



Permit to Construct Part 1 of 3: **Application**

Project name _____

Project Location and Description
(include approximate lengths of roads and pipelines and volumes for excavation and embankment)

Check the box for the type of permit being applied for. General requirements are listed below each permit type.

Grading Only

- Scaled Site Plan showing limits of construction, property lines, existing and proposed contours, existing utilities and locations, north arrow and location and name of access road or street)
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

Rural Local (Subdivision) Roads and/or Drainage Improvements

- Drainage report by Wyoming PE, using Appendix 7 of Campbell County Chapter 6 Subdivision Regulations as an outline
- Road design by Wyoming PE per Campbell County Chapter 6 Subdivision Regulations
- Testing Document that lists materials testing requirements (frequency and tolerances) for the project. Testing requirements may come from current City of Gillette, WYDOT, or Wyoming Public Works specifications, or may be established by the design engineer and approved by Public Works
- Construction drawings and specifications for the project. Drawings to be at a legible scale and shall include plan, profile, and cross section view of the proposed improvements. Existing utilities and property lines shall also be shown. Submit 3 copies
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

Rural Arterial System (State Highway), Major Collector (Paved County Highways), and Minor Collector (gravel county Highways)

- Road design per Campbell County Road Manual
- Follow all requirements and processes identified in the Campbell County Road Manual
- Other project specific information as requested from Campbell County Public Works

Publicly Owned Public Water System/Community Water System

- Water system design must be completed by a Wyoming PE
- Public Water systems- Design must meet all current Wyoming DEQ Regulations
- Community Water systems- Design must meet all current Wyoming DEQ Regulations except as modified by Campbell County Chapter 4 Rules Regulating Construction
- Engineering design report as described in Wyoming DEQ Chapter 12 Section 6
- Plans and Specifications as described in Wyoming DEQ Chapter 12 Section 7
- Copies of SEO well permit(s) or documentation from water supplier that permits are current
- Testing Document that lists materials (soils, concrete, etc.)/infrastructure (pressure, bacteria, etc.) testing requirements (frequency and tolerances) for the project. Testing requirements may come from current City of Gillette, WYDOT, or Wyoming Public Works specifications, or may be established by the design engineer and approved by Public Works
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

Publicly Owned Sewage Collection Facility

- Sewage Collection system design must be completed by a Wyoming PE and must meet all current Wyoming DEQ Regulations
- Engineering design report as described in Wyoming DEQ Chapter 11 Section 6
- Plans and Specifications as described in Wyoming DEQ Chapter 11 Section 7
- Testing Document that lists materials (soil compaction, concrete, etc.)/infrastructure (pressure, light, mandrel, etc.) testing requirements (frequency and tolerances). Testing requirements may come from current City of Gillette, WYDOT, or Wyoming Public Works Specifications, or may be derived by the design engineer and approved by Public Works
- Basic information related to Wyoming DEQ SWPPP (storm water pollution prevention plan) and the BMP's (best management practices) proposed for the site, including re-vegetation plan
- Other project specific information as requested from Campbell County Public Works

Project Owner

Name _____

Contact
Information
(address, phone
numbers, email)

I am the Owner of this project (if Owner is a corporation or public entity I certify that I have authority to sign for the Owner and submit this application). I authorize the Engineer identified below to act on my behalf during the design and construction of the project and to give and receive correspondence. As Owner I have reviewed the project documents and am familiar with the design. I understand that as the permit applicant, I should remain involved during the permitting and construction process as I am ultimately responsible for the project and meeting any and all requirements of the permit.

Signature _____ Date _____

Project Engineer

Name _____

Contact
Information
(address, phone
numbers, email,
Wyo PE #)

I certify that I am a licensed professional engineer in the state of Wyoming and have prepared these documents according to local and state regulations. I understand that I am responsible for following through with all requirements of this permit.

Signature _____ Date _____



Permit to Construct Part 2 of 3: **Approval**

Project name _____

Permit # _____ Date Issued _____

This Permit hereby authorizes (Owner name) _____

to construct (project description) _____

located in (project location) _____

according to the procedures and conditions of the permit application and supporting drawings and documents dated (date of application) _____

This permit shall be effective for a period of one (1) year from the date of issuance of this permit.

The issuance of this permit provides that Campbell County has evaluated and determined that the application meets minimum applicable construction and design standards. The compliance with construction standards and the operation and maintenance of the facility to meet the applicants engineers design is the responsibility of the applicant, owner or operator.

Nothing in this permit constitutes an endorsement of the construction or the design of the facility described herein. This permit indicates only that standards of design and construction required by the Construction Specifications and Design Standards have been met. The County assumes no liability for, and does not in any way guarantee the performance of, the permittee in the exercise of its activities allowed under this permit. The permittee understands that it is solely responsible to any third parties for any liability arising from construction or operation of the facility described herein.

By the issuance of this permit, Campbell County does not in any way waive its sovereign immunity. The permittee shall allow the authorized representatives from the Department of Environmental Quality, Water Quality Division, and Campbell County, upon the presentation of credentials and during working hours, to have access to inspect the facilities at the above locations for the purpose of compliance with the provisions of this construction permit.

Nothing in this permit shall be construed to preclude the installation or any legal action or relieve the permittee from any responsibilities, liabilities or penalties established pursuant to any applicable State or County law or regulation.

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of Federal, State or Local laws or regulations.

Permit conditions:

- Notifications must be made to Campbell County 48 hours prior to the beginning of construction
- Project schedule and contractor contact name(s) and phone numbers (s) must be provided
- Improvements must be constructed per the approved drawings and specifications. Any variances must be approved by Campbell County Public Works prior to construction of those items
- Construction materials testing is required as described in the approved Testing document. A summary of the testing results must be submitted by Engineer responsible for testing prior to permit closeout
- Project Engineer or his subordinate must be onsite during construction a sufficient amount of time to be thoroughly knowledgeable of the quality and progress of construction and to verify that construction is completed according to the approved drawings and specifications. A construction inspection summary report with photographs must be submitted by the Project Engineer prior to permit closeout
- Record drawings to be provided to Campbell County Public Works on Mylar, and in electronic DXF format, within 30 days of completion of construction and prior to permit closeout

Additional conditions (those that apply will be marked)

An approved construction signage and traffic control plan will be required that meets current MUTCD standards. For any road closures, appropriate authorities must be notified 48 hours in advance.

Electrical, plumbing and building permits and subsequent inspections are required per Campbell County Chapter 4 Rules Regulating Construction. Please contact Campbell County Public Works-Building Division for these permits.

Authorized by: _____

Kevin King, P.E. (Delegated Local Official)



Permit to Construct Part 3 of 3: **Closeout**

Project name _____

Permit # _____ Construction completion date _____

Testing Engineer name _____ Wyo PE # _____

As Engineer responsible for Testing, I certify that construction materials and infrastructure testing took place as described in the approved Testing document and that these tests were within the designated tolerances and specifications established for the project and approved in the permit.

Signature _____ Date _____

Project Engineer name _____ Wyo PE # _____

As Project Engineer I certify that I was, myself, on site, or my subordinates were on site, sufficient amount of time to be thoroughly knowledgeable of the quality and progress of construction and it is my understanding and professional opinion that the project was completed in accordance with approved drawings and specification and that all requirements of the permit have been met.

Signature _____ Date _____

Owner name _____

As Owner (or official representative of the Owner for a public entity or corporation), I certify that construction of the above named project was completed in accordance with approved drawings and specifications and that all requirements of the permit have been met.

Signature _____ Date _____

County approval of the complete project and closeout of permit

Name _____ Title _____

Signature _____ Date _____