



## Engineering & Planning Department

33 Allegiance Circle Evanston, WY 82930

Telephone (307) 783-6470

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

### BUILDING PERMIT LEGAL REQUIREMENTS

#### BUILDING PERMIT

A building permit (\*7-25, \*7-26) must be obtained from the building official before beginning construction. What projects require a permit, other than structures? (see attached - Do I need a permit?) Permit applications are found online at <https://portal.iworq.net/EVANSTON/new-request/700/3310>. All required permit applications and fees, not limited to applicable development fees, cut permit fees, tap fees, and bonds must be approved and paid prior to beginning any construction.

All required State of Wyoming applications and associated fees must be paid, and approved permit copies shall be provided to the City of Evanston prior to beginning construction (see attached).

#### INFORMATION ON PLANS AND SPECIFICATIONS

When applying for a permit, plans (\*7-27) and specifications are required. These plans and specifications must be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and shown in detail that it will be in accordance with the current International Building Code and all relevant laws, ordinances, rules, and regulations.

Plans must include a plot plan (see attached example) showing the location of the proposed building, including every existing building on the property, must be submitted with all applications. The City has up to 10 working days to approve all site plans and building permits.

Computations, stress diagrams and other data sufficient to show the correctness of the plans shall be submitted (\*7-28), as required by the building official.

#### INSPECTIONS

The permit holder or an agent of the permit holder must notify the building official when the work is ready for inspection (see attached minimum inspection requirements).

The building official will either approve that portion of the construction as completed or will notify the permit holder or an agent of the permit holder wherein the same fails to comply.

A survey of the lot may also be required by the building official to verify compliance of the structure with the provisions of the International Building Code and other laws enforced by the code enforcement agency.

#### DO I NEED A PERMIT

- Sheds and Accessory buildings 12'x10' or 120 square feet and larger require a building permit.
- New Sprinkler Systems and additions to or extensions of existing systems require a building permit.
- New Fences and additions to or extensions of existing fences require a building permit.
- Retaining Walls require a building permit. *Any retaining walls 4-foot tall and over, require engineer stamped plans to be submitted with the building permit.*
- Decks require a building permit.
- Awnings or Covers require a building permit.
- Solar Systems require a building permit and a Wyoming State Plan Review and Electrical Permit. Please review "Electrical PV Plan Review Checklist" for more information.

**DESIGN LOAD VALUES FOR EVANSTON WYOMING;  
FOR USE WITH THE CURRENT EDITION  
OF THE INTERNATIONAL BUILDING CODE.**

**WIND:**

1. For structures less than 100 feet in height-
  - a. Use the 100-mph basic wind speed and exposure B within the 1980 developed city area.
  - b. Use 110 mph basic wind speed and exposure C on the bench areas surrounding Evanston.
2. For structures higher than 100 feet, contact the City Engineering Department for design requirements.
3. For wind velocities (if IBC approach is not used)-
  - c. Use 103 mph in valleys.
  - d. Use 100 mph on bench areas.
4. No reduction in wind loading is allowed when considered with 100% of snow load.

**SEISMIC:**

1. Use zone D<sub>1</sub> for residential seismic load evaluations, and IBC requirements for all non-residential.
2. Use the "Effective Mass Analysis" for structures containing fluids.
3. Culinary water system or sanitary sewer system structures should be evaluated using an I value equal to 1.5.

**SNOW:**

1. Minimum snow load value to be used is 40 psf (Roof live load).
2. For structures with valleys or parapet walls, the snow depth shall be equal or greater than the height of the restraining structure with the water content of the snow assumed to be 30%.
3. In basin areas or areas where the structure is at the same level or lower than adjacent terrain, the minimum snow load value to be used is 60 psf (Roof live load).
4. No reduction in snow loading is allowed when considered with 100% of wind load.

