

BUILDING PERMIT REQUIREMENTS INFO

CONTACT

1. For all commercial and residential construction,
Additions, alterations, renovation and demolition
Both interior and exterior as defined and determined
By the city engineer and/or his designees.
2. For all fencing, signs, street cuts and alley cuts.
3. For Plumbing (excluding repairs), Gas Pipe Test.
4. Before a mobile home is placed, set or affixed upon a lot(s),
Tract or parcel of land within the city (Section 6-7.2.)
5. For roofing, siding, decks and windows
 - Egress for Bedroom Specs PDF
6. HVAC installations and replacements of existing units

Building Permits are NOT required for the following:

- One-story detached accessory buildings used as tool and Storage sheds, playhouses, etc., provided the area is under 200 square feet as measured at the maximum exterior wall Dimension.
- Sidewalks and driveways
- Painting, papering, tiling, carpeting, cabinets, counter tops And similar finish work.
- Although a project may not require a building permit, Other requirements may apply. It is recommended you contact The Building Department before beginning any project.

City Hall
10 West Warwick
Newcastle, WY 82701
Tel: (307)746-3535
8 AM to 5PM
Monday--Friday
except holidays

Tina Sundstrom
Residential Building/
Plumbing Inspector
Email :
build.inspector@
cityofnewcastle.org

Building Permit Application and Fees

- **Building Permit Application**
- **Attachment form for Construction Plans**
- **Permit Fees (Appendix L) IRC 2015**

Plumbing Permit Application

- **Fee Schedule (Appendix A) IPC 2015**

Fence

Inspections

- **Residential and Commercial Buildings [PDF]**
 - 1. Foundation**
 - 2. Plumbing, Mechanical, Gas Inspection**
 - 3. Frame and Masonry Inspection**
 - 4. Other inspections may be require to ascertain compliance with code**
 - 5. Final Inspection**
 - *Certification of Occupancy is issued after the building official inspects the building or structure and does not find violations of the provisions of the code or other laws that are enforced by the department of building safety**
- **Residential Re-Roof [PDF]**
 - 1. Deck-inspection/Ventilation System**
 - 2. Nailing and Progress inspection**
 - 3. Final Inspection**

CHECKLIST INFORMATION

I. Site Plan Requirements

1. Name of the Project _____
2. Show all drainage areas and how it will be accommodated _____
3. Landscape Plan (according to Ordinance on separate sheet) _____

4. Access to property (show all entrances/exits clearly) _____
5. Owner/Developer and Agent Information (contact information) _____
6. Indicate property boundary with dimensions _____
7. North arrow, scale (no smaller than 1" equals 50 ft.) _____
8. Required certifications _____
9. Date of Preparation _____
10. Legend and summary table _____
11. Vicinity map (min. 200 ft. around the area at 1" equals 500 ft.) _____
12. Legal description of property _____
13. Show all dedicated Rights-of-Way and Easements _____
14. Floodplain areas (if applicable) _____
15. Significant natural features or hazards _____
16. Any existing wells (water, methane, or oil) _____
17. Show building size and setbacks with dimensions _____
18. Show sidewalks (both proposed and existing) _____
19. Show proposed and existing parking spaces, handicapped spaces, and dimensions of all spaces and drive aisles _____
20. Show elevations at curb and structure and indicate type of curb _____
21. Location of all curb cuts and loading areas _____
22. Indicate locations and sizes of existing and proposed water and sewer services (a Permit to Construct may be required) _____
23. Indicate locations of electrical transformers. Show voltage and service size and all existing and proposed electrical lines _____
24. Indicate location of refuse storage and pick-up _____
25. Location of all existing and proposed fire hydrants and distance _____

to the proposed structure

- 26. Show location and size of signage
- 27. Show location of fencing and retaining walls
- 28. Show the type of surface (paving, gravel, grass, etc.)
- 29. Use group(s) as defined by the current International Building Code
- 30. Indicate first floor elevation

Existing and proposed contours shall be shown. Show minimum of 2' intervals or less.

