

**Campbell County**  
**Department of Public Works**  
**Building, Planning & Zoning**  
 500 S. Gillette Ave., Suite 1500  
 Gillette, WY 82716  
 (307)682-1970  
[www.ccgov.net/publicworks](http://www.ccgov.net/publicworks)

## Building Permit & Zoning Certificate

### Application

**Building/Site Information:**

Physical Address:		
Subdivision Name:	Lot:	Block:
Section:	Township:	Range:
Lot Size:		

**Applicant Information:**

Name of Applicant:	
Phone Number:	
Mailing Address:	
Email Address:	
Relationship of Applicant to Property:	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other
Contractor (if applicable):	
Phone Number:	
Mailing Address:	Email:

**Zoning Information/Type of Work to be done:**

<b>Application Type:</b>		
<input type="checkbox"/> New Construction	<input type="checkbox"/> Update/Expansion of Existing Structure	<input type="checkbox"/> Interior Remodel Only
<input type="checkbox"/> Residential		
<input type="checkbox"/> Commercial	<input type="checkbox"/> Sign – New or Updated	<input type="checkbox"/> Shed or Shop/Accessory Structure
<input type="checkbox"/> Electrical Re-Energize	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Paving
<input type="checkbox"/> Other		
Description of Project ( <i>type of home (modular, stick built, mobile, etc.), size of structures, proposed uses, etc.</i> ):		

**Construction Information:**

Use of Structure/Business Name:	
Existing Use of Property:	Number of Existing Structures on Lot:
Size of New Structure:	
Number of Bedrooms:	Number of Floors:
Is there a basement, or will one be added:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Proposed Infrastructure:**

Source of Water Supply:    On-Lot Well    Shared Well    Centralized Water System Connection

**Please identify the proposed water source and clearly show it on the site plan. Information about your water well can be obtained from the State Engineer’s Office. See their website or contact them at (307) 777-6163. See requirements below for providing verification of an existing water source:**

**On-Lot Well**

- A copy of an approved well permit for the intended use from the State Engineer’s Office

**Shared Well**

- A copy of an approved well permit for the intended use from the State Engineer’s Office
- A signed, notarized and recorded copy of a Shared Well Agreement is required when water is provided by a well that is not located on the parcel
- A copy of all separately recorded easements for access to the well for maintenance is recommended

**Centralized Water System (Community or Public)**

- Provide documentation, as required by the Board of the Water District or other recognized entity, stating that they are willing to provide an additional water tap.

Sewage Disposal Method:    On-Lot Septic    Public Sewer    Other

**Site Plan:**

Providing a site plan is an important part of permitting any new construction. You may draw your site plan or you may hire someone to create it for you. You are responsible for the accuracy of your site plan.

\*\*\* Be aware that a Location Certificate provided by a Licensed Wyoming Surveyor may be required to verify setbacks shown on the site plan.\*\*\*

Your site plan is used for E-911 addressing as well as historical records. **On an attached sheet, please draw a site plan.** Some key points of what your site plan should include:

- For new construction, please provide the mileage to your driveway/access point
- Provide all building dimensions and setbacks to all property lines, easements and other structures
- The location of your septic system, including leach field and tank
- Show all water and electric service lines to buildings on your property
- See the County brochure “How to Draw a Site Plan” for more information.

**Acknowledgement:**

I hereby acknowledge and state that the above is correct and agree to comply with all County and State regulations regarding building construction and compliance with County Zoning Regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date