**FROST DEPTH:**

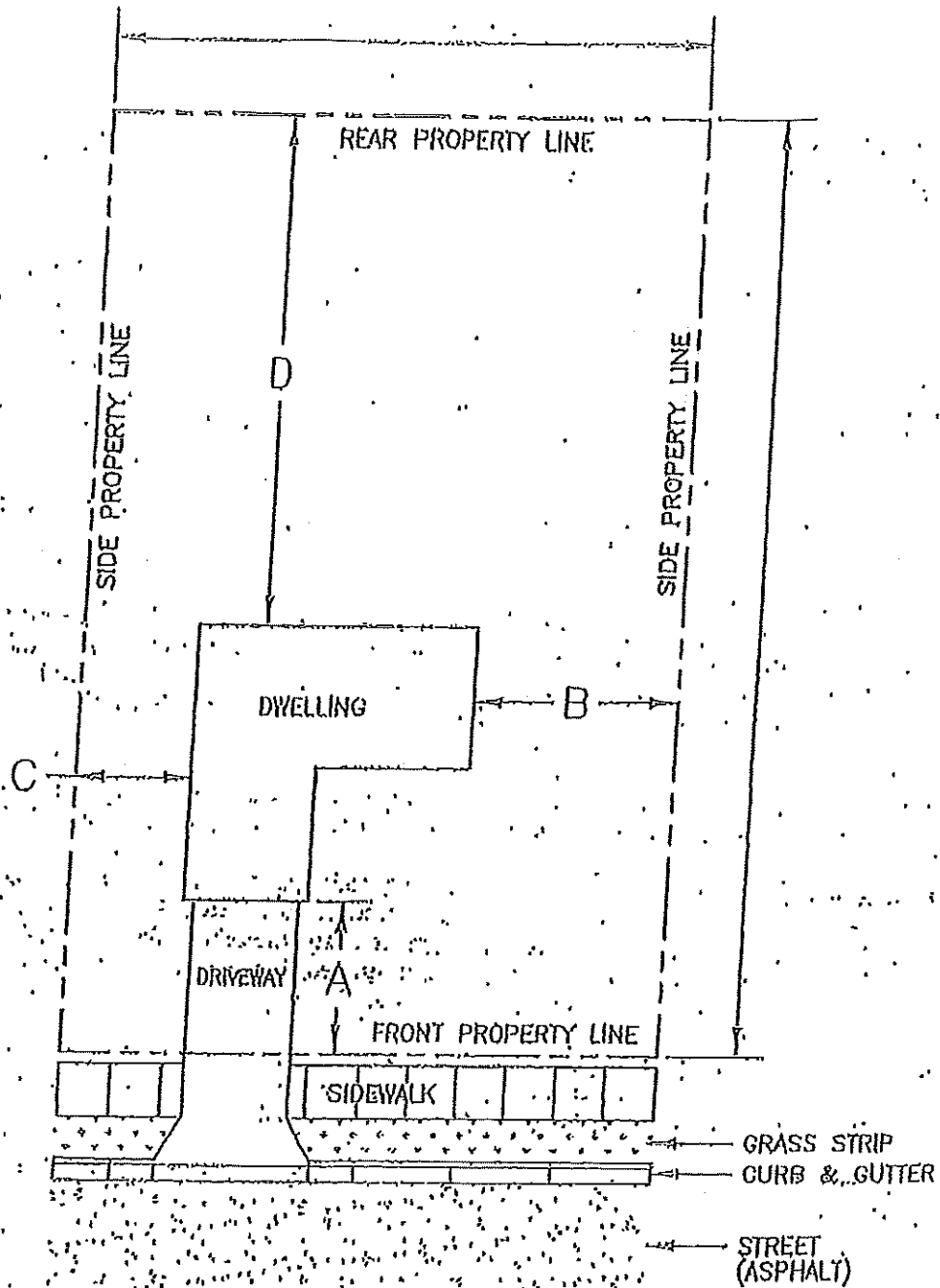
1. Minimum depth of footings (where special soil precautions are not taken) is 54 inches from

the bottom of the footing to the finished grade.

2. Minimum depth of unprotected footings (subject to frost creep), water lines, and movement sensitive structures, is 70 inches.
3. All soil retaining structures shall have 54 inches of free draining material for insulation or be designed for the loading associated with soil expansion from frost heave.

Design load values shall be included with all submittals.

Google or Uinta County Map Server USGS Topographical maps can be used to assist in determining basin areas or areas where the structure is at or lower than adjacent terrain.



