

# STARTING AND LICENSING A BUSINESS IN CHEYENNE, WYOMING

The information listed herein is only meant to be a guide in acquiring permits and licenses within the City of Cheyenne. This is not a legal document and should not be relied upon exclusively to determine legal responsibilities.

## Business Licensing

Contact the City Clerk's Office to find out if a license or permit is required to conduct business in the City of Cheyenne (includes permanent place of business or as a temporary vendor). If a City License is required you can not operate your business until this has been acquired and all necessary inspections have been completed. The City Clerk's office will arrange the inspections for you. (637-6330)

## Final Inspections

To have final inspections on a business license arranged, contact the City Clerk's office to schedule. (638-4301) (Inspections may be conducted by the following Departments/Agencies: Environmental Health, Agriculture, Fire, Police, Building [Plumbing, Electrical, Mechanical], Board of Public Utilities, and Zoning).

## Contractor Licensing

Contractor licenses are required in order to engage in the activity of certain building trades (i.e. construction, electrical, maintenance work). Certain trade employees (apprentice, journeyman, etc.) are also licensed. (637-6332)

## Remodeling or New Construction

For any remodeling or new construction the City's Building Department should be contacted. Site plans and/or a building permit may be required. (637-6266) The Fire Department should also be contacted. (637-6327)

## Liquor Licensing

The City Clerk's Division is responsible for liquor licensing within the City. Pursuant to authority granted cities and towns by Wyoming Statutes, the sale, consumption and related activities of alcoholic liquors and malt beverages must be in compliance with Wyoming Statutes and City Code. If you plan on selling or serving alcoholic beverages contact the City Clerk's Office for further information. (637-6346)

## Food Service Sales

Any type of food services and/or preparation (whether it is pre-packaged items or full menu restaurants) involves approval by the City/County Environmental Health Dept., State Agriculture Dept. and Board of Public Utilities. A permit or City license may be required. Contact the City Clerk's office (637-6330).

## Blockage of Streets

Any type of street blockage (parades, marches, walks) must be approved by the Traffic Department (637-6288). The City Clerk's office should also be contacted as a permit may be required. (638-4301)

## Signs

Any new (or replacement) sign for a business must meet zoning compliance through the Development Office. (637-6310)

## Site Plan Approval/Zoning

For site plan information or zoning requirements the Development Office can be contacted at 637-6282.

## State Sales Tax Info.

The Department of Revenue collects state sales tax. You must collect Wyoming sales tax on any sales (unless exempt) and remit it to the Department of Revenue. They can be contacted at (307) 777-5200.

## Secretary of State

To incorporate your business or to register your company to do business in the State of Wyoming as a corporation, limited liability company, partnership or limited partnership, contact the Secretary of State's office. (307-777-7311)



City Clerk's Office  
Business Licensing  
2101 O'Neil Avenue  
Room 101  
Cheyenne, WY 82001  
(307) 637-6330  
Fax: (307) 638-4340

E-Mail:  
[htrainer@cheyennecity.org](mailto:htrainer@cheyennecity.org)

Web Address:  
[www.cheyennecity.org](http://www.cheyennecity.org)

Office Hours:  
8 a.m. to 5 p.m.  
Monday through Friday

## **PHONE NUMBERS AND ADDRESSES**

### **CITY OF CHEYENNE OFFICES**

City Clerk's Office  
307-637-6329  
Municipal Building,  
Rm 101  
2101 O'Neil Ave.  
Cheyenne, WY 82001

Board of Public Utilities  
Engineering Division  
307-637-6497  
2406 Snyder Avenue  
P.O. Box 1469  
Wastewater Treatment Div.  
307-635-3163 Ext. 15  
Cheyenne, WY 82001

Building Permits Division  
307-637-6266  
Municipal Building,  
Rm 202  
2101 O'Neil Ave.  
Cheyenne, WY 82001

Business Licensing  
307-637-6330  
Municipal Building,  
Rm 101  
2101 O'Neil Ave.  
Cheyenne, WY 82001

Contractor Licensing  
307-637-6332  
Municipal Building,  
Rm 202  
2101 O'Neil Ave.  
Cheyenne, WY 82001

Development/Zoning Office  
307-637-6282  
Municipal Building,  
Rm 202  
2101 O'Neil Ave.  
Cheyenne, WY 82001

City/County Environmental  
Health Department  
307-633-4090  
100 Central Ave., Rm 216  
Cheyenne, WY 82001

Fire Department  
307-637-6327  
415 W. 18<sup>th</sup> Street  
Cheyenne, WY 82001

(City) Liquor Licensing  
307-637-6346  
Municipal Building,  
Rm 101  
2101 O'Neil Ave.  
Cheyenne, WY 82001

Mayor's Office  
307-637-6300  
Municipal Building,  
Rm 310  
2101 O'Neil Ave.  
Cheyenne, WY 82001

Community Recreation  
and Events  
307-637-6427  
Municipal Building,  
Rm. 302  
2101 O'Neil Ave.  
Cheyenne, WY 82001

Police Department  
307-637-6521  
415 W. 18<sup>th</sup> Street  
Cheyenne, WY 82001

Community Events  
307-637-6328  
4603 Lions Park Drive  
Cheyenne, WY 82001

Traffic Division  
307-637-6288  
Municipal Building,  
Rm 210  
2101 O'Neil Ave.  
Cheyenne, WY 82001

### **LARAMIE COUNTY OFFICES**

Assessor's Office  
307-633-4307  
309 W. 20<sup>th</sup> St.  
Cheyenne, WY 82001

Auto Licenses  
307-633-4232  
309 W. 20<sup>th</sup> St.  
Cheyenne, WY 82001

Auto Titles  
307-633-4247  
309 W. 20<sup>th</sup> St.  
Cheyenne, WY 82001

City/County Environmental  
Health Department  
307-633-4090  
100 Central Ave., Rm 216  
Cheyenne, WY 82001

County Clerk's Office  
307-633-4264  
309 W. 20<sup>th</sup> St.  
Cheyenne, WY 82001

County Elections Office  
307-633-4244  
309 W. 20<sup>th</sup> St.  
Cheyenne, WY 82001

County Real Estate  
307-633-4350  
309 W. 20<sup>th</sup> St.  
Cheyenne, WY 82001



[www.cheyennecity.org](http://www.cheyennecity.org)

### **WYOMING STATE OFFICES**

Information 307-777-7011

Agriculture Department  
Consumer Health Services  
307-777-7211  
2219 Carey Ave.  
Cheyenne, WY 82002

Department of Revenue  
Sales Tax Division  
307-777-5200  
Herschler Building  
2<sup>nd</sup> Floor West  
122 W. 25<sup>th</sup> Street  
Cheyenne, WY 82002

Secretary of State  
Corporations Division  
307-777-7311  
Capitol Building, 1<sup>st</sup> Floor  
123 Capitol  
Cheyenne, WY 82002

State Licensing  
Wyoming Business Council  
307-777-2843  
214 W. 15<sup>th</sup> St  
Cheyenne, WY 82002

Wyoming Liquor Division  
307-777-7233  
6601 Campstool Rd.  
Cheyenne, WY 82002

Wyoming Department of  
Transportation  
307-777-4228  
5300 Bishop  
Cheyenne, WY 82002

Worker's Comp Division  
1510 E. Pershing, 2<sup>nd</sup> Floor  
307-777-6763  
Unemployment Division  
307-235-3217

OSHA  
1510 E. Pershing Blvd.  
West Wing  
307-777-8650