- 31. Show total square footage of the lot, structure(s), parking and driveway area, pedestrian walks, and open space.



City of Newcastle

10 W. Warwick

NEWCASTLE, WYOMING 82701

Office 307-746-3535

Fax 307-746-3546

December 17, 2015

Re: Foundation Waterproofing and Dampproofing

The Building Department of the City of Newcastle is requiring water and damp proofing on concrete and masonry foundations (R406.2 IRC). We have areas where a high water table or other severe soil-water conditions are known to exist, exterior foundation walls that retain earth shall be waterproofed from the higher of (a) the top of the footing or (b) 6 inches below the top of the basement floor, to the finished grade.

In event that the excavation of earth is removed from the exterior foundation wall or basement wall for any kind of repair and the wall was not sealed; a water proofing shall be applied before backfill can take place. Walls shall be waterproofed in accordance with one of the following:

1. **Two- ply hot-mopped felts.**
2. **Fifty-five-pound roll roofing**
3. **Six-mil polyvinyl chloride.**
4. **Six-mil polyethylene.**
5. **Forty-mil polymer-modified asphalt.**
6. **Sixty-mil flexible polymer cement.**
7. **One-eight-inch cement-based, fiber-reinforced, waterproofing coating.**
8. **Sixty-mil solvent-free liquid-applied synthetic rubber.**

All joints in membrane waterproofing shall be lapped 6 inches and sealed with an adhesive compatible with the membrane.

Thank You,

Bob Hartley, City Engineer

Tina Sundstrom, Building Inspector



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NEWCASTLE, WYOMING 82701

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Commercial Buildings and Structures Minimum Plan Submittal Requirements

Plans for Commercial Buildings shall be signed and sealed by a professional engineer or architect registered in the State of Wyoming. Each individual page shall be sealed by the design professional who prepared the construction document(s). Note: Electronic professional seals and signatures are allowed.

Plans shall consist of (but not limited to):

General Documents	Electrical Plans (including low voltage)
Plumbing Plans	Mechanical Plans
Architectural Plans	Structural Plans
Fire	Civil Plans

Plans for buildings shall clearly indicate compliance with the International Building Code (IBC) 2015 in the form of code data analysis on the title sheet and should include and not be limited to:

Use Group Classification(s)	Fire Protection Systems
Construction Type	Interior Finish
Fire Resistive Construction	Occupant load(s)
Means of Egress	Accessibility Features
Height and Area Calculations	

Sincerely,

Tina Sundstrom, Building Inspector

BUILDING SPECIFICATION SHEETS: Residential and Commercial

Residential Buildings and Structures

- Building Guide Sheet
- Foundations
- Crawlspace Foundation
- Frost Protection Shallow Foundation
 - 1) Table 3 Chart and Figure 5
- Foundation Waterproofing and Damp proofing

One story Residential Garage Detached

- 1) Foundation Detail A [unheated thickened edge]
- 2) Foundation Detail A[Heated] plus
 - a.) Table 3. Minimum Insulation and Figure 5

One story Residential Garage Attached

- 1) Foundation Detail B

Residential Uncovered Decks and Porches

- 1) Stair & Handrail Specifications
- 2) Acceptable Handrail Details
- 3) Unacceptable Handrails

Commercial Buildings and Structures

- Minimum Plan Submittal Requirements
- Site Plan Requirements

Building Design Criteria

- Climatic and Geographic Design Criteria
 1. Ground Snow Load--- 30
 2. Wind Design----115mph
 3. Seismic Design Category---B
 4. Weathering---Severe
 5. Frost line depth----42" top of footer to finish grade of ground plus 6"
above ground for clearance of siding and sill plate.
 6. Termite---slight to moderate
 7. Winter Design Temp--- - 7 °
 8. Ice Barrier Underlayment Required---YES
 9. Flood Hazards--- 4-2-02
 10. Air Freezing Index---2500
 11. Mean Annual Temp-- 40°- 45°

APPENDIX L

PERMIT FEES

(The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.)

