

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 neighbors safety!



- Place the numbers on **both** sides of the post visible from both directions of traffic.
- The numbers should be mounted at a height of between **4 feet and 7 feet** as measured from above the roadway.
- 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 homes in your area if all addresses are not clearly posted!!

Addresses must be posted to receive an inspection!



FINAL THOUGHTS

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

Staff at the Campbell County Building & Planning Division understands 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 A PLATTED SUBDIVISION



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

CERTIFICATE OF OCCUPANCY FOR RESIDENTIAL STRUCTURES

All new homes in platted subdivisions are **required** to obtain a Certificate of Occupancy (CO) from the Campbell County Building & Planning Department.

A CO is written verification that your new home meets the minimum construction standards adopted by Campbell County. This is done through the County's free building permit and inspection process. Most lenders and insurance companies will require proof of a CO before closing on a new home.

What Do I Need To Do To Get A Permit?

Submit the following documents:

- Completed Building Permit and Zoning Certificate Applications.
- Site plan drawn to scale.
- Two 24"x36" sets of building plans
- Foundation plans prepared by a WY licensed Professional Engineer along with a soils report.
- A copy of a water well permit or shared well agreement.

How Long Does it Take to Get The Permit?

If all of the application materials are complete, generally within a few days; however, our office reserves up to 10 days to process especially during busy seasons.

SITE PLANS

A Site Plan is essential for your project and is the first step in the building process. Your Site Plan must include:

- The location of all structures, including your home, shop, garage, outbuildings, septic tank, leach field, water well and any overhead or underground utilities.
- Setbacks of the structures from property lines and easements, showing conformity with applicable zoning requirements.
- Note: An address for 911 and postal services cannot be issued until the site plan for your project is approved.

Please review our informational brochure, "How to Draw a Site Plan" for more information about submitting a 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.

PERMITS & INSPECTIONS

Upon approval of your project, separate permits for each trade can be issued: Building, Electrical, Mechanical, Plumbing, Small Wastewater, etc.



Either you or your contractor may acquire the permits for your project.

Typically there will be **7 basic inspection steps** to your project:

- **Footing (Foundation)**
- **Stemwall (Foundation)**
- **Service Utilities (water, gas, sewer, etc.)**
- **'Rough-in' framing, electric, plumbing, HVAC**
- **Drywall**
- **Small Wastewater System (Septic/Leach)**
- **Final**

A jobsite card will be issued with a list of all required inspections. If in doubt, call our office. Work covered without inspections will be required to be exposed for inspection.

Call us at 307-682-1970 at least 24 hrs. in advance for inspections. We try to honor all requested appointment times; however, all inspections are on a first come, first serve basis.