

City of Riverton
RESIDENTIAL/COMMERCIAL PLAN SUBMITTAL
CHECKLIST FOR BUILDING PERMITS
(minimum requirements)

In an effort to be sure you have everything you need when you come in to submit your plans and application, we have developed this checklist.

Step 1. **Submit two complete sets of plans and specifications.** Plans must be drawn to scale and meet the general standards for plans and drawings set by the City. The plans must at least show the following information:

☐ **Site plan** of the entire lot, including dimensions, building footprint, decks, overhangs and projections, off-street parking, drainage, and size and location of water and sewer service lines or other underground utilities. Show setback distances from all property lines. Show which direction is north. **See Site Plan Checklist for additional requirements.**

☐ **Foundation plan (or signed ‘Optional Standard Foundation’ form** – available only for detached dwellings, including attached garages (See Drawing “B” or “C”) or for detached private garages, not for human occupancy, and not exceeding 1000 sq. ft. in floor area. NOTE: There may be some soil conditions that are not conducive to standard foundations. An excavation inspection will need to be scheduled with the Building Department (856-2999).

☐ **Framing plan** with all information on all manufactured components. Submit engineered truss data sheets, for each truss configuration, prior to request for framing inspection.

☐ **Floor plan**, including dimensions. Label the use of each room or space.

☐ **Exterior building elevations.** Identify as north, south, east or west.

☐ **Wall sections and details.** Show all details of construction from the footing to the highest point on the roof. Provide details of any fire-resistive

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☐ construction showing compliance with approved or listed assemblies.

☐ **Plumbing, mechanical and electrical layouts.** Label size of electrical service and location of electric meter for new residential construction. Show locations of electrical fixtures and equipment such as panels, smoke detectors, exhaust fans, and main disconnect. Label special electrical outlets such as GFCI.

☐ **Other information** as needed to show compliance with codes.

Step 2. **Complete a Permit Application Information sheet.** Applications ask for information about the owner, contractor(s), the project street address, description of the project, total project cost, building area in square feet.

Step 3. **Plans are reviewed.** Plans are reviewed in the order they are received. The length of the plan review time depends on the complexity of the work, completeness of the plans, and backlog of plans at time received. You can expect your plan to be reviewed within 1-3 weeks. You may be asked to resubmit corrected plans or additional information. If no corrections are required your plans will be approved and a permit completed.

Step 4. **Pay the permit fees.** You will be notified when your application is approved. Construction cannot begin until the permit application is signed by the applicant and Building Department personnel and the permit is paid. Fees are set by resolution of the City Council. **See attached Resolution No. 1300.**

Step 5. **Call for all required inspections.** All work that requires a permit must be inspected. We would appreciate if you call at least **one working day** before you need the inspection, and the area to be inspected must be accessible and visible. When calling for inspections, provide the project address and permit number. Mandatory inspections include foundation, concrete or under-floor, structural framing, lath and/or gypsum board, plumbing, mechanical and electrical, and final inspection.

Step 6. **Obtain a Certificate of Occupancy.** You must have a Certificate of Occupancy before occupying the building. Certificates are available at no additional cost after successfully completing the final inspection.

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City of Riverton
RESIDENTIAL/COMMERCIAL PROJECTS

BUILDING DEPARTMENT CHECKLIST

**The below listed items must be included along with a completed
Permit Application Information sheet for all building projects.
Please use this form as a checklist to be sure all of the items are
included on the Site Plan**

SITE PLAN REQUIREMENTS

What is a site plan?

A site plan is an accurate, scaled drawing of a property showing the dimensions. A site plan should show what currently exists on the site and what changes are proposed.

A site plan is required for all PUD's (Planned Unit Developments), all new residential, commercial, and industrial buildings, including churches, and off-street parking lots, and all exterior additions to existing residences, commercial, and industrial buildings, etc. (Code Reference – Title 17 (PUD) – Section 17.44.030 & Title 15 (Buildings and Construction) – Chapter 15.20)

Minimum Scales:

1" = 20'-0" or 1/16" = 1'-0"

(1:250 or 1:200) – All aspects of the plan must be fully dimensioned, and must show the scale used.

Paper Size:

- Minimum 8 ½" x 11". All drawings or sheets must be one size.

☐

Plans must be identified by location, project address, the owner's name, and the name and address of the person who prepared the plan.

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- ☐ Complete legal description, i.e. Lot, Block, Subdivision
- ☐ Building(s) location and dimensions on described property including garage(s) and other outbuildings. Show setback distances from all property lines.
A setback is the distance from the property lines to exterior building line, measured perpendicular to the property line.
- ☐ Lot dimensions including total square footage, driveways, adjacent streets and alleys (if applicable)
- ☐ Show which direction is north.
- ☐ Show the location of any easements (if any exist—check approved subdivision plans at Engineering Dept.)
- ☐ Show the size and location of all underground utilities such as water, sanitary sewer, natural gas and electrical power.
- ☐ Show the location, surfacing and design of all off-street parking areas, including accessible parking, and accessible routes.
- ☐ Provide finished floor elevations or top of foundation elevations for each building.
The finished ground surface of the site must provide surface drainage away from the structure and toward a public way or other approved drainage area.
- ☐ Provide elevation of the foundation and the highest site corner, relative to the top of curb. *Generally, the top of the foundation must be 18 inches + 2% of the horizontal distance to the top of the highest point of the curb.*

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SITE PLAN

Please indicate the following:

1. Lot dimensions including total square footage.
2. Distance from structures to property lines.
3. Location of access to the property from street, alley, etc.
4. Location of water and sewer connections. Location and size of electric service.
5. Size of water meter...3/4".....1".....or other.
6. Provide elevation of the foundation and highest site corner.
7. Indicate NORTH on the plans.

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