

Striving to provide quality service to contractors, property owners, developers, homeowners, and other citizens in and around our community is the continual goal of the Community Development Department.

PERMIT REQUIREMENTS

Submit two complete sets of plans and specifications.

Plans must be drawn to scale on substantial paper and be of sufficient clarity to indicate the nature and extent of work proposed, and shall include any of the following drawings that apply:

- Site plan of the entire lot, including dimensions, building outline, adjacent streets, etc.
- Engineered footing and foundation plan
- Complete and fully dimensioned floor plans of each floor
- Exterior building elevations
- Wall sections and details
- Plumbing, mechanical, and electrical layouts (optional for single family dwellings)
- Design information for manufactured components, such as roof and floor trusses
- Size, material and spacing of all framing members, such as floor joists, rafters, wall studs, etc.
- Other information to clearly indicate the nature of proposed work and compliance with codes

The Building Official may require plans, computations and specifications to be prepared and designed by a Wyoming Licensed Engineer or Architect. The following projects must be professionally designed: most new commercial or industrial buildings, buildings three stories or higher, residential buildings with five or more living units, and other projects as required by the Building Official.

Complete an Application for Building Permit or Simple Permit Application. Available online or by stopping by City Hall, 816 N. Federal Blvd., Riverton, WY 82501.

Plans are reviewed.

- Plans are normally 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.
- When plan review is complete we will notify you by phone or by email (if applicable).
- Schedule a meeting to discuss and sign plan review. If corrections or additional information is required, you will be asked to submit corrected plans and/or additional information. If no corrections are necessary, your plans will be approved.

Pay the permit fees and obtain a building permit.

- After your plans are approved and the permit application for your project is issued by the Building Official, it becomes your building permit.
- Information regarding permit fees can be obtained from the Building Department.
- Construction may start after permit issuance.

Building permits are required for most projects, with a few exceptions such as the following:

- One-story detached accessory buildings used as tool and storage sheds, playhouses, etc., provided the area does not exceed 120 square feet.

- Setback requirements must be met. See RMC 17.16.070.
- Fences not over 7 feet high in rear yards. A fence permit is required for fences which are installed in the right-of-way area and in front of property.
- Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

Although a project may not require a building permit, other requirements may apply. It is recommended that you contact the Community Development Department before starting any project.