

STRUCTURE – BUILDING CERTIFICATE

Planning Office – 600 9th Street – Wheatland, Wyoming 82201
Office 307.322-2962 – Fax 307.322.2968



All applications must include the following:

- ❑ Application: Fill out the application form completely. *Incomplete applications will be returned.*
- ❑ Fees: All applicable fees. Check or Cash only, the planning office cannot process credit cards.
- ❑ Site Plan: Complete site plan (see page 6 for reference).
- ❑ Floor Plan: Complete floor plan (see page 5 for reference).
- ❑ Easements: Include a copy of any easements granting you legal access to the property.
- ❑ Encroachment License: Copy of the encroachment license for any driveway access off a State or County Road. For more information, contact WYDOT or Platte County Road and Bridge.
- ❑ Proof of Ownership: Book and page number of the deed, copy of the deed, lease, or contract for purchase.
- ❑ Landscaping Plan: Commercial, Industrial, and Multi-Family parcels are required to provide a landscaping plan.
- ❑ Parking Plan: Commercial, Industrial, and Multi-Family parcels are required to provide a parking plan.

*Commercial, Industrial, Multi-Family, and public buildings may require a permit and inspection from the State Fire Marshall's Office www.wyofire.state.wy.us

IMPORTANT NOTICES

- ✓ One application per structure.
- ✓ Application must include an email address, or the application will be considered incomplete. Incomplete applications will be returned.
- ✓ Building Certificates expire two years from the date of approval. Applications must be approved by the Board of County Commissioners before any construction begins. This applies to all principal structures and accessory buildings.
- ✓ It is recommended that you obtain your building certificate (building permit) and wastewater (septic) permit at the same time. If you are building on a small lot, this is highly recommended to ensure that the proper location for the septic field can be determined. For wastewater permits and information go to deq.wyoming.gov.
- ✓ The applicant agrees to abide by the Platte County Planning and Zoning Rules and Regulations as well as any requirements specific to the property required by Platte County. Application requirements can vary depending on the zoning of the property. The Platte County Planning and Zoning Rules and Regulations are available on the Platte County website, www.plattecountywyoming.com. Platte County does not review applications in the context of any existing covenants for the subject property. It is the property owner's sole responsibility to ensure that all covenants are met.
- ✓ Call Wyoming One Call at least two business days before you intend to dig or submit a web ticket at onecallofwyoming.com. In-state call 811 Out-of-state call 888-987-3742

STRUCTURE BUILDING CERTIFICATE

Applicant Name: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

If the applicant is other than the owner of the property for which this building certificate is being sought, the applicant must provide separate written approval from the owner, or the owner may indicate approval by signing below.

Owner Name: _____ Signature: _____

Mailing Address: _____

E-mail Address: _____ Phone No.: _____

Proof of Ownership: Deed Book _____ Page _____, Deed, Lease, Purchase Contract Attached

Self-Built: Yes No, if yes: Contractor: _____ Phone No.: _____

Mailing Address: _____

E-mail Address: _____

Legal description of property for which this Building Certificate is being requested:

Subdivision: _____ Tract/Lot(s): _____ Quarter Section: _____

Of Section: _____ Township _____ North, Range _____ West

[Legal description can be found on the property deed.](#)

Physical address of property for which this Building Certificate is being requested:

 Check box to have a physical address assigned. (Add \$50.00 address fee to total)

Current Land Use: _____ Zoning: _____

Description of proposed construction or reconstruction: _____

Number of sq. ft. of new structure, reconstruction, or addition: _____

Total Construction Value: _____ ***Total value of all construction work including finish work, painting, roofing, electrical, plumbing, heating, A/C, elevators, fire protection systems, and any other permanent equipment. Does not include land, landscape, or hardscape. Fee is Value x 0.005.*

PROPOSED USE AND ADDITIONAL INFORMATION

Describe the proposed use of the structure: _____

Estimated construction value of the structure: _____

Is the property located within a floodplain? Yes No *Floodplain maps are available at msc.fema.gov*

Is the property located within the aquifer? Yes No

Water source: Well Hauled Public Utility no H2O
Well permits are processed through the State Engineer's Office 307-777-7254

Wastewater permit has been applied for with the Department of Environmental Quality: Yes No

US Postal Service mail delivery: Yes No P.O. Box
USPS delivery is not available in all parts of the county. Check with the Postmaster for level of service.

- This will be the principal structure: the first structure or the building in which the main or principal use of the property takes place.
 - Full Time Occupancy/Primary Residence
 - Business (commercial, industrial)
 - Recreational/Occasional Use Occupancy
 - Rental

- This will be an accessory structure: a building that is incidental/subordinate to the principal structure (not used as a primary residence).
- This will be an addition to a principal structure.
- This will be an addition to an accessory structure.
- This will be a reconstruction of a principal structure.
- This will be a reconstruction of an accessory structure.

