

MINIMUM REQUIREMENTS

Per Chapter 4, the Campbell County **Rules Regulating Construction**, all new residential homes are **required** to obtain permits and inspections for their wastewater, electric, mechanical and plumbing systems. **Additionally, building permits and inspections are required in Platted Subdivisions.**

The Building Division wishes to work with everyone and wants to make sure you are informed of the requirements and importance of following the rules associated with Chapter 4.

This brochure has been created to assist and inform you. After looking it over, the Building Division will require you to sign and date this brochure, indicating you have read these rules and received a copy. Please read this brochure and do not hesitate to ask any questions!

SITE PLANS CHAPTER 4, SECTION 6



The Site Plan is an essential and important part of any project. Creating your site plan for the Building Department 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.

MODULAR HOMES

Modular Homes shall be constructed to the 2018 International Residential Code & the 2017 National Electrical Code.



When installing a modular dwelling, the Building Division must have a copy of the **Third Party Inspection Report** from the manufacturer. This report provides documentation that the dwelling was constructed to appropriate codes and has been inspected.

All work for which a permit is required shall be inspected and approved by the Building Division. No work shall be covered up by dirt or any other material prior to the inspection!

Wastewater Permits (Chapter 4, Section 11)



Small Wastewater Permits are required per Chapter 4, Section 11. The definition of a Small Wastewater System is *“any sewerage system, disposal system or treatment works having simple hydrologic and engineering needs which is intended for wastes originating from a single residential unit serving no more than four families or which distributes 2000 gallons or less of domestic sewerage per day.”* It should be noted that **any wastewater system not meeting the above definition shall be submitted to the Wyoming Department of Environmental Quality.**

GETTING INSPECTED

Prior to requesting an inspection for a wastewater system, a Small Wastewater Permit must be obtained and all information on the waste water application shall be completed. This includes information regarding the property location, owner, installer, size of tank and leach field, percolation test chart and the signature of the installer. It should be noted

Any leach field buried without inspections will be required to be replaced in its entirety!

MECHANICAL & PLUMBING PERMITS

(CHAPTER 4, SECTIONS 9 & 10)

A Mechanical permit includes inspection of your heating and/or cooling systems, propane tanks, and gas lines.

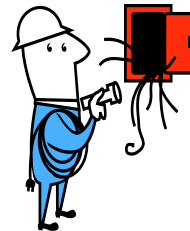


A Plumbing inspection takes care of the lines for your water and sewer systems. Inspectors will check to make sure that all lines are assembled correctly and safely.

You or your contractor may obtain plumbing or mechanical permits **after** approval of your application and site plan.

ELECTRICAL PERMITS (CHAPTER 4, SECTION 8)

All work completed by a Wyoming licensed contractor shall be permitted and inspected.



Electrical Wiring Permits are required for all electrical installations. Permits can be issued to a licensed Wyoming Electrical Contractor, or the property owner, if the property is not for immediate resale.

- The wiring must be inspected and approved before the electrical meter can be installed. There are situations where your electrical installation will have specific requirements.

You may, after an inspection, receive temporary construction power. However, when you are ready to energize your electrical system, you need to notify the Building Division and schedule the appropriate electrical inspections.

AGRICULTURAL EXEMPTIONS

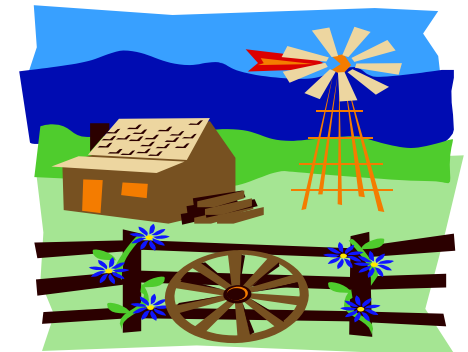
To receive an Agricultural Exemption, the property and structures requiring a permit shall be used exclusively for “Farm or Ranch Operations” as defined in W.S. 11-44-102(a)

The definition of a Farm or Ranch Operation:

“Farm or Ranch Operation” means that the primary use of the property where the structures are located, along with any leased or owned property adjacent to or in close proximity to the subject parcel, is to produce agricultural products or to graze livestock for monetary profit as a primary source of income.

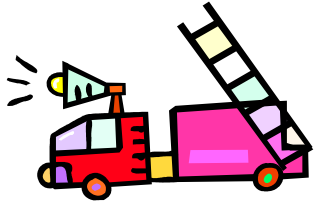
An agricultural exemption means the applicant is exempt from the electrical, plumbing and mechanical permitting process.

Please Note: Small Wastewater Systems are not Exempt.



OTHER INFORMATION YOU SHOULD KNOW

Addresses



After approval of your site plan, the Building Department will issue you an address.

Campbell County provides, free of charge, all new residential lots with two plates and two sets of numbers for you to post. It is **very** important for you to post these numbers, not only so our inspectors can find your home, but for your safety!

- The numbers shall be posted on **both** sides of the post.
- The post should be between **4 feet and 7 feet** in height.
- 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!!

Once you have been assigned an address and posted your numbers you will be eligible to pull permits and receive inspections! **Addresses must be posted to receive an inspection!**



CERTIFICATE OF OCCUPANCY FOR RESIDENTIAL STRUCTURES

When building in Campbell County, residential structures shall be constructed in accordance with the 2018 IRC in order to obtain a Certificate of Occupancy. Please Note: A Certificate of Occupancy is required when the structure is located within a platted subdivision and voluntary when located outside a platted subdivision. Some exceptions may apply. When obtaining a Certificate of Occupancy, there are a few documents that must be submitted for review and approval:

- Building Permit and Zoning Certificate Application must accompany all new construction documents
- Professional site plan drawn to scale
- Two complete sets of building plans; size 24 x 36
- Two sets of foundation plans stamped by a licensed Wyoming Engineer
- A soils report or a letter stamped by a licensed Wyoming Engineer
- A copy of the water well permit or a copy of the shared water well agreement
- Once the Building Division has received a complete submittal, the 10 day plan review process begins and the building permit is issued
- Once the building permit is issued it is time for you or the contractors of your choice to pull the Septic System, Electrical, Mechanical and Plumbing permits
- Once all underground, roughs, service and final inspections are complete the Building Division will issue a Certificate of Occupancy



ENFORCEMENT AND PENALTIES



All provisions and regulations governing Building & Zoning shall be adhered to whether specified herein or not. Reference Wyoming State Statute 18-5-107, 35-9-130 & 35-11-901 and Campbell County Rules Chapter 4, Section 5A.

Additionally, Chapter 4, Section 11, Subsection A states that inspections shall be made during the normal course of construction. Subsection B specifies as to what shall be done when a project has started without the appropriate permits having been obtained.

ACKNOWLEDGEMENT

I hereby acknowledge that I

_____,
(Print Name)

the owner of real property located at:

_____,
(Address)

have received and read the minimum building permit requirements of Campbell County and enforcement for residential property.

(Signature) (Date)

Building Your Home in Campbell County



Some information you need to know about building permits, inspections and other valuable information to help your project run smoothly.