A=FRONT YARD SETBACK

B=SIDE YARD SETBACK

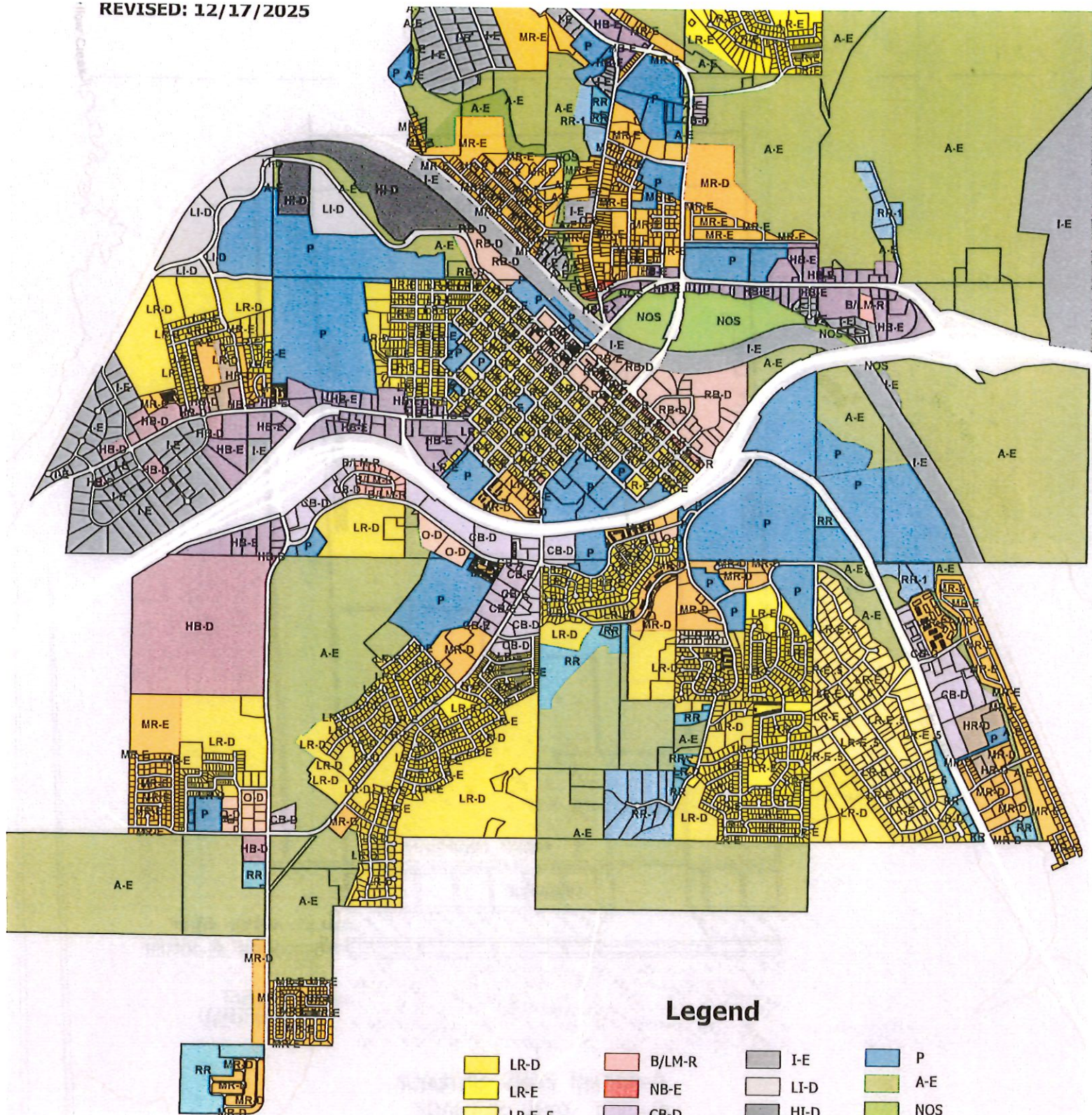
C=SIDE YARD SETBACK

D=REAR YARD SETBACK

NOTE: FRONT YARD  
PROPERTY LINE IS NOT  
THE BACK OF CURB

TYPICAL PLOT PLAN





## Legend

LR-D	B/LM-R	I-E	P
LR-E	NB-E	LI-D	A-E
LR-E .5	CB-D	HI-D	NOS
LR-M	CB-E		
RR	HB-D		
RR-1	HB-E		
MR-E	O-D		
MR-D	RB-D		
HR-D	RB-E		
	T-R		



