



COMMERCIAL BUILDING PERMIT CHECKLIST
BUILDING INSPECTION DIVISION

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

Note: All plans must be submitted in .pdf format online through the Citizen Self Service (CSS) Portal or via 11" X 17" paper copies or larger.

The following checklist has been created to assist permit applicants with the Community Development’s commercial permit and plan submittal and review process. Please review the checklist to verify that all of the required documentation is included with your submittal. **Failure to provide the required documentation will result in a delayed review process of your application.** All items listed below are required to be submitted to the Community Development Department Building Inspection Division for review prior to the start of the project.

Pre-Building Permit Submittal Steps/Requirements

Schedule a Pre-Application Meeting through the City of Casper Planning Division:

Commercial projects should all be cleared through the Community Development Planning Division prior to submitting construction documents for permitting through the Building Inspection Division. This meeting will help the applicant determine items that will need to be addressed for your particular project and/or what items will be needed such as a Site Plan Agreement, drainage and/or traffic studies, landscaping requirements, parking requirements, fire department access, building design concerns, public utility impacts, Zoning related issues/concerns, City Council requirements, etc. You can reach out to the Planning Division at (307) 235-8241 for further information. Additional information and documents may also be obtained through the Planning Division website found at www.casperwy.gov.

Site Plan/Site Plan Agreement Submittal:

All new construction and construction involving change of use or occupancy, additions, changes to the site such as adding accessory structures, parking lots, etc. will involve alterations to existing site plans/agreements or a new site plan/agreement altogether. This process may be completed in conjunction with the building permit application and plan review process. The Site Plans/Agreement process must be completed prior to the issuance of any building permits for construction. You can reach out to the Planning Division at (307) 235-8241 for further information. Additional information and documents may also be obtained through the Planning Division website found at www.casperwy.gov.



COMMERCIAL BUILDING
PERMIT CHECKLIST
BUILDING INSPECTION DIVISION

**COMMERCIAL BUILDING PERMIT APPLICATION
CHECKLIST**

Verify the Requirements for Obtaining any City of Casper Engineering Division Permitting (Permit to Construct and/or Erosion Control Permit):

The City of Casper Engineering Division requires that a Permit to Construct be pulled for all development and installation of water distribution or sanitary sewage collections facilities. A Storm Water Pollution Prevention Plan (SWPPP), Subdivision Erosion Control Permit application, and Erosion Control Bond/Surety is required to be submitted to the Engineering Division for residential development projects (subdivisions) consisting of 1 acre or more. Please reach out to the City of Casper Engineering Division at (307) 235-8341 or through the Engineering Division’s website found at www.casperwy.gov for more information.

Verify System Investment (Tap) Fees with the Water Operations Division:

Projects which will involve tying into water and sewer mains owned and operated by the City of Casper will need to pay System Investment (Tap) Fees through the Water Operations Division. This can be done prior to, or at the same time as, the Building Permit Fees. Please reach out to the City of Casper Water Operations Division at (307) 235-8213 for more information.

Building Permit Application and Plan Submittal Requirements

Completed Building Permit Application:

*Please complete the applicant section including location, owner information, contractor (if applicable) class of work, description of work, and project valuation. The building permit application shall be filled out and submitted by the homeowner/property owner or a City of Casper licensed contractor. For information regarding who can pull a building permit please refer to **Casper Municipal Code Section 15.12.040**. The building permit application process may also be completed online through the Citizen Self Service (CSS) Portal.*

Site Plan:

*This should show all setbacks from the property line to the structure and its relationship with existing buildings. A site plan will be required for **ANY** work related to the exterior of the building or accessory buildings. It is the **owner and/or contractor's** responsibility to ensure that setbacks are met. This can be a separate Site Plan from that submitted as part of the Site Plan Agreement or a separate document entirely.*



COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

Erosion and Sediment Control Plan and Permit Application:

All commercial or residential projects (excluding subdivisions) which will disturb 1 acre or more of soil must supply a Storm Water Pollution Prevention Plan (SWPPP) and obtain an Erosion Control Permit through the Community Development Office.

Soils Evaluation Report (New Construction Only):

New construction projects are required to submit soils evaluation reports. These reports should be site specific and must be completed by a registered Geotechnical Engineer.

Complete Architectural and Structural Plans:

Plans indicated code evaluation and life-safety elements such as types of construction, Occupancy Classification(s), travel distances, occupant load calculations, number of required exits, egress sizing, fixture calculations, fire protection requirements (fire suppression, fire alarm, etc.), accessibility requirements, etc.

Scaled floor plan indicating room layouts, square footage, room dimensions, window and door locations and types, window well locations and sizes, appliance locations (cooking, furnace, water heater, etc.), fixture locations (sinks, toilets, tubs/showers, etc.), crawl space/attic accesses, etc.

Interior Wall, ceiling, and floor finish and furnishing plans/schedules.

Elevation views that show basement/crawl space design and crawl space/attic ventilation, North, South, East, and West elevations, scaled elevation views showing proposed signage and wall cladding materials.

