



COMMERCIAL BUILDING PERMIT CHECKLIST



PLEASE USE THIS CHECKLIST TO PREPARE FOR
THE COMMERCIAL BUILDING PERMIT PROCESS.

- 1. Frequently Asked Questions and the Commercial 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. (1) Set of site plans drawn to scale and a minimum size of 11x17, and (1) PDF file of the plans. Site plans must reflect the location of the new construction and existing structures on site, including distances from lot lines.
- 4. Complete site plans must indicate the location, nature and extent of the work proposed, conforming to the provisions of the code.
- 5. Plans for buildings that are more than 5,000 square feet or occupying 10 or more persons require an engineer stamp from a licensed Wyoming design professional.
See adopted IBC 117.2
- 6. An engineered soils report.
- 7. Flood Plain Elevation Certificate is required if property is within the FEMA flood plain.
To determine if this applies, see geosmart.casperwy.gov
- 8. Parking Space Plan to accommodate the occupancy load.
- 9. Completed Electrical, Plumbing, Mechanical, Roofing, Commercial Sign permits (as applicable) that include property owner/applicant contact information AND signatures.
- 10. A "Reviewed for Code Compliance" stamped plans must be kept at the work site and open for inspection by building inspectors. Two other copies will be on file with the Building Official and Natrona County Fire Inspector.
- 11. Approved building permits must be posted on site in a conspicuous 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.