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**ARTICLE I**  
**ADOPTION OF CODES**

**§ 5-I-1. Administration of Adopted International and Uniform Codes.**

A. Building Official.

The building official for the City, Chief Building Official (“CBO”), is hereby authorized to enforce the provisions of the Adopted International and Uniform Codes (“Adopted Construction Codes”) adopted by sections 5-2 through 5-10 of the Gillette City Code. The Building Division is the enforcement agency for the Adopted Construction Codes. To enforce the Adopted Construction Codes the CBO has the authority of an unsworn law enforcement officer. The CBO may appoint a deputy building official, related technical officers, inspectors, plan examiners and other employees. The CBO enforces and interprets the rules and regulations in conformance with the Adopted Construction Codes (Ord. 3051, 8-17-98; Ord. 3312, 4-19-2004)

B. Board of Appeals.

The City of Gillette Board of Examiners is the Board of Appeals (“Board”) for the Adopted Construction Codes. The Board hears and decides appeals from orders, decisions, or determinations made by the CBO, regarding the application and interpretation of the Adopted Construction Codes. (Ord. 3051, 8-17-98; Ord. 3312, 4-19-2004)

C. Copies of Adopted Construction Codes.

At least one (1) copy of each of the Adopted Construction Codes and any amendments are available for public use and inspection at the City Clerk’s office.to be made available.

D. Fees.

The fees for work under the Adopted Construction Codes are as established by City ordinance.

E. Fee refunds.

The CBO may authorize the refund of an erroneously paid or collected fee. The original

permittee must file a written application with the CBO within one hundred and eighty (180) days of the payment of the fee to eligible for a refund.

F. Violation penalties.

Violation of the Adopted Construction Codes is a misdemeanor, punishable by a fine of not more than \$750. Each day that a violation continues shall be deemed a separate offense. (Ord. 3312, 4-19-2004)

An investigation fee may be charged to any person who commences work before obtaining the necessary permit(s). The investigation fee is one hundred dollars (\$100.00) or twice the permit fee, whichever is greater. (Ord. 3771, 8-20-2012)

G. Stop Work orders.

Work being done contrary to the provisions of any of the Adopted Construction Codes or in a dangerous unsafe manner shall immediately cease, upon notice from the CBO. The notice shall be in writing and state the conditions that work may resume. The notice must be provided to either the owner of the property, the owner’s agent, or the person doing the work. In the case of an emergency, the CBO shall not be required to give a written notice prior to stopping work. Any person who continues work after receiving a notice to stop work is guilty of a misdemeanor and subject to the penalties set forth in Section 5-1 F. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

H. Climatic and Geographic Design Criteria for all building and structures.

**CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

<b>Minimum Roof Live Load for Roofs with = &gt; 1:12 Pitch or greater 4.76 Degrees</b>	Load reductions shall be <u>prohibited</u> .	<b>30 psf</b>

<b>Minimum Roof Live Load for Roofs with less than 1:12 Pitch 4.76 Degrees</b>	Load reductions shall be prohibited.	<b>35 psf</b>
<b>Wind Loads</b>		<b>Ultimate Design Wind Speed 115 mph Nominal Wind Speed 90 mph</b>
<b>100-Year, 1 Hour Rainfall (inches)</b>	Source: IPC Figure 1106.1(1)	<b>2.5</b>
<b>Seismic Design Category</b>		<b>B minimum</b>
<b>SUBJECT TO DAMAGE FROM:</b>		
	<b>Weathering</b>	<b>Severe</b>
	<b>Frost Line Depth</b>	<b>42 inches</b>
	<b>Termite</b>	<b>Slight to moderate</b>
	<b>Decay</b>	<b>None to slight</b>
<b>Winter Design Temp</b>	Source: IPC Appendix D Table D-101	<b>-8 F</b>
<b>Ice Shield Underlayment Required</b>	Source: IBC Section 1507.1.2 IRC Section 905.1.2	<b>Yes</b>
<b>Flood Hazard</b>	Source: IRC Table R-301.2(1) Note - G	<b>10/15/1990</b>
<b>Air Freezing Index</b>	Source: IRC Table R-403.3(2)	<b>2500</b>
<b>Mean Annual Temp</b>	Source: NOAA as referenced By the IBC.	<b>450 F</b>

<b>Heating DegreeDays (HDD)</b>	<b>Climate Zone-6B.</b>	<b>7995</b>
<b>Structural Concrete Minimum 28 Day Compressive Strength</b>		<b>4,000 PSI</b>

**§ 5-I-2. Adoption of International Building Code.**

A. The International Building Code, 2021 Edition, including Appendix C as amended from time to time (“Building Code”) is hereby adopted for the incorporated areas of the City. The Building Code provides for the regulation and the erection, construction, enlargement, alteration, repair, moving, demolition, conversion, occupancy, of all buildings and structures within the City. The International Code Council A117.1-2009 National Standard for Accessible and Useable Buildings and Facilities, is also adopted in its entirety, as amended from time to time. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

B. The following amendments to the Building Code are hereby adopted by the City, (Ord. 3312, 4-19-2004)

(1) Section 101.1 Title of the International Building Code is amended to read as follows:

**101.1 Title.** These regulations shall be known as the Building Code of the City of Gillette, hereinafter referred to as “this code.”

(2) Section 101.4.4 and 101.4.6 of the International Building Code are repealed. (Ord. 3691, 9-7-2010)

(3) Part 4. of Building of Section 105.2 of the International Building Code is amended to read as follows:

Retaining walls which are not over 4 feet (1219 mm) in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids. Retaining walls within public easements and rights of way shall require permits. (Ord. 3771, 8-20-2012)



(4) Sections 305.2, 308.5, 310.5 of the International Building Code are amended

Child Daycare shall be modified in accordance with the Wyoming State Child Care Licensing Rules. A complete guide of these rules and requirements can be viewed on the Wyoming Department of Family Services website at: <http://dfswapps.state.wy.us/> (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(5) Chapter 13 of the International Building Code is amended to read as follows:

#### Commercial Buildings

A Comcheck compliance report using the 2012 Edition of the International Energy Conservation Code (IECC) or ASHRAE Standard 90.1.2013 shall be submitted with the proposed building plans at the time of application for review and comment. Only the building envelope calculations are required. Exception: IBC Occupancies S-1, S-2, F-1, F-2, & U are exempt from the above requirement.