SITE PLAN REQUIREMENTS

- ✓ Show the entire lot or parcel with dimensions and orient the drawing with the North Arrow.
- ✓ Indicate adjacent roads and their names.
- ✓ Indicate locations and outside dimensions of all buildings.
- ✓ Setbacks are required for buildings. Indicate setbacks from property lines, easements, rights-of-way, and roads for all proposed structures and provide the distances.
- ✓ Setbacks are required for both the well and wastewater (septic) system. Indicate setbacks from property lines with distances to well and wastewater system.
- ✓ Indicate other significant features or improvements of the subject property, such as streams, ponds, irrigation ditches, wells, floodplains, wastewater systems, corrals, fences, towers, overhead power lines, etc.
- ✓ Commercial, Industrial, and Multi-Family parcels must identify landscaping and parking areas.
- ✓ Indicate the driveway location. The rural address is assigned utilizing the GPS coordinates of the approach/driveway access and is input into the Platte County EMS system. *This location cannot be changed after the application has been submitted, if the driveway location is changed you will be assessed a new physical address fee and assigned a new physical address.*

APPLICATION SIGNATURE(S) AND ACCESS PERMISSION

Right to ingress property for assessment, evaluation, and inspections.

I, the undersigned, hereby grant authorized Platte County Personnel the right to enter onto this said land/property for all inspection, assessment, and/or evaluation purposes necessary to exercise this certificate/permit. I certify, to the best of my knowledge, that all the information in this application is true and correct, and that I am the owner of the above-described property or have been authorized by the owner to make this application as his/her agent.

Signature of Applicant(s)

Date

PLANNING OFFICE USE ONLY

Date completed application received: _____ Application Fee Total: _____

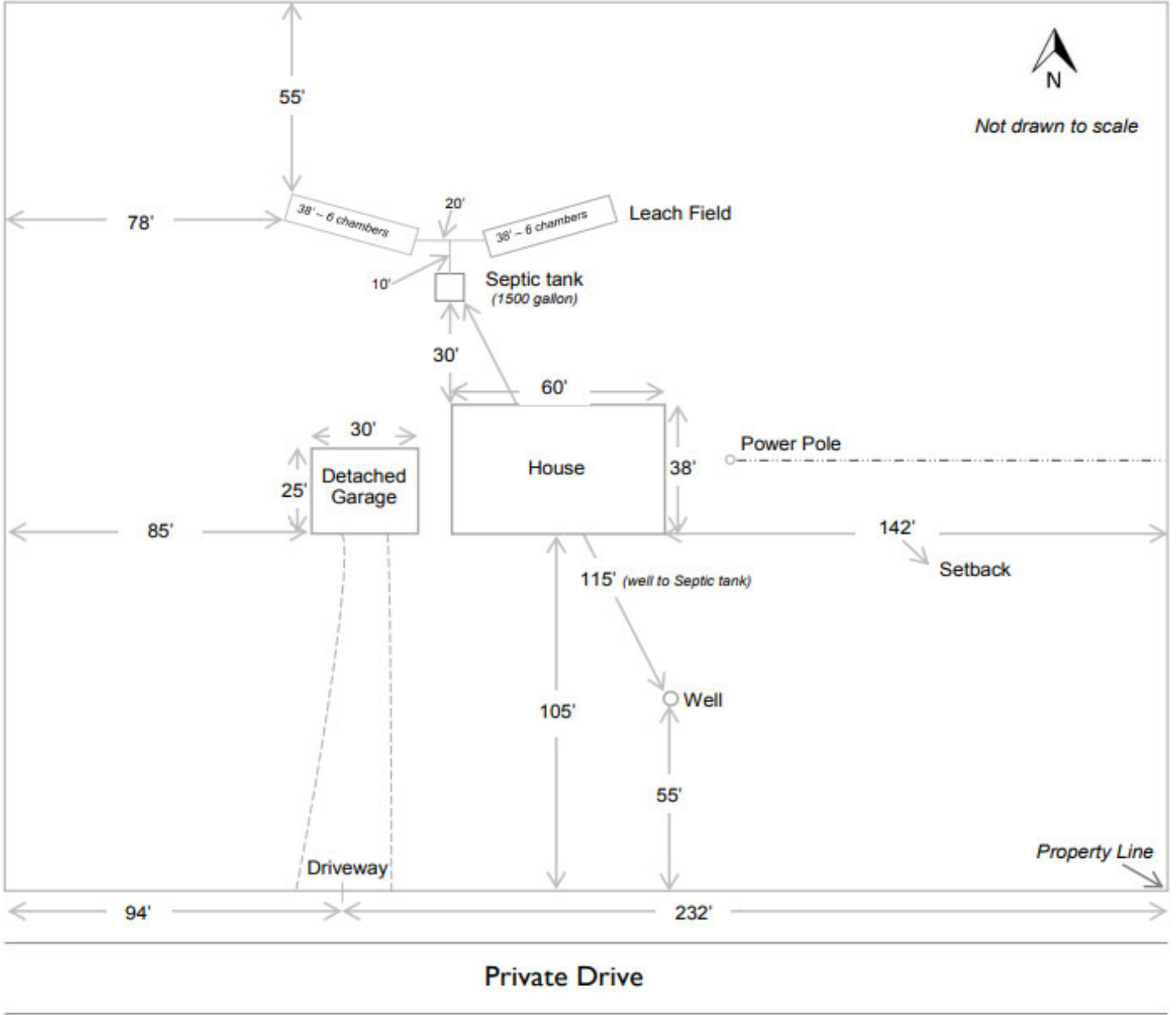
Zoning Classification: _____

Request complies with the current zoning rules and regulations: Yes No, if no, please explain: _____

Physical Address: Existing Not requested Assigned: _____

EXAMPLE SITE PLAN

More information may be needed
Setbacks vary based on zoning



EXAMPLE FLOOR PLAN

More information may be needed

