



# *Department Of Fire Prevention & Electrical Safety*

**MATTHEW H. MEAD**  
GOVERNOR

**J. MICHAEL REED**  
STATE FIRE MARSHAL

### REQUIREMENTS FOR PLAN REVIEW

To determine if a plan review is required on new construction or remodeling (remodel valuation of \$40,000 or more), ask the following questions and follow the indicated actions as outlined by §§W.S. 35-9-108:

| QUESTION  | ANSWER                       | ACTION   |
|---|------------------------------|--|
| 1. Is the building or structure owned or leased by the State or local governmental entities?  | <input type="checkbox"/> YES | Submit 4 sets of plans & 1 set of specifications |
|   | <input type="checkbox"/> NO  | Go to #2   |
| 2. Is it a public building or structure over 5,000 sq. ft. of total floor area including basement?  | <input type="checkbox"/> YES | Submit 4 sets of plans & 1 set of specifications |
|   | <input type="checkbox"/> NO  | Go to #3   |
| 3. Is the building or structure a multistory public building?   | <input type="checkbox"/> YES | Submit 4 sets of plans & 1 set of specifications |
|   | <input type="checkbox"/> NO  | Go to #4   |
| 4. Is the building or structure a childcare center housing more than 10 children?   | <input type="checkbox"/> YES | Submit 4 sets of plans & 1 set of specifications |
|   | <input type="checkbox"/> NO  | Go to #5   |
| 5. Is the building or structure to be used as a public bar, lounge, restaurant, nightclub, lodge hall, theater, church, or public meeting place regardless of size? | <input type="checkbox"/> YES | Submit 4 sets of plans & 1 set of specifications |
|   | <input type="checkbox"/> NO  | Go to #6   |
| 6. Is the installation intended for public or private aboveground fuel dispensing facilities?   | <input type="checkbox"/> YES | See appropriate submittal packet.                |
|   | <input type="checkbox"/> NO  | Go to #7   |
| 7. Is the installation for aboveground flammable or combustible fuel storage tanks?   | <input type="checkbox"/> YES | See appropriate submittal packet.                |
|   | <input type="checkbox"/> NO  | Go to #8   |
| 8. Does the building or structure remodel cost less than \$40,000 and affect a built-in fire protection system for the building?                                    | <input type="checkbox"/> YES | Submit 4 sets of plans & 1 set of specifications |
|   | <input type="checkbox"/> NO  | Go to #9   |

**9. No Plan Review is Required**

If you answer yes to one or more questions please provide plans and construction documents as indicated.



# Department Of Fire Prevention & Electrical Safety

**MATTHEW H. MEAD**  
GOVERNOR

**J MICHAEL REED**  
STATE FIRE MARSHAL

## PLAN REVIEW SUBMITTAL CHECKLIST: CHAPTER II, SECTION 1 SUBMISSION OF PLANS AND SPECIFICATIONS

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Plans that have been prepared by a professional individual or firm practicing architecture or engineering shall include the name and Wyoming license number of the responsible architect or engineer and bear their seal. | <input type="checkbox"/> | Provide complete mechanical plans  |
| <input type="checkbox"/> | Plans submitted for fire protection systems and for fire detection and alarm systems must be prepared by a design professional that is registered to practice in Wyoming.   | <input type="checkbox"/> | Provide exterior elevations.   |
| <input type="checkbox"/> | Four complete sets of plans and one set of Specifications (if applicable)   | <input type="checkbox"/> | Provide details of all wall types including floors and ceilings.   |
| <input type="checkbox"/> | Provide a complete site plan, drawn to scale, showing the property lines, streets and alleys, proposed building location and any other structures on the site.  | <input type="checkbox"/> | Provide complete electrical plans include: One line diagrams showing feeders, service and panels, panel schedules, location of all electrical equipment, devices, classification of hazardous areas, emergency systems and short circuit current available at the supply terminals at the service equipment. |
| <input type="checkbox"/> | Provide floor plans either drawn to scale or with all room dimensions.  | <input type="checkbox"/> | Plan review fee (see attached fee schedule)  |
| <input type="checkbox"/> | Identify all rooms and their uses.  | <input type="checkbox"/> | Postage for the return of one set of approved plans.   |
|                          |   | <input type="checkbox"/> | Completed Project Information Sheet  |

**NOTE: IF THE DEPARTMENT OF FIRE PREVENTION & ELECTRICAL SAFETY DOES NOT RECEIVE COMPLETE INFORMATION, THE SUBMITTAL WILL BE RETURNED "NOT APPROVED – INSUFFICIENT INFORMATION".**

**Please submit plans for review to:  
Department of Fire Prevention & Electrical Safety  
2500 Academy Court  
Riverton, WY 82501  
307-856-8214**



# Department Of Fire Prevention & Electrical Safety

**MATTHEW H. MEAD**  
GOVERNOR

**J. MICHAEL REED**  
STATE FIRE MARSHAL

## PROJECT INFORMATION SHEET

Please submit four (4) sets of plans and one (1) set of specifications as well as provide the following information.