“Comcheck” software may be obtained at no cost on the internet at:

<http://www.energycodes.gov/comcheck>

(Ord. 3630, 6-15-2009 effective 7-1-2009; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(6) Section 1612.3 Establishment of flood hazard areas is amended to read as follows:

**1612.3 Establishment of flood hazard areas.** To establish flood hazard areas, the City of Gillette has enacted sections 7-10 through 7-15 of the Gillette City Code. (Ord. 3630, 6-15-2009 effective 7-1-2009; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(7) Section 1805.4.3 of the International Building Code is amended to read as follows:

**1805.4.3 Drainage discharge.** The floor base and foundation perimeter drain shall discharge by gravity or mechanical means into an approved drainage system that complies with the International Plumbing Code. (Ord. 3659, 1-19-2010; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

#### **§5-I-3. Adoption of International Residential Code.**

A. The International Residential Code, 2021 Edition, including Appendix AA, AB, AC, AE, AN,

AQ, and AW (AW 3D Printed Construction) is hereby adopted for the incorporated areas of the City. The Residential Code regulates the erection, construction, enlargement, alteration, repair, moving, demolition, conversion, occupancy, use, height and area of all building and structures within the City. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

B. The following amendments to the International Residential Code are hereby adopted by the City (Ord. 3312, 4-19-2004)

(1) Section R101.1 Title. of the International Residential Code is amended to read as follows:

**R101.1 Title.** These provisions shall be known as the Residential Code for One- and Two- Family Dwellings of the City of Gillette, and shall be cited as such and will be referred to herein as “this code.”

(2) Section R102.7 of the International Residential Code is amended to read as follows:

**R102.7 Existing Structures.** The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue, without change, except as is specifically covered in this code, or the International Fire Code, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public.

(3) Part 3. of Building of Section 105.2 of the International Residential Code is amended to read as follows:

Retaining walls which are not over 4 feet (1219 mm) in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge. Retaining walls within public easements and rights of way shall require permits.

(4) Section R302.1 Exterior Walls of the International Residential Code is amended to read as follows:

**R302.1 Exterior Walls.** Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1(1). (Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

## Exceptions:

1. Walls, projections, openings or penetrations in walls perpendicular to the line used to determine the fire separation distance.
2. Walls of dwellings and accessory structures located on the same lot.
3. Detached tool sheds and storage sheds, playhouses and similar structures exempted from permits are not required to provide wall protection based on location on the lot. Projections beyond the exterior wall shall not extend over the lot line.
4. Detached garages accessory to a dwelling located within 2 feet (610 mm) of a lot line are permitted to have roof eave projections not exceeding 4 inches (102 mm).
5. Foundation vents installed in compliance with this code are permitted.

(5) Table R302.1(2), of the International Residential Code, is repealed. (11-2-2015)

(6) Section R302.5.1. *Opening protection* of the International Residential Code is amended to read as follows:

**R302.5.1 Opening protection.** Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 13/8 inches (35 mm) in thickness, solid or honeycomb-core steel doors not less than 13/8 inches (35 mm) thick, or 20-minute fire-rated doors. (Ord. 3771, 8-20-2012)

(7) R-302.13 of the International Residential Code is repealed. ( Ord. 3873, 11-2-2015)

(8) Section R309.5 of the International Residential Code is Repealed. (Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(9) Section **R310.4.3 Drainage**, of the International Residential Code is amended to read as follows:

**R310.4.3 Drainage.** Window wells shall be designed for proper drainage by connecting to the building's foundation drainage system required by Section R405.1 or by an approved alternative method. (Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(10) R313.2 of the International Residential Code is repealed. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(11) Section R403.1.1 Footings of the International Residential Code is enacted to read as follows:

**R403.1.1 Footings.** Minimum steel reinforcement for typical spread footings shall be 2 (two) #4 rebar continuous. (Ord. 3555, 5-119-08; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(12) Section R403.1.4.1 Frost protection Exception 1 of the International Residential Code is amended to read as follows:

Freestanding accessory structures with an area of 1000 square feet (37m<sup>2</sup>) or less and have height of 14 feet (4267.2 mm) or less shall not be required to be protected. (Ord. 3555, 5-19-08; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(13) Section R404.1.3.2 Foundation Walls of the International Residential Code is enacted to read as follows:

**R404.1.3.2 Foundation Walls.** Minimum steel reinforcement of typical foundation walls shall be #4 rebar, 2' on center, horizontal and vertical. (Ord. 3555, 5-19-00; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(14) Section R405.1 Concrete or masonry foundations, of the International Residential Code is amended to read as follows:

**R405.1 Concrete or masonry foundations.** Drains shall be provided around all concrete or masonry foundations that retain earth and enclose interior spaces located below grade. Drainage tiles, gravel or crushed stone drains, perforated pipe or other approved systems or materials shall be installed at or

below the top of the footing or below that bottom of the slab and shall discharge by gravity or mechanical means into an approved drainage system. Gravel or crushed stone drains shall extend not less than 1 foot (305 mm) beyond the outside edge of the footing and 6 inches (152 mm) above the top of the footing and be covered with an approved filter membrane material. The top of open joints of drain tiles shall be protected with strips of building paper. Except where otherwise recommended by the drain manufacturer, perforated drains shall be surrounded with an approved filter membrane or the filter membrane shall cover the washed gravel or crushed rock covering the drain. Drainage tiles or perforated pipe shall be placed on not less than 2 inches (51 mm) of washed gravel or crushed rock at least one sieve size larger than the tile joint opening or perforation and covered with not less than 6 inches (152 mm) of the same material. (Ord. 3662, 2-1-2010; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

**Section R507.3 including the exceptions, is repealed.**

**Section R507.3.1 is repealed.**

**Section R507.3.2 is repealed.**

**Section R507.9.2 is repealed.**

(15) Chapter 11 of the International Residential Code is amended to read as follows:

***Residential Energy Efficiency Requirements for IRC Housing***  
***Climate Zone-6B. Heating Degree Days (HDD) 7995***

Note: Insulation R-Values are pre-calculated for insulation only and already assume credible R-values for other building materials. For example, you cannot add R-Value for sheetrock, OSB, vinyl siding, block, concrete, house wrap.

- ❖ FRAMEDWALLS: R-19 CAVITY OR R-13 CAVITY + R-5 INSULATING SHEATHING.
- ❖ CEILINGS: R-49<sup>1</sup>
- ❖ BASEMENTWALLS: R-13 CAVITY OR R-10 CONTINUOUS. NOTE: THIS APPLIES TO FINISHED AND UNFINISHED BASEMENTS.
- ❖ FLOORS: R-30<sup>2,3,4</sup>
- ❖ CRAWLSPACEWALLS: R-13 CAVITY OR R-10 CONTINUOUS.

