

Doug Vetter, City Engineer
Bruce Wilson, C.B.O., Chief Building Official
Jon Narva, Division Chief, Fire Prevention

FIRE CODE PLAN REVIEW INFORMATION

- The building and fire codes adopted by the City of Cheyenne and listed in the document entitled [City Plan Review Information](#).
- All contractors and subcontractors working in the City of Cheyenne must be properly licensed in accordance with the City's Contractor Licensing Regulations. [Inset Link to Contractor http://www.cheyennecity.org/contractor_licensing.htm](http://www.cheyennecity.org/contractor_licensing.htm)

PLAN REVIEW

- Permit application, fees, and submittal documents must be provided together to the Building & Development Office. Submittals may be mailed in or delivered with the completed application form and fees. Incomplete applications cannot be accepted. Fees are based on the value of the proposed work- see Building Fee Schedule - plan check fees are 65% of the building permit fee. All permits and plan reviews expire after 180 days. Exceptional or extenuating circumstances can be brought to the Building Official in a request for extension.
- Building permit may be inclusive of all mechanical, electrical, etc. Plan review only applications are accepted with the plan review fees. Deferred submittals are allowed for portions of the project and must have prior approval of the building official. The deferred plans must be submitted within a specified time and examined prior to installation.

Submittals must include 4 sets of drawings and 4 sets of specifications for plans examination. Plans prepared by a Wyoming registered design professional must include 2 sets of drawings and 2 sets of specifications with wet seals and signatures. For construction permits (work in public Right Of Way) submit 2 sets of drawings with wet seals and signatures.
Submit hydraulic calculations with fire protection plans. Drawings may be mailed in or delivered. For construction permits (work in ROW) submit 2 sets of drawings.
- The Building Office will examine architectural, mechanical/plumbing, and electrical plans. Plan review comments are summarized in the General Plans Correction List and can normally be expected within 21 working days for commercial projects and 10 working days for residential projects after date of application submittal. The building department will forward plans to Public Works, Water Department, or Fire Department. The Fire Department will review the fire protection plans for city.

 Building permit may be all inclusive of mechanical, electrical, etc.. A separate descriptive permit should be obtained for grading and for construction work within the ROW, although the valuation of the work can be included in the building permit. Be sure to include all portions of the project that are to be covered under the building permit, in the detailed description of work. (i.e. fire sprinklers, grading, etc. Any portion of the project not covered under the detailed description of work WILL require a separate permit.

 Updated drawings and specifications should be sent to the City reflecting changes made by Change Order or Addenda. 8 ½" x 11" format may be used to expedite submission of changes where applicable.


 Plans for fire protection systems may be designed by a NICET III or greater professional, must include hydraulic calculations, and must be wet stamp sealed by a Wyoming registered design professional.

 Contact Water Dept. (307) 637-6497 for water and sewer fees and to determine viability of any fire hydrant systems. Water mains and fire hydrants shall be installed and operational when there is combustible, above ground construction. Maximum hydrant spacing is 300 feet and the maximum distance from a building to a hydrant is 300 feet. Temporary hydrants may be provided during construction.

Fire apparatus access roads must be provided with a minimum of 20 feet in width and 13 feet, 6 inches in height. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all weather surface. Approved temporary roads may be provided for access for fire department apparatus until permanent roads are installed.

The International Fire Code 2003 edition references the following NFPA Standards:

-  NFPA 13 1999 edition (we can also use 1998)
-  NFPA 20 1999 edition
-  NFPA 24 1998 edition
-  NFPA 58 1998 edition
-  NFPA 72 1999 edition
-  NFPA 101 Not Adopted
-  NFPA 231 C No longer used. The 1999 edition of NFPA is used by the fire department.

INSPECTIONS

Please schedule fire inspections with the other final inspections through the Building & Development Office. The Building Office asks for a minimum of 24 hours notice for scheduling of inspections. [To schedule inspections call 637-6266 or you may click here.](#)

COMPLETION

All fire protection systems require final inspection and testing before any occupancy of a building and the issuance of a Certificate of Occupancy.

Contact Personnel:

✉ [Bruce L. Wilson, C.B.O., Chief Building Official](#) 307-637-6265

✉ [Jon M. Narva, Div. Chief-Fire Prevention Bureau](#) 307-637-6316

✉ [Linda Gunter, Board of Public Utilities-Water Dept.](#) 307-637-6497

✉ Environmental Health-307-633-4090

State Engineers Office - Well Permit - Herschler Bldg. 307-777-7354

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✉ *For further information contact the [Building Office](#). [Change Brad's email address](#)*