Zoning District	Minimum Lot Area Requirements			Building Setback Required in Feet							Maximum Height in Feet	
	Area in Square Feet	Lot Area Per Dwelling Unit in Square Feet	Usable Open Space Per Dwelling Unit in Square Feet	Street Right-of-Way			Side		Interior Lot Line		Principal	Accessory
				Front	Side		Principal	Accessory	Principal	Accessory		
RR-E	21,780	21,780		35	20		15	10	20	5	35	25
LR-E	6,000 < 1/2 Acre	6,000		20	10		5	5	20 (J)	5	35	25
LR-E .5	1/2 Acre < 1 Acre	1/2 Acre		20	20		15	10	20 (J)	5	35	25
LR-M	6,000 < 1/2 Acre	6,000		20	10		5	5	20 (J)	5	35	25
LR-M .5	1/2 Acre < 1 Acre	1/2 Acre		20	20		15	10	20 (J)	5	35	25
MR-E	6,000	3,000		20	10		5	5	20 (J)	5	35	25
HR-E	6,000	2,500		20	10		5	5	20	5	35	25
LR-D			5,000	20	10		(k)	10	20 (L)	5	35	25
MR-D			3,000	20	10		12 (Q)	5	20 (L)	5	35	25
HR-D			2,000	20	10		12 (Q)	5	20 (L)	5	35	25
MR-R			2,000	20	10		12 (Q)	5	20 (L)	5	35	25
HR-R			1,600	15	10		(K)	5	20 (L)	5	35	25
NB-E	6,000	3,000		20	20 (N)		(O)	(O)	(P)	(P)	35	20
CB-E	6,000	2,500		20	20 (N)		(O)	(O)	(P)	(P)	35	20
HB-E	6,000	3,000		20	20 (N)		(O)	(O)	(P)	(P)	35	20
RB-E	6,000	2,500		0	0		(O)	(O)	0	0	35	20
NB-D			2,000	20	20		(O)	(O)	20 (L)	3	35	20
CB-D			2,000	20	20		(O)	(O)	20 (L)	3	35	20
HB-D			2,000	20	20		(O)	(O)	20 (L)	3	35	20
RB-D			2,000	20	20		(O)	(O)	20 (L)	3	35	20
O-D			2,000	20	20		(O)	(O)	20 (L)	3	35	20
T-D			2,000	10	10		(K)	5	20 (J)	5	35	25
HB-R			1,600	20	20		(O)	(O)	20 (L)	3	35	20
RB-R			1,600	0	0		0	0	0	0	35	20
B/LM-R			6,000	20	20		(O)	(O)	20 (L)	3	35	20
O-R			2,000	20	20		(O)	(O)	20 (L)	3	35	20
T-R			2,000	10	10		5	5	5	5	35	16
I-E	6,000	6,000		20	20 (N)		(O)	(O)	(P)	(P)	35	25
LI-D			6,000	20	20		(O)	(O)	20 (L)	3	35	20
HI-D			6,000	20	20		(O)	(O)	20 (L)	3	35	20
P-E	6,000	6,000		20	10		5	5	25	5	35	25
RR-1	1 Acre < 5	1 Acre		35	20		15	15	25	5	35	25
RR-5	5 Acre < 10	5 Acre		35	20		15	15	25	5	35	25
A-E	10 Acres	10 Acres		40	25		20	20	30	5	35	25
DOS	10 Acres	10 Acres		40	25		20	20	30	5	35	25
NOS	0 Acres	10 Acres		40	25		20	20	30	5	35	25

[\* Mobile Home Park review criteria include Evanston City Code 24-55 & 7-27.