❖ WINDOWMAXIMUMALLOWABLEU-FACTOR: 0.32<sup>4</sup>

❖ DOORMAXIMUMALLOWABLEU-FACTOR: 0.35<sup>4</sup>

FOOTNOTES:

*1) Or insulation sufficient to fill the framing cavity, R-13 minimum. Intent: To allow for the use of hand cut rafters for cathedral ceilings & shed roofs that will not accommodate R-49*

*2) Or insulation sufficient to fill the framing cavity, R-19 minimum. Intent: To allow for the use of 2 X 6 floor joists that will not accommodate R-30.*

*3) Floor insulation may be deleted when the floor is over a conditioned space.*

4) Required as modified by RES-check option. (Ord. 3691, 9-7-2010; Ord. 3873, 11-2-2015)

AdditionalRequirements:

- 1) A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall be completed by the builder or design professional and shall list all R- values of insulation for walls, ceilings/roofs, foundation walls, floor(s) over outside air, crawl space walls and or floors, ducts outside conditioned space(s), and U-factors of all doors & windows. The certificate shall list the type, size and efficiency of heating and cooling equipment. An additional copy shall be provided to the building inspection division prior to the final inspection. The “Residential Energy Efficiency Certificate” shall be provided by The City of Gillette Building Inspection Division.
- 2) The thickness of blown in or sprayed roof/ceiling insulation (fiberglass or cellulose) shall be written in inches on markers that are installed at least one for every 300 ft<sup>2</sup> throughout the attic space. The markers shall be affixed to the trusses or joists and marked with the minimum initial installed thickness with numbers a minimum of 1 inch high. Each marker shall face the attic access opening.
- 3) The following shall be caulked, gasketed, weather-stripped or otherwise sealed with an air barrier material, suitable film or solid material.
  - 1) All joints, seams and penetrations.

- 2) Windows, doors and skylights.
- 3) Openings between window and door assemblies and their respective jambs and framing.
- 4) Utility penetrations.
- 5) Dropped ceilings or chases adjacent to the thermal envelope.
- 6) Knee walls.
- 7) Walls and ceilings separating the garage from conditioned spaces.
- 8) Behind tubs and showers on exterior walls.
- 9) Common walls between dwelling units.
- 10) Other sources of infiltration.
- 11) Joints of duct systems shall be made substantially airtight in accordance with Section M1601.4.1.

- 4) All building plans shall clearly indicate all R-values of insulation for walls, ceilings/roofs, foundation walls, floor(s) over outside air, crawl space walls and or floors, ducts outside conditioned space(s), and U-factors of all doors & windows. The plans shall list the type, size and efficiency of heating, cooling and service water heating equipment.
- 5) Heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. (Ord. 3630, 6-15-2009 effective 7-1-2009; Ord. 3662, 2-1-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(16) Section P2503.5.1 Rough plumbing of the International Residential Code is amended to read as follows:

**P2503.5.1 Rough plumbing.** DWV systems shall be tested on completion of the rough piping installation by water or by air with no evidence of leakage. Either test shall be applied to the drainage system in its entirety or in sections after rough piping has been installed, as follows:

1. Water test. Each section shall be filled with water to a point not less than 5 feet (3048 mm) above the highest fitting connection in that section, or to the highest point in the completed system. Water shall be held in the section under test for a period of 15 minutes. The system shall prove leak free by visual inspection.

2. Air test. The portion under test shall be maintained at a gauge pressure of 5 pounds per square inch (psi) (34 kPa) or 10 inches of mercury column (34 kPa). This pressure shall be held without introduction of additional air for a period of 15 minutes. (Ord. 3771, 8-20-2012)

3. Vacuum test. The portion under test shall be evacuated of air by a vacuum-type pump to achieve a uniform gauge pressure of -5 pounds per square inch or a negative 10 inches of mercury column (-34kPa). This pressure shall be held without the removal of additional air for a period of 15 minutes.

(17) Section P2603.5 *Freezing*, and P2603. 5.1 *Sewer depth*, of the International Residential Code are amended to read as follows:

**P2603.5 Freezing.** Water, soil and waste pipes shall not be installed outside of a building, in attics or crawl spaces, concealed in outside walls, or in any other place subjected to freezing temperature unless adequate provision is made to protect such pipes from freezing by insulation or heat or both. Exterior water supply system piping shall be installed not less than 66 inches below grade.

**P2603.5.1 Sewer depth.** Building sewers that connect to private sewage disposal systems shall be a minimum of 36 inches below finished grade at the point of septic tank connection. Building sewers shall be a minimum of 36 inches below grade unless adequate provision is made to protect such pipes from freezing by insulation or heat or both. (Ord. 3555, 5-19-08; Ord. 3630, 6-15-2009 effective 7-1-2009; Ord. 3662, 2-1-2010; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(18) Section P2906.4 *Water Service Pipe* of the International Residential Code is enacted to read as follows:

**P2906.4 Water Service Pipe.** Water piping from the curb stop or meter pit to inside of a building meter or shut-off value location shall be type K copper or PE 200 Psi clear core or PE # 3408 160 psi. All joints or connections in PE piping shall be brass with minimum 2 stainless steel clamps at each side of the joint or connection. Stainless steel clamps shall be installed so that they are opposing each other or other approved connection. Interior water meters 1 inch or less in size shall have a clear space of 2 feet wide from the center of the meter and 3 feet in front of the meter housing on new construction. The measurement from the center of the meter shall be equal on both sides of the meter. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)



(19) Section M1411.9 of the International Residential Code is repealed. (Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

(20) Section M1502.4.2 of the International Residential Code is amended to read as follows:

M1502.4.2 Duct Installation. Exhaust ducts shall be supported at intervals not to exceed 4 feet (3658 mm) and shall be secured in place. The insert end of the duct shall extend into the adjoining duct or fitting in the direction of airflow. Exhaust duct joints shall be sealed in accordance with Section M1601.4.1. Clothes dryer ducts shall not be joined with screws or similar fasteners. Where dryer exhaust ducts are enclosed in wall or ceiling cavities, such cavities shall allow the installation of the duct without deformation. (Ord. 3771, 8-20-2012)

(21) Chapters 34 through 43 of the International Residential Code are repealed. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

#### **§ 5-I-4. Adoption of International Plumbing Code.**

A. The International Plumbing Code 2021 Edition, and Appendices B, D, and E, is hereby adopted by the City. The International Plumbing Code provides for regulating the installation, maintenance, and repair of plumbing, drainage systems, water systems. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

B. The following amendments to the International Plumbing Code are hereby adopted by the City. (Ord. 3312, 4-19-2004)

(1) Section 101.1 of the International Plumbing Code is amended to read as follows:

**101.1 Title.** These regulations shall be known as the International Plumbing Code of the City of Gillette, hereinafter referred to as “this code”.

(2) Section 115.4 Violation penalties of the International Plumbing Code is repealed.

(3) Sections 114.1 through 114.4 of the International Plumbing Code are repealed.

