, under normal conditions. During busy times of the year, plan review time may increase.

When submitting plans for an addition, it is often necessary to include not only the addition, but the existing portions of the building as well. **Site plans must be included with each application when additional floor area is proposed.**

When required by the Building Official, plans and specifications shall be prepared by an architect or engineer registered by the State of Wyoming.

**All electronic plans are to be emailed to [utanadve@codywy.gov](mailto:utanadve@codywy.gov)**

The list below is intended to be used as a guideline only. If you have any questions regarding the preparation of plans and specifications, please contact:

City Building Official  
1338 Rumsey Ave.  
P.O. Box 2200  
Cody, WY 82414  
(307) 527-7511

1. **Site Plan** Minimum Scale – 1" = 20' or 1/16" = 1'-0"
  - ▶ Show the entire lot drawn to scale.
  - ▶ Complete legal description of the property.
  - ▶ Address (if one has been assigned).
  - ▶ Lot dimensions.
  - ▶ North arrow and directions.
  - ▶ Location of adjacent streets and alleys.
  - ▶ Building setback dimensions.
  - ▶ Location and dimensions of all driveways and approaches.
  - ▶ Location of all steps, terraces, porches, fences, and retaining walls.
  - ▶ Location and dimensions of easements.
  - ▶ Size, location, and material of all water and sewer lines.
  - ▶ Location and size of water meters
  - ▶ Off-street parking areas.
  - ▶ Unique topographical features, if any.
2. **Floor Plans** Minimum Scale – 1/8" = 1'-0"
  - ▶ Fully dimensioned floor plan of each floor and basement, including all attached porches, garages, carports, etc., including room dimensions and approximate area of each room in square feet.
  - ▶ Foundation plan.
  - ▶ Direction, size, and spacing of all floor and ceiling framing members, girders, columns, and piers.
  - ▶ Location of all permanent partitions. Show the location and size of doors and windows and the directions of swing.
  - ▶ Location and size of all permanently installed equipment such as kitchen cabinets, closets, plumbing fixtures, water heaters, etc.
  - ▶ Location of all electrical fixtures such as switches, outlets, disconnects, and smoke detectors.
3. **Elevations** Minimum Scale – 1/4" = 1'-0" (except the main elevations which contain no details. Minimum scale – 1/8" = 1'-0"
  - ▶ Front rear and side elevations
  - ▶ Location and size of all windows and doors. Indicate the size unless separately scheduled or shown on the floor plan. Note windows approved for emergency escape.
  - ▶ Finished grade lines at buildings.
4. **Details** Minimum Scale – 3/8" = 1'-0"
  - ▶ Section through exterior wall showing all details of construction from footings to highest point of the room. Where there is more than one type of wall, show each type.
  - ▶ Section through any portion of the building where rooms are situated at various levels of where finished attic space is proposed. (1/4" = 1'-0" scale may be used)
  - ▶ Section through stair wells, landing and stairs, including headroom clearances and surrounding framing.
  - ▶ Sections and details of all critical construction points or special structural items.
  - ▶ Details of any fire-resistive construction.