



Platte County Planning & Zoning

600 9th Street · Wheatland, WY 82201 · (307)322-2962

Frequently Asked Questions about Platte County Building Certificates

Do I need a Building Certificate?

Maybe. A Building Certificate is required for any structure built, placed or erected within Platte County, outside of any Town limits (See Chapter 1, General Provisions, Sec 7).

However, your structure may be exempt from needing a Building Certificate if **all four** of the following exceptions are met: 1) total construction costs are less than \$50,000; 2) total square footage of the structure is less than, or equal to, 2,500 square feet; 3) the structure is not used for human habitation; and 4) permitting for a well or septic permit are not required for the project. If any of those four exceptions apply to your structure then you are required to obtain a Building Certificate.

How do I apply for septic and well permits?

The Wyoming Department of Environmental Quality (DEQ) Water Quality Division issues septic system permits, the State Engineer's Office issues well permits. Below are two hyperlinks that will take you to their permitting webpages.

Septic Permits: [DEQ Septic System Permitting webpage](#)

Well Permits: [State Engineer's Office Well System Permitting webpage](#)

How do I apply for a Building Certificate?

If your structure requires a septic or well permit it is always important to apply for those permits before applying for a Building Certificate.

Applicants need five things to apply for a Building Certificate:

1. A completed Building Certificate Application (those applications are located in the Planning Office, they can be mailed or emailed by the Planner, and are located under the Forms section of the Planning & Zoning page on the Platte County website);
2. A site plan. The next frequently asked question below has an explanation of what needs to be on your site plan. A check made payable to the Platte County Clerk for the appropriate fee. The fee is calculated by multiplying the projected cost of the entire project by .001 (.1%);
3. Encroachment permit information from the Wyoming Department of Transportation (WYDOT) or from Platte County Road and Bridge, if a new encroachment is necessary to access the proposed structure;
4. Certification from the State Engineer's Office and DEQ for well and septic permits, if applicable.

What needs to be on the site plan?

- Property boundaries
- Streets/roads/highways
- Access location (driveway)
- Location of all existing structures
- Proposed location of new structure and building dimensions (approximate locations are sufficient)
- Septic and leach filed location (proposed or existing)
- Well location (proposed or existing)
- North arrow

These plans can be hand-drawn or professional renderings.

How do I apply for an encroachment on a County Road or a State Highway?

Platte County Roads: In order to encroach on a County Road you will need to apply for an encroachment through the Road and Bridge office. Their website is here: [Road and Bridge](#)

State Highways: In order to encroach on a State Highway you will need to apply through the WYDOT Right-Of-Way Office. Their website is here: [WYDOT Right-of-Way office](#)

What happens next?

Once your application has been submitted to the Planning Office it will then be reviewed to determine whether more information is needed, whether proper DEQ and State Engineer permitting has been obtained, and to determine whether the proposed structure is a conforming structure in the zoning district where the building will be constructed.

Once the Planning Office determines that you have submitted a complete application and that the structure will be legal to build, the application is then presented to the Platte County Commissioners for their approval. The Platte County Commissioners meet on the 1st and 3rd Tuesday of each month, which means the “turnaround” time from submitting the application to approval is usually only a couple of weeks.

What do I do if I have questions?

As always, the Planning Office is available to answer any questions you may have about building in Platte County. There are five ways to contact the Platte County Planning Office:

E-Mail: planner@plattecountywyoming.com

Mail: 600 9th Street, Wheatland, WY 82201

Office Telephone: (307)269-0513

Cellphone: (307)331-9852

In person: basement of Wheatland Town Hall (600 9th Street, Wheatland)