(4) Section 305.4 *Freezing* and 305.4.1 *Sewer depth* of the International Plumbing Code are hereby amended to read as follows:

**305.4 Freezing.** Water, soil and waste pipes shall not be installed outside of a building, in attics or crawl spaces, concealed in outside walls, or in any other place subjected to freezing temperature unless adequate provision is made to protect such pipes from freezing by insulation or heat or both. Exterior water supply system piping shall be installed not less than 66” inches below grade. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

**305.4.1 Sewer depth.** Building sewers that connect to private sewage disposal systems shall be a minimum of 36 inches below finished grade at the point of septic tank connection. Building sewers shall be a minimum of 36 inches below grade unless adequate provision is made to protect such pipes from freezing by insulation or heat or both. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(5) Section 312.1 *Required tests*, of the International Plumbing Code is hereby amended to read as follows:

**312.1 Required tests.** The permit holder shall make the applicable tests prescribed in Sections 312.2 through 312.10 to determine compliance with the provisions of this code. The permit holder shall give reasonable advance notice to the code official when the plumbing work is ready for tests. The equipment, material, power and labor necessary for the inspection and test shall be furnished by the permit holder and the permit holder shall be responsible for determining that the work will withstand the test pressure prescribed in the following tests. All plumbing system piping shall be tested with either water or, by air. (Ord. 3771, 8-20-2012)

(6) Section 312.3 *Drainage and vent air test* of the International Plumbing Code is hereby amended to read as follows:

**312.3 Drainage and vent air test.** An air test shall be made by forcing air into the system until there is a uniform gauge pressure of 5 psi (34.5 kPa) or sufficient to balance a 10-inch (254 mm) column of mercury. This pressure shall be held for a test period of not less than 15 minutes. Any adjustments to the test pressure required because of changes in ambient temperatures or the seating of gaskets shall be made prior to the beginning of the test period. (Ord. 3771, 8-20-2012)

(7) Section 605.3 *Water service pipe*, of the International Plumbing Code is hereby amended to read as follows:

**605.3 Water service pipe.** Water piping from the curb stop or meter pit to inside of a building meter or shut-off value location shall be type K copper, PE 200 Psi clear core, PE # 3408 160 psi or cement lined ductile iron pipe in accordance with AWWA C104. All joints or connections in PE piping shall be brass with minimum 2 stainless steel clamps at each side of the joint or connection. Stainless steel clamps shall be installed so that they are opposing each other or other approved connection. Interior water meters 1 inch or less in size shall have a clear space of 2 feet wide from the center of the meter and 3 feet in front of the meter housing on new construction. The measurement from the center of the meter shall be equal on both sides of the meter. (Ord. 3691, 9-7-2010)

(8) Section 1003 **Grease Interceptors and Oil Separators**, of the International Plumbing Code is amended to read as follows:

**Section 1003 Grease Interceptors and Oil Separators.** Grease interceptors and oil separators shall comply with the requirements of Section 1003 of the International Plumbing Code and Section 17-15 (c)(4) of the Gillette City Code. (Ord. 3332, 7-19-2004; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

Section 1003.3.2 Where food waste disposers connect to grease interceptors, a solids interceptor shall separate the discharge before connecting to the grease interceptor. Solids interceptors and grease interceptors shall be sized and rated for the discharge of the food waste disposers. Emulsifiers, chemicals, enzymes and bacteria shall not discharge into the food waste disposer.

#### **§5-I-5. Adoption of International Mechanical Code.**

A. The International Mechanical Code 2021 Edition is hereby adopted for the incorporated areas of the City. The International Mechanical Code provides for the regulating, installation and maintenance fuel gas piping systems, fuel gas utilization equipment and related accessories. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

B. The following amendments to the International Mechanical Code are hereby adopted by the City. (Ord. 3312, 4-19-2004; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(1) Section 101.1 of the International Mechanical Code is amended to read as follows:

**101.1 Title.** These regulations shall be known as the Mechanical Code of City of Gillette hereinafter referred to as “this code.”

(2) Section 115.4 Violation penalties of the International Mechanical Code is repealed.

(3) Sections 114.1 through 114.4 of the International Mechanical Code are repealed.

#### **§ 5-I-6. Adoption of National Electrical Code.**

A. There is hereby adopted by reference the National Electrical Code, 2023 Edition, that certain document as copyrighted by the National Fire Protection Association including Article 80, also known as Annex H. Said document is hereby adopted as the Electrical Code for the incorporated areas of the City of Gillette for regulating the installation, maintenance, operation and repair of all electric wiring and electrical apparatus of any nature whatsoever, whether inside or outside of any building or structure and each and all regulations, provisions, penalties, conditions and terms of the National Electrical Code, 2023 Edition, including Article 80, are hereby referred to, adopted, and made a part there of as though fully set forth herein, excepting such portions as are hereinafter deleted, modified or amended. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord 3461, 12-4-2006; Ord. 3536, 2-19-2008; Ord. 3691, 9-7-2010; Ord. 3728, 6-20-2011; Ord. 3830, 7-15-2014; Ord. 3980, 6-16-2020; Ord. 4034, 8-15-2023).

B. The following amendments to the Electrical Code are hereby adopted by the City. (Ord. 3312, 4-19-2004)

(1) Section 80.1 (2) of the National Electrical Code is repealed.

(2) Section 80.15 *Electrical Board*, of the National Electrical Code is renamed *Board of Examiners*.

(3) Section 80.15 (A) of the National Electrical Code is amended to read as follows:

**(A) Board of Examiners.** The Board of Examiners of the City of Gillette shall be the Board of Appeals for the interpretation of the National Electrical Code and may be referred to

hereinafter as the Board.

(4) Sections (B) through (H) of Section 80.15 of the National Electrical Code are repealed

(5) Section 80.23 (B) (3) of the National Electrical Code is repealed.

(6) Sections 80.27, 80.29, 80.33 and 80.35 are repealed.

(7) Section 230.70 (A) (1) of the National Electrical Code is amended to read as follows:

**(1) Readily Accessible Location.** Outside disconnects are required for all services.

(8) Section 230.79 (C) of the National Electrical Code is amended to read as follows:

**(C) One and Two-Family Dwellings and Townhouses.** For a one-family, two-family or townhouse dwelling, the service disconnecting means shall have a rating of not less than 200 amperes, 3-wire. (Ord. 3660, 1-19-2010)

#### **§ 5-I-7. Adoption of International Fuel Gas Code.**

A. The International Fuel Gas Code 2021 Edition and Appendix A, B, C and D is hereby adopted for the incorporated areas of the City. The International Fuel Gas Code provides for the regulating, installation and maintenance of fuel gas piping systems, fuel gas utilization equipment and related accessories. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

B. The following amendments to the International Fuel Gas Code are hereby adopted by the City. (Ord. 3312, 4-19-2004)

(1) Section 101.1 of the International Fuel Gas Code is amended to read as follows:

**101.1 Title.** These regulations shall be known as the *Fuel Gas Code* of City of Gillette hereinafter referred to as “this code.”

(2) Section 115.4 of the International Fuel Gas Code are repealed.

(3) Sections 113.1 through 114.1 of the International Fuel Gas Code are repealed.

**§ 5-I-8. Adoption of International Fire Code.**

A. The International Fire Code, 2021 Edition, including Appendices B, C, D, E, F, and G, is hereby adopted for the incorporated areas of the City. The International Fire Code provides for the regulation of the erection, construction, enlargement, alteration, repair, moving, demolition, conversion, occupancy, use, height and area of all building and structures within the City. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

B. The following amendments to the International Fire Code are hereby adopted by the City. (Ord. 3312, 4-19-2004)

(1) Section 101.1 of the International Fire Code is amended to read as follows:

**101.1 Title.** These regulations shall be known as the International Fire Code of the City of Gillette, hereinafter referred to as “this code”.

