



NATRONA COUNTY DEVELOPMENT RESIDENTIAL BUILDING PERMIT CHECKLIST

Please use this checklist to prepare for the RESIDENTIAL BUILDING PERMIT process.

To expedite the process, ensure your permit application and project includes the following REQUIREMENTS:

____ 1. Frequently Asked Questions and the Residential Building Flow Chart have been read, understood and acknowledged.

____ 2. All property information including address (if address is unknown, provide parcel no. and/or legal description) and property owner/applicant/contractor contact information AND signatures (*see arrows on each form, indicating a signature is required*).

____ 3. Complete construction documents indicating the location, nature and extent of the work proposed.

____ 4. Construction drawings drawn to scale and a minimum size of 11x17 reflecting the following:
____ Front, Back and Side Elevations ____ Floor Footprints Including Basement ____ Structural Framing Details ____ Locations of all Fuel Burning Appliances ____ Location of all Plumbing Fixtures ____ Footer/Foundation detail ____ Location of ALL Emergency Escape Windows in all Sleeping Rooms and Basement ____ Decks Shown on Elevations

____ 5. A completed site plan.

____ 6. Truss Specs showing roof snow load and wind speed that meets current design criteria.

____ 7. Contact utility (power/water) companies to ensure adequate service. Note: If you don't have public sewer after applying with the Natrona County Development Department, you will be required to contact the Health Department to initiate the septic system permitting process with their department.

____ 8. Completed Electrical, Plumbing, Mechanical permits that include property owner/applicant/contractor contact information AND signatures.

____ 9. If applicable, a completed Manufactured Housing Identification form signed by the dealer/seller.

____ 10. Approved building permits must be posted on site in a visible location throughout the duration of construction.

***If you prefer to complete the permit process online, please visit our website at www.natronacountywy.viewpointcloud.com to access the View Permit Cloud. You can pay via Credit Card using this process, check status of your permit process, and request inspections*