J- (or 10 feet if there is an alley)

K- (12 feet on one side and 5 feet on another)

L-(20 feet or 1 foot for every 2 feet of building height, whichever is greater)

N-(20 feet were located on an arterial ; 10 feet on all other streets)

O-(0 feet where an alley exists or an agreement between abutting property owners;

or 12 feet where no agreement exists between abutting side yard owners; or 30 feet where adjacent to residential, public or agricultural zones

P-(0 feet or 30 feet where adjacent to residential, public or agricultural zone)

Q-(12 feet or 1 foot per 2 feet of building height, whichever is greater)





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### Building Department Inspection Information

\*\*\*\*\*24-48 hours' notice is required for all inspection requests.\*\*\*\*\*

The following are the minimum inspection requirements which must be completed for new construction, additions, or remodels (as applicable):

Sewer/Water Service Lines: Line connections must be inspected prior to backfilling trenches

Footings: Property lines must be identified, and setbacks will be checked. Footing forms shall be in place.

Foundation Reinforcing Steel (Rebar): All rebar in place (under ground included) and tied. Concrete cannot be poured until approved.

Foundation Wall: After all forms are in place and all vertical and horizontal rebar is tied and in place and prior to pouring concrete.

Underground Plumbing: After all underground plumbing has been installed and prior to covering and concrete.

Interior Footings: After all forms and rebar are in place.

Rough Plumbing: After all waste, vent and water piping is installed.

Rough Mechanical: After all venting and ductwork is installed.

Gas: Contact local gas provider

Electrical: Contact State of Wyoming Electrical Inspector.

Rough Framing: After the rough plumbing, mechanical inspections are completed and approved and after the roofing, all framing, and fire blocking are complete and the structure is weather proofed.

Sheetrock: After all of the sheetrock has been installed and fastened at the required spacing.

Final Construction: After the building is completed and ready for occupancy, including grading, sidewalks, driveways, curb box and sewer clean out to finished grade.

**Certificate of Occupancy:** Prior to moving furnishings into the building.  
This list does not include any additional inspections specific to the type of project.  
Contact the Building Department for specific information.

Inspections can be scheduled through the contractor portal by authorized contractors.

Independent or private builders can schedule inspections by contacting the City of  
Evanston Building Department at 783-6459 or 783-6454.

### WATER TAP PROCEDURES

A 48 hours' notice must be given prior to tap. (Public Works 307-783-6450)

All parts must be on site and inspected before excavation.

Installation must conform with IPC Standards, including minimum horizontal clearance of 10 feet between water and sewer lines.

Wooden blocks or suitable materials must be wedged under the corporation valves to keep them from settling.

Lines must be laid a minimum depth of 7 feet, or if less, must be appropriately insulated. It is recommended that all service lines be insulated under driveways.

### CUSTOMERS PARTS REQUIREMENTS

Solid bronze saddle for appropriate size and type of pipe.

Corporation cock brass Mueller H-15028 for 3/4" to 1", H-15023 for 1 1/2" to 2" or equivalent.

Type K copper or Poly Pipe (P.E.) from main to the Curb Valve. All joints will be IPC approved compression or braised and bonded.

Curb valve, brass Mueller H-15209 or equivalent.

Curb box will be Arch Patter Buffalo type Mueller H-10350 or equivalent.

OSHA Standards will be enforced on trench safety. Anything more than 48" depth must be 2.5 to 1 slope or shielding used.

Dual check back flow prevention valve minimum required at meter.

Approved hot water pressure expansion tank or approved pressure relief valve.

(TAP WILL NOT BE MADE IF CITY PERSONNEL AT SITE DEEMS UNSAFE)

### COLLECTION TAP PROCEDURES

A 48-hour notice must be given prior to tap.

All parts must be on site and inspected before excavation.

### CUSTOMER PARTS REQUIRED

Appropriate saddle for size of line.

Saddle and all piping must conform with the current International Plumbing Code.

Must maintain a minimum 10' horizontal clearance on sewer and water.

Must install building sewer clean-out at an accessible location, usually within 4 feet of outside of the building.

Minimum slope of 1/4" per linear foot for a 4" sewer.

### CITY'S RESPONSIBILITY IN TAPPING

The City makes all water taps up to 2".

The City makes all sewer taps or inspects contractors work on taps.

The City inspects the completed service lines and records.

The City Building Inspector makes sure all conditions of Cut Permit are complied with.

The customer is responsible for the installation of water meters.

The City will provide meter and connections for installing meter.

There will be no water outlets below the meter unless it is metered separately.

The water meter will be installed in an accessible location.