(2) Section 103.1 General of the International Fire Code is amended to read as follows:

**103.1 General.** The Gillette/Wright/Campbell County Fire Protection Joint Powers Board, hereinafter the Fire Board, is the fire prevention department of the City of Gillette for the purposes of the International Fire Code. (Ord. 3691, 9-7-2010)

(3) Section 103.2 Appointment of the International Fire Code is amended to read as follows:

**103.2 Appointment.** The Fire Chief, as appointed by the Fire Board, or his designee, is the fire code official for the City of Gillette for the purposes of the International Fire Code. (Ord. 3549, 5-5-08; Ord. 3691, 9-7-2010)

(4) Sections 104.7 and 104.7.1 of the International Fire Code are repealed. (Ord. 3691, 9-7-2010)

(5) Section 111.1 of the International Fire Code is amended to read as follows:

**111.1 Board of Examiners.** The Board of Examiners of the City of Gillette shall be the Board of Appeals for the interpretation of the International Fire Code and may be referred to hereinafter as the Board. (Ord. 3691, 9-7-2010)

(6) Section 111.3 of the International Fire Code is repealed. (Ord. 3691, 9-7-2010)

(7) Section 112.4 of the International Fire Code is repealed. (Ord. 3691, 9-7-2010; Ord. 3873, 11-2-2015)

(8) The Definitions of BONFIRE, OPEN BURNING, PORTABLE OUTDOOR FIREPLACE and RECREATIONAL FIRE in Section 202 of the International Fire Code read as follows:

**BONFIRE.** An outdoor fire utilized for ceremonial purposes.

**OPEN BURNING.** The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudgepots and similar devices associated with safety or occupational uses typically considered open flames, recreational fires or use of portable outdoor fireplaces. For the purpose of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

**PORTABLE OUTDOOR FIREPLACE.** A portable, outdoor, solid-fuel-burning fireplace that may be constructed of steel, concrete, clay or other noncombustible material. A portable outdoor fireplace may be open in design, or may be equipped with a small hearth opening and a short chimney or chimney opening in the top.

**RECREATIONAL FIRE.** An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

(4-15-2014)

(9) Section 307.1 General and Section 307.1.1.1 Prohibited Open Burning of the International Fire Code are amended to read as follows:

**307.1 General.** A person shall not kindle or maintain or authorize to be kindled or maintained any *open burning* or *recreational fires*, unless conducted and *approved* in accordance with Sections 307.1.1 through 307.5. (4-15-2014)

**307.1.1 Prohibited Open Burning.** Open burning and recreational fires shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous, such as in the case of a full or partial fire restriction issued by the Campbell County Commissioners. (4-15-2014)

(10) Section 307.3 *Extinguishment Authority* of the International Fire Code is amended to read as follows:

**307.3 Extinguishment Authority.** When open burning or recreational fires create or add to a hazardous situation, or in the case of open burning, when a required permit for open burning has not been obtained, the fire code official is authorized to order the extinguishment of the open burning or recreational fire operation. (4-15-2014)

(11) Section 307.4.1 *Bonfires* of the International Fire Code is amended to read as follows:

**307.4.1 Bonfires.** A bonfire shall not be conducted within 50' of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50' of a structure shall be eliminated prior to ignition. A bonfire that is not a recreational fire requires a written permit from the Fire Chief. (4-15-2014)

(12) Section 307.5 *Attendance* of the International Fire Code is amended to read as follows:

**307.5 Attendance.** Open burning, bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended by a responsible adult, who is not impaired by alcohol or controlled substances, until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with minimum 4-A rating or other approved on-site fire extinguishing equipment, such as, water barrel, garden hose or water truck, shall be available for immediate utilization. (4-15-2014)



(13) Section 307.6 *Maintenance* of the International Fire Code is enacted to read as follows:

**307.6. Maintenance.** Fireplaces and portable fireplaces shall be maintained in good repair and shall be equipped with a spark arrestor if they have a chimney or chimney opening in the top. Fireplaces and portable fireplaces with hearth openings shall be equipped with screens. (4-15-2014)

(14) Section 401.3.2.1 of the International Fire Code is enacted to read as follows:

**401.3.2.1 Central Stations.** Central stations shall immediately notify the Campbell County Sheriff's Office Dispatch, for dispatch of the fire department, of alarm signals initiated by any fire alarm, fire extinguishing system, or equipment. Supervisory signals shall be relayed to the Campbell County Sheriff's Office Dispatch for dispatch of the fire department. The fire department must be notified by faxed or electronic report of all trouble signals which exist for greater than a single 6-hour time period. Campbell County Sheriff's Office Dispatch, for the Fire Department, shall be contacted prior to notification of the subscriber. (Ord. 3549, 5-5-08; Ord. 3691, 9-7-2010; Ord. 3817, 4-15-2014)

(15) Section 503.4.1 Traffic Calming Devices, of the International Fire Code is repealed. (Ord. 3771, 8-20-2012; Ord. 3817, 4-15-2014)

(16) Section 506.1 *Where Required* of the International Fire Code is amended to read as follows:

**506.1 Where Required.** Key boxes shall be provided for Fire Department entry for all commercial occupancies, within the City of Gillette, that have a sprinkler system or a fire alarm and are not constantly attended 24 hours per day. The key boxes shall be installed on all new businesses before occupancy is granted. Any existing businesses that obtained a permit to do any work or change of use or occupancy which includes the installation of a sprinkler system or a fire alarm and are not constantly attended 24 hours per day, shall be required to install a key box before the work can be completed and signed off and occupancy resumed. The key box shall be located within 10 feet of the front doors, a minimum of 6 six feet above the ground level and not to exceed 7 seven feet in height unless approved in writing by the fire code official. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official. (Ord. 3549, 5-5-08; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3817, 4-15-2014; Ord. 3848, 12-16-2014)

(17) Section 507.5.5 *Clear Space around hydrants* of the International Fire Code is amended to read as follows:

**507.5.5 Clear Space around hydrants.** A 4-foot clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved. (Ord. 3549, 5-5-08; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3817, 4-15-2014)

(18) Section 901.10.1 Clearances, of the International Fire Code is enacted to read as follows:

**901.10.1 Clearances.** Fire protection equipment shall not be obstructed and concealed. A minimum of (8) eight inches on each side and a clear access width of (3) three feet shall be maintained in-front of fire protection systems. Specific equipment referenced is as follows but not limited to, fire sprinkler control valves, risers, hose stations, standpipes, and fire alarm control panels. (Ord. 3549, 5-5-08; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3817, 4-15-2014)

(19) Section **5706.3.1.3.2** *Existing wells* of the International Fire Code is amended to read as follows:

**5706.3.1.3.2 Existing wells.** Where wells are existing, buildings shall not be constructed within the distances set forth in Section 5706.3.1 for separation of wells or buildings. (Ord. 3873, 11-2-2015)

**Exception:** Building shall not be constructed less than 50 feet from an existing gas well that has a depth of less than 2000 feet. (Ord. 3549, 5-5-08; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3817, 4-15-2014)

#### **§ 5-I-9. Adoption of International Existing Building Code.**

A. The International Existing Building Code, 2021 Edition is adopted by the City. The Existing Building Code provides for regulating and governing the repair, alteration, change of occupancy, addition, and relocation of existing buildings, including historic buildings. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)

B. The following amendments to the International Existing Building Code, are hereby adopted by

the City. (Ord. 3312, 4-19-2004)

(1) Section 101.1 Title of the International Existing Building Code is amended to read as follows:

**101.1 Title.** These regulations shall be known as the Existing Building Code of the City of Gillette, hereinafter referred to as “this code.”