TOTAL VALUATION	FEE
\$1 to \$ 500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

CITY OF NEWCASTLE
Building Inspection Requirements

Because the building permit requirement engages the permitter in a process which requires cooperation and coordination between the building official, his representatives, and the permitter, the following is offered to facilitate the process.

The International Codes (I-codes) published by the International Code Council (ICC) will be used to regulate the process which safeguards the public health and safety in all communities.

Inspection requirements are generally found in Chapter I-Administration of the I-codes. For the permitter's convenience a brief outline of the 2003 International Building Code (IBC) requirements are:

109.3.1 GENERAL.

Work shall remain accessible and exposed until approved.

109.3.2 PRELIMINARY INSPECTION.

Prior to issuing the permit.

109.3.3 REQUIRED INSPECTION.

The building official, upon notification by the permitter, shall make the inspections set forth in Section 109.3.1 through 109.3.10.

109.3.1 FOOTING AND FOUNDATION.

After excavations are complete and required reinforcing steel and concrete forms are in place.

109.3.2 CONCRETE SLAB AND UNDER-FLOOR.

After reinforcing steel and building service equipment, conduit, piping accessories, and other ancillary equipment items are in place, but before any concrete or floor sheathing is placed.

109.3.3 LOWEST FLOOR ELEVATION.

In flood hazard areas, upon placement of the lowest floor and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the building official.

109.3.4 FRAME.

Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

109.3.5 LATH AND GYPSUM BOARD.

After lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

109.3.6 FIRE-RESISTENT PENETRATIONS.

Joints and penetrations shall not be concealed until inspected and approved.

109.3.7 ENERGY EFFICIENCY.

Compliance with Chapter 13 including envelope insulation R and U values, fenestration U value, duct system R value, and HVAC and water-heating equipment efficiency.

109.3.8 OTHER INSPECTIONS.

As required.

109.3.9 SPECIAL INSPECTIONS.

See Section 1704

109.3.10 FINAL INSPECTION.

After all work is completed.

109.4 INSPECTION AGENCIES.

Agencies must satisfy requirements as to qualifications and reliability.

109.5 INSPECTION REQUESTS.

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

109.6 APPROVAL REQUIRED.

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

Note:

1. The inspection process leads to the issuance of a Certificate of Occupancy described in Section 110 of the 2003 IBC.
2. This brief outline does not reduce or take precedence over the full requirements of the 2003 IBC, but is intended to alert the permitter to the minimum number of inspections and aid in coordinating the process with the work involved.
3. Copies of the I-codes are available in the office of the building official and are made available to the permitter for in house review.
4. Fire and electrical considerations are permitted and inspected by the State of Wyoming, Fire Marshall's office. When necessary, a copy of the permits must accompany the application for a building permit.

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**Residential Re-Roof
INSPECTION CHECKLIST**

Inspections

- ✓ Access to interior of structure, attic area and roof.
- ✓ Inspector may perform as many as 2-3 site inspections for re-roofs; it may include decking inspection, nailing or progress inspection and final. (R109.1.5)

Deck-Inspection

- After the removal of all existing roofing material and underlayment & prior to re-covering.
- Prior to installing roof coverings on all roofs having a slope of 2:12 or less.
- Prior to the installation of an separate roofing system over an existing roofing.

Nailing or Progress Inspection

- Where the existing roofing material is being completely removed and replaced, and the underlying sheathing is being replaced or added over existing 1x material, a nailing inspection may be required prior to any roofing materials being installed.

Final Inspection

- Final inspection when all work is complete, CO alarms installed as required access to attic to verify fuel fired appliance vent is intact.

*Permit fees
are figured in
my office
Est. cost of work marked
Thank you!
[Signature]*

Tina Sundstrom

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