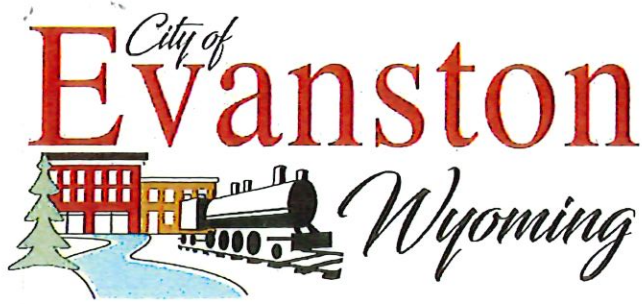
The customer is responsible to run the remote read-out wire to the outside of the house.



Wire should be run to the front of the house set a minimum of 3 feet high from finished grade.

The City will inspect the work and approve it before the water is turned on.

No water will be turned on during construction without the meter being installed.



## Cut Permit Bond

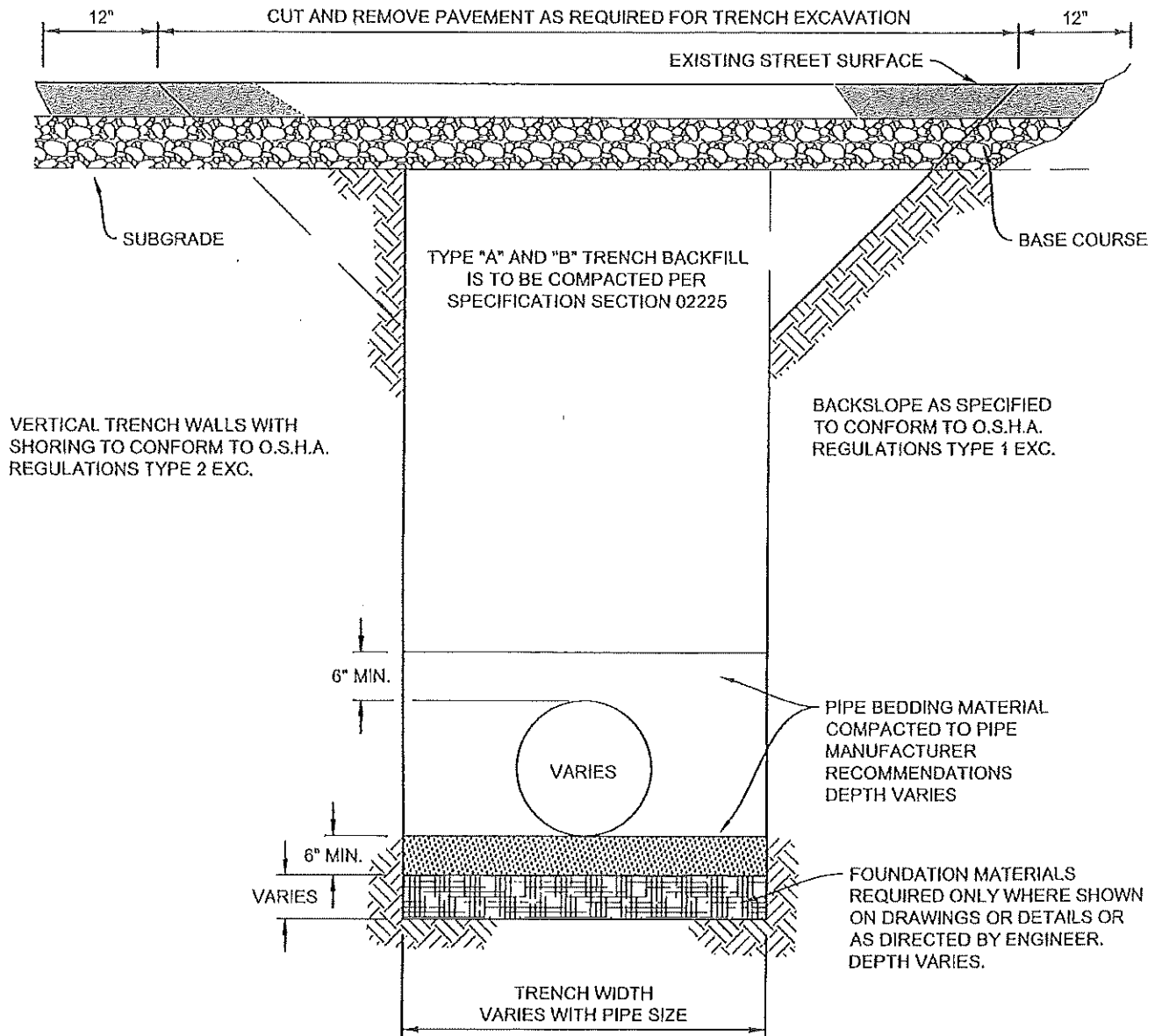
1. Performance Bond of \$15.00 per square foot of road surface cut or linear foot for curb/ gutter cut.
2. Contractor/Permittee is responsible and liable for all traffic control.
3. No tunneling under curbs or sidewalks.
4. Location of cut to be approved by City of Evanston.
5. Contractor/Permittee is responsible for all OSHA applicable standards.
6. Trench compaction must be to **95% density**.
7. Cold Mix allowed only temporarily until hot mix is available. (Normally within 48 hours.)
8. One-year warranty period, beginning at time of repair approval (written).
9. If original repair fails, it shall be repaired to City's satisfaction and begin a new warranty period of one year. After 2 years, your Bond is forfeited.
10. The City will refund the Performance Bond **after one-year** with successful repair.
11. Contractor/Permittee shall hold the City harmless for all claims arising from the work