(2) Section 101.4 Existing Buildings, of the International Existing Building Code is amended to read as follows:

**101.4 Applicability.** The legal occupancy of any building existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code or in the International Fire Code, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public. (Ord. 3691, 9-7-2010)

(3) Section 1401.2 Conformance, of the International Existing Building Code is amended to read as follows:

**1401.2 Conformance.** The building shall be safe for human occupancy as determined by the International Fire Code. Any repair, alteration, or change of occupancy undertaken within the moved structure shall comply with the requirements of this code applicable to the work being performed. Any field fabricated elements shall comply with the requirements of the International Building Code or the International Residential Code as applicable.

**§ 5-I-10. Adoption of Uniform Code for the Abatement of Dangerous Buildings.**

A. The Uniform Code For The Abatement Of Dangerous Buildings, 1997 edition is hereby adopted by the City. The Uniform Code For The Abatement Of Dangerous Buildings provides for regulating and governing the conditions and maintenance of all property, buildings and structures by providing that structures are safe, sanitary and fit for occupation and use; the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of unfit existing structures. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

B. The following amendments to the Uniform Code For The Abatement of Dangerous Buildings are hereby adopted by the City. (Ord. 3312, 4-19-2004)

(1) **Section 205.1** General of the Uniform Code For The Abatement of Dangerous Buildings is amended to read as follows:

**205.1 General.** The Board of Examiners of the City of Gillette shall be the Board of Appeals for this Code. Appeals to the board shall be processed in accordance with the provisions contained in Section 501 of this code.

(2) **Section 301 BUILDING CODE** of the Uniform Code for The Abatement of Dangerous Buildings is amended to read as follows:

**BUILDING CODE** is the International Building Code or the International Residential Code, promulgated by the International Code Council, as adopted in Section 5-I-2 and 5- I-3 of the Gillette City Code.

(3) **Section 301 HOUSING CODE**, of the Uniform Code For The Abatement Of Dangerous Buildings is repealed.

(4) Sections 801.1, 802.1, 901, 909 and 911 of the Uniform Code for the Abatement of Dangerous Buildings are amended to read as follows:

**Performance of work of repair or demolition**

**801.1 Procedure.** When any work or repair or demolition is to be done pursuant to Section 701.3(3) of this code, the Building Official shall issue his order and the work shall be accomplished by personnel of this jurisdiction or by private contract under the direction of said Building Official. Plans and specifications therefor may be prepared by said Building Official, or he may employ such architectural and engineering assistance on a contract basis as he may deem reasonably necessary. If any part of the work is to be accomplished by private contract, standard public works contractual procedures shall be follows.

**801.2 Costs.** The cost of such work shall be paid from the repair and demolition fund, and may be made a special assessment against the property involved, or may be made a personal obligation of the property owner, whichever the legislative body of this jurisdiction shall determine is appropriate.

## **Repair and Demolition Fund**

**802.1** The legislative body of this jurisdiction shall establish a special revolving fund to be designated as the repair and demolition fund. Payments shall be made out of said fund upon the demand of the Building Official to defray the costs and expenses which may be incurred by this jurisdiction in doing or causing to be done the necessary work of repair or demolition of dangerous buildings.

### **Account of Expense, Filing of Report, Contents**

**901.** The Building Official shall keep an itemized account of the expense incurred by this jurisdiction in the repair or demolition of any building done pursuant to the provisions of Section 701.3(3) of this code. Upon the completion of the work, a description of the real property upon which the building or structure is or was located, and the names and addresses of the persons entitled to notice pursuant to 401.3.

Recoverable cost shall include expenses incurred by the jurisdiction for all legal services, title searches, inspector time for serving notices, posting notices on property, taking photographs, secretarial time for preparation of all documents, and all office supply material. Inspectors' and attorney's time spent during any hearing and appeal. These costs are in addition to any actual costs for the physical demolition of a building or structure.

### **Recording Ordinance, Abatement Assessment Roll, Lien Statement**

**909.** After confirmation of the Report of the Director of Public Works, or Building Official, the ordinance confirming the assessment, the abatement assessment roll and a lien statement in substantial compliance with W. S. § 15-6-406(b), shall be recorded in the County land records with the Campbell County Clerk and Ex-Officio recorder of deeds.

### **Assessments; Foreclosure action for delinquency**

**911.** The amount of the assessment shall be collected in the same manner as delinquent special assessments for local improvements by judicial foreclosure if they are not paid in full within 30 days after the recording of the ordinance confirming the assessment roll, according to the procedure and terms of W. S. § 15-6-406. Notice of the recording of the ordinance, the assessment roll and lien statement shall be given to the owners of the property in the same manner they were notified of the hearing on the Report of the Director of Public Works or Building Official.

In a judicial foreclosure action, it is sufficient to allege actions in conformity with the requirements of this code in lieu of the statutory requirements concerning the formation of local improvement districts listed in W. S. § 15-6-406 which are not relevant to demolitions. The City shall show the service of a Notice and Order to the owners of real property, finding that their property as described therein constitutes a dangerous building pursuant to § 302 of this code and ordering its demolition. The City shall show no appeal was filed within the time for appeal of the Notice and Order, or if an appeal has been filed, that the Notice and Order has been sustained on appeal. The City shall show that a Dangerous Building Certificate was recorded concerning the dangerous building. The City must prove the Report of the Director of Public Works or Building Official that the building has been demolished and provide the total cost of the demolition. The City must prove the owners were notified of a public hearing before the governing body of the City of Gillette to confirm the Report of the Director of Public Works or Building Official and decide either to assess the cost of the demolition against the owners or against the property and whether protests were filed by the owners. The City must allege the public hearing was held as advertised, how protests filed by the owners, if any, were resolved and that after the hearing was concluded the governing body passed a Resolution confirming the Report of the Director of Public Works Director or the Building Official, and to assess the costs of the demolition against the property itself.

The City must allege the passage of an ordinance confirming the Report of the Director of Public Works or Building Official and assessing the costs of the demolition as a special assessment against the property itself and confirming that assessment. The City must allege the Notice of the recording of the ordinance, the assessment roll and lien statement were mailed to the owners of the property in the same manner they were notified of the hearing on the Report of the Director of Public Works or Building Official.