Name of the Building/Facility: \_\_\_\_\_

Building/Facility Address and/or GPS Coordinates: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

\*IF ADDRESS AND/OR GPS COORDINATES ARE NOT SUBMITTED THIS APPLICATION WILL BE RETURNED MARKED "NOT APPROVED - INFUFFICIENT INFORMATION".

Type of Construction (Circle one):  I-A  I-B  II-A  II-B  III-A  III-B  IV-HT  V-A  V-B

Building Occupancy or Use: \_\_\_\_\_

Automatic Fire Sprinklers: Yes  No

Number of Stories: \_\_\_\_\_ Basement: \_\_\_\_\_ Building Height: \_\_\_\_\_

Square Footage: 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Basement \_\_\_\_\_

3<sup>rd</sup> Floor \_\_\_\_\_ 4<sup>th</sup> Floor \_\_\_\_\_

Estimated Valuation of Work: \$ \_\_\_\_\_

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Note: The plan review will be returned to the submitter at the below noted address unless specific instructions are received to send it elsewhere.**

Plans Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



# Department Of Fire Prevention & Electrical Safety

**MATTHEW H. MEAD**  
GOVERNOR

**J MICHAEL REED**  
STATE FIRE MARSHAL

**PROJECT VALUATION AND PLAN REVIEW FEES**

The construction costs for your project shall be based upon the following definition:

**VALUATION:** of a building shall be the estimated cost to replace the building and structure in kind, based on current replacement costs.

| TOTAL VALUATION                       | FEE   |
|---------------------------------------|---|
| <b>\$1.00 to \$500.00</b>             | <b>\$16.03</b>  |
| <b>\$501.00 to \$2,000.00</b>         | <b>\$16.03 for the first \$500.00 plus \$2.08 for each additional \$100.00, or fraction thereof, and including \$2,000.00</b>                 |
| <b>\$2001.00 to \$25,000.00</b>       | <b>\$47.22 for the first \$2,000.00 plus \$9.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00</b>         |
| <b>\$25,001.00 to \$50,000.00</b>     | <b>\$267.12 for the first \$25,000.00 plus \$6.90 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00</b>       |
| <b>\$50,001.00 to \$100,000.00</b>    | <b>\$438.95 for the first \$50,000.00 plus \$4.78 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00</b>      |
| <b>\$100,001.00 to \$500,000.00</b>   | <b>\$677.60 for the first \$100,000.00 plus \$3.82 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00</b>     |
| <b>\$500,001.00 to \$1,000,000.00</b> | <b>\$2,204.94 for the first \$500,000.00 plus \$3.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00</b> |
| <b>\$1,000,001.00 and up</b>          | <b>\$3,824.33 for the first \$1,000,000.00 plus \$2.49 for each additional \$1,000.00, or fraction thereof</b>                                |

**Other Inspections and Fees:**

1. Inspections outside of normal business hours.....\$49.31/hour (Minimum charge –2 hours)
2. Re-inspection fees.....\$49.31/hour\*
3. Inspection for which no fee is specifically indicated.....\$49.31/hour\* (Minimum charge-1/2 hour)
4. Additional plan review required by changes, addition or revisions to plans.....\$49.31/hour\* (Minimum charge 1/2 hour)
5. For use of outside consultants for plan checking and inspections, or both.....Actual Costs\*\*

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits to the employees involved.

\*\*Actual costs include administrative and overhead costs.

THE STATE



OF WYOMING

## *Department Of Fire Prevention & Electrical Safety*

**MATTHEW H. MEAD**  
GOVERNOR

**J MICHAEL REED**  
STATE FIRE MARSHAL

### **NOTICE**

**PRIOR TO BEGINNING ANY NEW CONSTRUCTION, THE REMODELING OF EXISTING BUILDINGS OR THE INSTALLATION OF ABOVEGROUND FLAMMABLE OR COMBUSTIBLE FUEL STORAGE TANKS, PLANS MUST BE SUBMITTED FOR REVIEW AS PER WYOMING STATUTE 35-9-108 AND THE DEPARTMENT OF FIRE PREVENTION & ELECTRICAL SAFETY ADMINISTRATIVE RULES.**

**IF NEW CONSTRUCTION OR REMODELING OF BUILDINGS OR INSTALLATION OF ABOVEGROUND FLAMMABLE OR COMBUSTIBLE FUEL STORAGE TANKS IS COMMENCED WITHOUT APPROVED PLANS OR WITH NO PLANS SUBMITTED, THE STATE FIRE MARSHAL MAY ORDER THE CONSTRUCTION, REMODELING OR INSTALLATION TO CEASE UNTIL PLANS ARE APPROVED.**