## Materials Standards

Wyoming Public Works Standards Specifications (latest addition) shall be used.

1. Plant Mix Pavements
  - a. Section 2512
  - b. PG 58-28 Binder Minimum
  - c. Marshall (50 blow minimum) or Superpave (50 gyration minimum) mix design
  - d. ½" Nominal maximum aggregate size
  - e. 15% RAP maximum
2. Concrete Pavements
  - a. Section 3310
  - b. 4,000 PSI Minimum compressive strength (class 4000)

NOTE:  
WHERE TRENCH PASSES THROUGH EXISTING PAVEMENT THE PAVEMENT SHALL BE  
CUT IN ACCORDANCE WITH SECTION 02075-3.01.





## **§ 21-8 Bond.**

[Added by Ord. No. 81-79]

No person shall make any excavation or dig any hole, drain or ditch in any street, sidewalk or thoroughfare within the City, without first posting a bond in the amount of the estimated cost of repairs to the street, sidewalk or thoroughfare as determined by the City engineer. The bond shall be of a form to be approved by the City attorney and City council. Each bond shall be filed with the City clerk and shall be conditioned upon the completion of all necessary repairs to the street, sidewalk or thoroughfare.  
completed.

## **§ 22-28 Inspections.**

Appropriate agencies and departments of the City shall inspect or cause to be inspected all streets, curbs, gutters, sidewalks, fire hydrants, water supply and sewage disposal systems and buildings incidental thereto, in the course of construction, installation or repair. Excavation for fire hydrants and water and sewer mains and laterals shall not be covered or backfilled until such installations shall have been approved by the City engineer. If any such installation is covered before being inspected and approved, it shall be uncovered after notice to uncover has been issued to the responsible person by the inspector.





## **Notice**

Wyoming statute (35-9-108) requires that new building construction plans and plans for remodeling over \$40,000 or remodeling that impacts life safety systems be reviewed and approved by the State Fire Marshall prior to beginning construction for the following types of buildings:

- \* Buildings and structures owned/leased by state/local governmental entities
- \* All buildings for general public access which:
  - Exceed 5000 Square Feet total floor area (including basements)
- \* Private or Public exceeding one story in height (including apartment buildings, condominiums, etc.)
- \* Buildings used for Childcare Centers for more than 10 children
- \* Buildings used as Public Bars, Public Lounges, Restaurants, Night Clubs, Lodge Halls, Theatres, Churches, or Public Meeting Places regardless of size
- \* Public and Private aboveground fuel dispensing facilities
- \* Alternate energy generation installation feeding to the utility
- \* Type I commercial kitchen exhaust hood installation/remodeling
- \* Spray finish applications
- \* Buildings changing occupancy type

For further information call (307)777-7288 or write to Wyoming Department of Fire Prevention & Electrical Safety, Cheyenne, WY 82002.