## **ARTICLE II BOARD OF EXAMINERS**

### **§ 5-II-1. Purpose.**

This article is hereby made a part of the Building Code. Where the term "division" is used in this article, it shall mean the Building Inspection Division. Where the term "director" is used in this article, it shall mean the City Administrator or his authorized representative or designated subordinate. The term "City", as used in this article, shall mean the City of Gillette, Wyoming. (Ord. 911, §2, 12-19-77; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-II-2. Composition; appointment; qualifications of members terms of office; removal; compensation.**

The Board of Examiners shall consist of nine members, all of whom must maintain a permanent residence or own, operate or maintain employment in a business within the Planning District as shown on the Planning District Boundary Map, as amended from time to time by amendments to the Comprehensive Plan, and who shall be appointed for regular three-year terms or to fill vacancies for unexpired terms, as provided by the City Code. They shall be appointed by the Mayor with the consent of the City Council. Two members of the Board shall be qualified master plumber or master HVAC - Mechanical holding current City licenses in good standing. Two members shall be qualified master electricians holding current City licenses in good standing. Two members shall be qualified general contractors holding current Class A or B City licenses in good standing. The seventh member may be chosen at large and may be nominated by the other members. The eighth and ninth members shall be chosen at large and shall be appointed by the Mayor with the consent of the City Council.

The terms of office shall be for three years, and members of the Board serving terms in March of 1989 shall have their terms extended to three years from the date their term began. The staggering of terms in effect in March of 1989 shall continue. The terms shall expire upon December first three years after the initial appointment.

A member may be removed after a hearing before the Board on written charges which may originate with the Board or the City Council. Consent of the City Council is necessary for any removal. Grounds for removal shall include but are not limited to, neglect of duties, inefficiency, malfeasance, conflict of interest and three consecutive unexcused absences from Board meetings. No member of the Board shall participate in any matter before the Board which affects his business interests or contract obligations. All members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with official duties. The Board may recommend new appointees in writing to the Mayor two months prior to the expiration of terms. (Ord. 1007, 6-18-79; Ord. 1512, 2-6-84; Ord. 1718, 3-3-89; 6-18-90; Ord. 1870, 1-4-1993; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3784, 3-4-2013)

**§ 5-II-3. Chairman; secretary; rules of procedure; meetings; records.**

The board of examiners shall elect its chairman from among its members, the term of chairman shall be for one year with eligibility for re-election. The board of examiners shall appoint a secretary,

who may be an employee of the city. The board of examiners shall make its own rules of procedure, not in conflict with the rules and regulations of the city, and determine its time of meeting. All meetings of the board of examiners at which official action is taken shall be open to the public and all records of the board of examiners shall be a public record. (Ord. 604, §2, 12-16-69; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-II-4. Appeals.**

Determinations of the Administrative Authority are appealable to the Board of Examiners. Determinations of the Board of Examiners are appealable to the City Council. The Wyoming Administrative Procedure Act applies to such appeals. The City Council determination constitute exhaustion of administrative remedies. (Ord. 419, § 4.0106; Ord. 774, §§ 1, 2, 3-17-75; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-II-5. Municipal Court.**

As an alternative or supplement to the procedure provided in G.C.C. § 5-II-2, the City may file a complaint in the municipal court. (Ord. 419, § 4.0106; Ord. 774, §§ 1, 2, 3-17-75; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)



**ARTICLE III  
BUILDING CONTRACTORS**

**§ 5-III-1. License required; contractor defined; exceptions.**

- (a) License required.

No contractor shall perform any work as a contractor within the city without first having obtained a license as provided herein. No permits shall be issued for work to be done by a contractor who does not have a valid and subsisting license as required in this article.

- (b) Contractor defined.

A contractor, within the meaning of this article, is a person, firm, partnership, company, corporation, agency, association, or other organization that:

(1) Undertakes with or for another within the City to build, construct, alter, repair, add to, demolish, or move any building or structure or any portion thereof, for a fixed sum, price, fee, percentage, or other compensation or any combination thereof. (Ord. 1398, 10/4/82.)

(2) Builds, constructs, alters, adds to, moves or demolishes any building or structure either on his own or other property for the purpose of resale or rental except residence buildings and buildings or structures accessory thereto intended for his own personal use and occupancy. A person constructing his own home without the aid of a licensed contractor may secure a permit on only one residence in any five-year period and the construction of more than one residence by the person in any five (5) year period shall be presumed to be for resale. (Ord. 3567, 7-21-2008)

- (c) Exception.

The following shall not be deemed to be contractors as the term is used in this article:

(1) Owners making repairs, alterations, additions, or improvements to their residence or business, including building accessory thereto which do not involve the structural elements of the building.

An Owner is any person, firm, corporation, or agent having a legal or equitable interest in the

property. For the purpose of this section, the term Owner may extend, with written authorization of the Owner to perform work for which a permit is issued, to a tenant, lessee, employee(s) of the Owner.

(2) Exception: Electrical work can only be performed by the Owner or a licensed electrical contractor. For purposes of this section, the term employee shall not include anyone employed solely to perform the work for which a permit is issued. Written authorization shall be on a form provided by the Building Division.

(3) A homeowner that constructs his residence or building accessory to the residence intended for his personal use. The use under this section will be permitted one time in a five (5) year period.

(4) The Building Official shall maintain an approved listing of work which may be performed by Owners of commercial buildings without the aid of a licensed contractor. Such approval will be granted from time to time by the Board of Examiners. Other types of work may be approved by the Building Official upon application, provided the applicant has experience or knowledge which qualifies him to do the work. Denial by the Building Official of the application of an Owner of a commercial building to perform work other than that which has been approved by the formal action of the Board of Examiners may be appealed to the Board. (Ord. 1755, 6-18-90; Ord. 2050, 6-3-96; Ord. 3415, 4-17-2006)

**§ 5-III-2. License defined; authority; licensing board, examinations; issuance of licenses, etc.**

**(a) Definition.**

A license is issued to the owner of a sole proprietorship or to an individual with the correct credentials as a Master of Record for a partnership, corporation, association, or other business entity to perform work according to the particular license Contractor Classification.

**(b) Authority.**

The Board of Examiners of the City of Gillette, hereinafter "board", shall review applications for licenses and accomplish the provisions and objectives of this article.

**(c) Application standards and procedures.**

The applications shall measure the applicant's knowledge of the applicable building codes; laws and ordinances adopted by the city; and the board shall set the application standards, establish procedures and shall forward to the director the results of the application.

**(d) Issuance of licenses.**

The determination of eligibility for license or other matters pertaining thereto shall be by the board. Applications for the contractor's license shall be on such forms and all applicants shall furnish such information as the board may prescribe.

