



RESIDENTIAL BUILDING
PERMIT CHECKLIST
BUILDING INSPECTION DIVISION

**RESIDENTIAL 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 residential 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.

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.

Erosion and Sediment Control Plan and Permit Application:

All projects which will disturb 1 acre or more of soil must supply a Storm Water Pollution Prevention Plan (SWPPP) and obtain an Erosion Control Permit. A bond/surety is required to be supplied along with the Erosion Control Permit application. (The Erosion Control Permit application can be obtained online at www.casperwy.gov or through the Community Development Department)

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. The soils evaluation report must be stamped by a State of Wyoming registered Geotechnical Engineer.



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Engineered Foundation Plans and Details (New Construction Only):

New Construction projects are required to submit engineered foundation plans which correlate to the soils evaluation report. These must be stamped by a State of Wyoming registered Structural Engineer.

Foundation Plans and Details (Existing construction, additions, decks, slabs, accessory structures (sheds/garages), etc.):

All projects other than new construction may submit a foundation plan which has not been prepared by a registered design professional. Additions shall have a matching foundation to the existing structure that it will be attached to. Foundation plans shall meet the requirements of the International Residential Code.

Complete Architectural Plans:

- _____ 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.
- _____ Elevation view that shows basement/crawl space design and crawl space/attic ventilation.
- _____ Truss and floor framing plans showing structural elements such as beam sizes and spans, girder locations, post sizes and locations, etc.
- _____ Completed **Building Guide** if applicable to the project.

Completed Plumbing, Mechanical, and Electrical Permits

Projects which include plumbing, mechanical, and/or electrical components will need to be permitted separately. Valuations for these portions of the project should be pulled out of the building permit application valuation.

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.



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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
3. Question: How long will it take to get my permit?
Answer: Residential permit applications and plans are typically reviewed within 3-5 business days for complete applications. Incomplete applications will result in delays with the permit review and approval process.
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.
5. Question: How much will my permit cost?
Answer: Permit fees are based off of the total valuation of the project which includes all materials and labor. You should include labor even if you are performing the work yourself. 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.



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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: Homeowners who reside in their home may obtain permits and perform all work themselves as long as they own the home for a minimum of 2 years following the completion of the permitted work. Rentals, flips, and investment properties which will not be owner occupied are required to have City of Casper licensed contractor permit and perform all work (other than repair work) requiring permits.
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.