

ADDRESSES

Campbell County provides two free address plates and two free sets of numbers for you to post. These must be installed immediately, not only so our inspectors can find your home, but for you and your neighbor's safety!



- Place the numbers of **both** sides of the post, visible from both directions of traffic.
- The numbers should be between **4 feet and 7 feet** in height, as measured from above the road.
- The post should be placed in a visible location at the entrance to the driveway, within **20 feet** of the right of way.
- Remember, in the event of an emergency or fire, ambulance or other emergency officials cannot find your home if your address is not clearly posted!!



Addresses must be posted to receive an inspection!

FINAL THOUGHTS

The health, safety, and welfare of citizens through the application of common sense minimum standards of development and construction as adopted by the County is our purpose....However—

Staff at the Campbell County Building & Planning Division understand that building a home is an exciting but also stressful life event.

We are committed to making this journey as easy as possible by helping you through the permit and inspection process in any way that we are able.

Please feel free to call or schedule a time to meet with one of our staff members with any questions or concerns that you might have.



CAMPBELL COUNTY
BUILDING & PLANNING

BUILDING YOUR HOME IN RURAL CAMPBELL COUNTY



Campbell County
Building & Planning Division
500 S. Gillette Ave., Suite 1500
307-682-1970

DO HOMES BUILT OUTSIDE OF PLATTED SUBDIVISIONS (RURAL PROPERTY) REQUIRE PERMITS? YES.

What is Required?

- Completed Building Permit & Zoning Certificate Application
- Site Plan, drawn to scale
- Small Wastewater System Application and approved permit
- Electrical, mechanical, plumbing permits (minimum requirements)
- Copy of your water well permit or Shared Well Agreement.

Will my home be inspected during construction?

Yes, the items listed above will be inspected. However, you may opt to have our staff perform full building inspections of your home. This will allow you to receive a 'Certificate of Occupancy,' or 'CO' verifying compliance with our local building codes. See the next page for information on CO's.

Otherwise, only the septic system, electrical, plumbing and mechanical connections will be inspected.

SHOULD I GET A CERTIFICATE OF OCCUPANCY?

There are many benefits to receiving a CO for your new home — most importantly that it meets minimum, modern construction practices. In fact, often times lenders will require a CO as part of the mortgage loan process. We encourage everyone to check with their lender before proceeding without a CO.

There is no fee for a CO; however, construction must be compliant with Campbell County's local building code.

What additional requirements are there?

- Two sets of building plans
- Foundation plans prepared by a Wyoming Licensed Engineer along with a soils report

What else is inspected with a CO?

There are seven basic inspection steps:

- Footing
- Stemwall
- Service Utility Lines
- 'Rough-in' framing, electric, plumbing & HVAC
- Drywall
- Final Inspection



SITE PLANS

The Site Plan is an essential part of any project and creating your Site Plan is the first step in the building process. Your Site Plan should include:



- The location of any structures, including your home, shop, garage or outbuildings. Also, your septic tank, leach field, water well or any overhead or underground utilities must be detailed as well.
- The Site Plan must show the setbacks of the structures from property lines all easements, and must conform with any applicable zoning requirements.
- You will not be assigned an address until your site plan is reviewed and approved.

Please review our informational brochure, "How to Draw a Site Plan" for more information about submitting the site plan for your project.

Questions?

Give us a call at (307) 682-1970 with any questions or concerns. We're here to help!
Monday-Friday, 8 A.M. to 5 P.M.