Structural plans showing structural calculations and elements such as foundation plans, beam sizes and spans, girder locations, post sizes and locations, etc.

All new construction and additions require a Comcheck Compliance Report for the building thermal envelope ONLY.

Mechanical, Electrical, and Plumbing (M/E/P) Plans:

All new construction projects and any alterations, repair, remodel, or addition projects which consists of 5,000 square feet or more or an occupant load of 50 or more require mechanical, electrical, and plumbing plans to be prepared and stamped by a State of Wyoming Registered Design Professional.



COMMERCIAL BUILDING
PERMIT CHECKLIST
BUILDING INSPECTION DIVISION

**COMMERCIAL BUILDING PERMIT APPLICATION
CHECKLIST**

feet or 50 persons requirement may also require stamped plans. Please reach out to the Building Inspection Division to verify if this will be a requirement for your project at (307)235-8254.

Completed Mechanical, Electrical, Plumbing, and Sign Permits:

Projects which include plumbing, mechanical, electrical, and/or signage components will need to be permitted separately from the Building Permit. Valuations for these portions will need to be included for the plan review process.

Fire Suppression and/or Alarm Plans

Fire Suppression and/or alarm plans (if required) may be a deferred submittal. These should be submitted to the Casper Fire Community Risk Reduction Division in digital format. Please Contact Casper Fire Community Risk Reduction at (307) 235-6618 for more information.

Frequently Asked Questions

1. Question: Do I need a Building Permit?
 Answer: Most projects will require a permit of some sort (Building, Plumbing, Mechanical, and/or Electrical). Please visit the City of Casper Building Inspection website at www.casperwy.gov or call the Building Inspection Division at (307) 235-8254 for more information. Our inspection staff would be happy to assist you with requirements pertaining to your specific project.

2. Question: Who should I submit application and/or plans to?
 Answer: Applications and plans should be submitted to the Community Development Department through the online CSS Portal. All applications and documentation may also be submitted in person through the Community Development Department office located at:

City Hall
200 North David Street
Casper, WY 82601



COMMERCIAL BUILDING
PERMIT CHECKLIST
BUILDING INSPECTION DIVISION

*COMMERCIAL BUILDING PERMIT APPLICATION
CHECKLIST*

3. Question: How long will it take to get my permit?
Answer: Commercial building permit applications and plans are typically reviewed within 10 business days for complete applications. Incomplete applications will result in delays with the permit review and approval process. Re-submittals are typically reviewed within another 10 business days from date received. These timeframes may extend beyond 10 business days with higher workloads. Permits and plans are reviewed on a first come first serve basis. The City of Casper Building Division does not have an expedited review process available.

It is recommended that all applicants complete any Planning processes associated with their project prior to submitting their Building Permit application and plans to the Building Inspection Division for review and approval.

4. Question: When will I have to pay for my permit?
Answer: Payment is due following the review process and prior to the issuance of the permit. A member of our team will notify you when payment is due. Applicants who submit their application through the CSS Portal will have the option to pay online. The City of Casper does not accept over the phone payments. Plan review fees must be paid prior to the Plan Review Letter being sent out. Applicant will be notified by a member of our team when our review process has been completed. All commercial building permits must have a City of Casper licensed contractor added to them prior to their issuance.
5. Question: How much will my permit cost?
Answer: Permit and plan review fees are based off of the total valuation of the project which includes all material and labor. The City of Casper has adopted a Permit Fee Schedule which can be found on the City of Casper Building Inspection Division's website located at www.casperwy.gov.
6. Question: Will I get a copy of my building permit?
Answer: Applicants who submit their application online through the CSS Portal will have the ability to print off their permit upon the payment of the building permit fee. All other applicants can request a copy of their permit through the office at the time of payment.



COMMERCIAL BUILDING
PERMIT CHECKLIST
BUILDING INSPECTION DIVISION

*COMMERCIAL BUILDING PERMIT APPLICATION
CHECKLIST*

7. Question: Why should I use the CSS Portal?
Answer: The CSS Portal allows you to submit and print permits, documents, licenses, and payments online. You can also track the status of your permits and licenses and request inspections through our permit portal.
8. Question: Do I need a licensed contractor?
Answer: Business owners can pull a permit for and manage their project. A City of Casper licensed contractor who holds a Class I or IIA General Contractor license is required to be added to the permit and must oversee all aspects of the construction.
9. Question: Do I need a permit for a fence, shed, or retaining wall?
Answer: Yes. Sheds which exceed 120 square feet measured on the outer most dimensions, fences over 6 feet in height, and retaining walls which are 4 feet in height or over measured from footer/base to top of the wall require a building permit. Sheds 120 square feet and under and fences 6 feet in height and under require a **free Fence/Shed Permit**. Retaining walls less than 4 feet in height do not require a permit. Please reach out to the Planning Division at (307) 235-8241 to ensure that your Site Plan will be in compliance with any exterior changes.