The Board may disqualify an applicant if:

(1) the application is incomplete, inaccurate, or contains misleading or false information, or;

(2) the applicant has unreasonably failed to complete past construction projects resulting in outstanding unsatisfied monetary judgments against this applicant, or;

(3) the applicant has failed to demonstrate experience or financial capacity by not furnishing references which are relevant to the trade for which a license is sought, or;

(4) the applicant has performed work without a license after receipt of notice from the City that a license is required, or;

(5) the applicant has been convicted within the last 10 years of a felony involving moral turpitude such as forgery, embezzlement, obtaining money under false pretenses, larceny, extortion or any conspiracy to commit any of those crimes; or,

(6) evidence has been submitted to the Building Inspection Division during the previous five years of any of the grounds for suspension listed in section 5-III-10.

The board shall meet at reasonable intervals to review the information submitted in the applicant's license application, and to determine by a majority vote of the members of the board present

at a meeting with a quorum, whether the application shows that the applicant is qualified to fulfill the obligations of a contractor, in which case they shall direct the Building Official to issue the applicant a license.

The department shall maintain a register reflecting the name of each contractor licensed by the City of Gillette. (Ord. 911, §2, 12-19-77; Ord. 1901, 9-20-93; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3608, 1-5-2009; Ord. 3721, 5-2-2011)

**§ 5-III-3. Licensee's responsibility.**

**(a) General.**

All licensees shall be responsible for work requiring a permit under the provisions of this article, and without limitation, to the items as herein listed:

(1) To present his license card when requested by the Building Official or his authorized representatives;

(2) To obtain a permit when the same is required;

(3) To faithfully construct, without substantial departure from or disregard of drawings and specifications when such drawings and specifications have been filed and approved by the department and permit issued for same, unless such changes are approved by the department;

(4) To complete all work authorized on the permit issued under the authority of the adopted construction codes unless good cause is proved;

(5) To obtain inspection services when the same are required by the adopted construction codes;

(6) To pay any fee assessed under authority of the adopted construction codes;

(7) To build in compliance with the adopted construction codes;

(8) To contact "dig-in" before doing any excavation in compliance with Wyoming

Statutes § 37-12-301 through 304. (Ord. 1415, §1, 1-17-83);

(9) To immediately notify the owner of an underground facility if it is contacted or damaged in the course of excavation in compliance with Wyoming Statutes §37-12-301 through 304. (Ord. 1415, §2, 1-17-83; Ord. 2050, 6-3-96)

**(b) Safety measures.**

All federal and state laws and municipal ordinances dealing with measures for the safety of workmen and of the public shall be observed in addition to any requirements contained within this article. (Ord. 3415, 4-17-2006)

**§ 5-III-4. Duties and responsibilities of the contractor.**

All licensed contractors shall be responsible for the work under the contract including obtaining permits whether done by him or a subcontractor. The contractor is responsible for funds or property received by him for prosecution or completion of a specific project. (Ord. 911, §2, 12-19-77; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-III-5. Classification of Licenses.**

There shall be various classes of licenses and the holder of each license shall be authorized to do the following:

(a) Class A: General Contractor

This license shall entitle the holder to contract for the construction, alteration or repair of any structure permitted by the Building Codes, except Class D or F Category construction

(b) Class B: Building Contractor

This license shall entitle the holder to contract for the construction, alteration, or repair of 1, 2, 3 or 4 - Family Residential Buildings of two (2) stories or less and/or one (1) story Commercial Buildings with five thousand (5,000) square feet total area or less. This license entitles a contractor to perform Class C category work with the exception of any Class D or F category work.

(c) Class R: Residential Contractor

This license shall entitle the holder to contract for the construction, alteration or repair of single-family residential structures and accessory buildings, house repair maintenance and any other activities involved in maintenance, improvement, or construction of additions to residences. This license entitles a contractor to perform Class C category work with the exception of any Class D or F category work.

(d) Class C Specialty Contractor

This license shall entitle the holder to perform the work described in this section. If an applicant desires to engage in more than one activity, a license must be obtained for each activity. Holders of Class C Type 1 licenses may perform the work of the Class C Type 2 contractors within their respective categories.

C – Structural Masonry–Type1 – The construction, alteration, repair or demolition of any structural masonry building, structure, or retaining wall.

C – Masonry Veneer – Type 2 – The erection, alteration or repair of nonstructural facing brick, precast concrete, stone or tile, and non-structural masonry fireplaces.

C – Structural Concrete–Type1 – The construction, alteration, repair or demolition of footings, foundations, retaining walls, structural walls and columns, post tension and pretension construction, precast structures, flat work (both public and private) and paving.

C – Non-Structural Concrete– Type 2 – The construction, alteration, repair or demolition of streets, alleys all flat work (both public and private) parking lots, sidewalks, driveways, curb cuts, curb and gutter, and floor slabs. This license also allows for the installation of monolithic foundations not exceeding 1,000 square feet.

C – Manufactured Housing – Type 1 – The installation or repair of manufactured housing (excluding structural, HVAC mechanical, gas, electrical and plumbing.)

C – Framing (Stick Built Structure) – The construction, alteration, repair or addition of

the structural portions of a building or structures.

C – Roofing (General) – Application, repair or demolition of all types of approved roofing material.

C – Roofing (Shingles) – Application, repair or demolition of any manufactured or processed approved roofing material of the shingle type.

C – Drywall & Plaster – Application of drywall and plaster, taping and texturing.

C – Elevator – The installation, repair, demolition or maintenance of an elevator.

C – Excavating, Grading, Snow Removal and Demolition - Excavation, grading, snow removal and demolition of structures. A licensed Class D Contractor must obtain a permit to disconnect gas, electrical and plumbing associated with demolition of a building.

C – Insulation – Installation of insulation

C – Landscaping, sprinkler systems, fencing and tree trimming- Installation of landscaping, sprinkler systems, fencing and tree trimming (private and public).

C–Limited Technician – May perform work applicable to the class of license. All work authorized under the current NEC, as adopted and amended by the City of Gillette.

C – Low Voltage Technician – May perform work applicable to the class of license. All work authorized under the current NEC, as adopted and amended by the City of Gillette.

C- Signage – Building Signs and facings. A Licensed Class D - Electrical Contractor must obtain a permit for electrical work associated with a sign.

C – Trim Carpentry, Painting and Flooring – Installation of cabinets, shelving and trim work. This category also includes interior and exterior painting and all types of flooring.

C- Water and Sewer Pipe Layer – Water and sanitary sewer mains and service lines to within two feet of building envelope. Installation includes Storm Sewer mains and collection lines.

C – Windows, Siding, Gutters and Garage Doors – Installation of windows, siding, gutters and garage doors.

C – Miscellaneous – This category is for contractors who perform any type of work on any building, structure or site that are not included within categories Class A, Class B, Class R, Class D, Class F and Class C-Type 1 & 2 categories. The applicant must specify which specialty work they perform. If an applicant wishes to engage in more than one specialty, a separate license must be procured for each specialty. The Building Official may create and/or delete Class C License categories as the need arises. (Ord. 3784, 3-4-2013)

(e) Class D Contractor

This class includes all plumbing, Residential Fire Suppression System in Accordance with the International Residential Code, 2015 Edition, Section P2904, & NFPA 13-D, Section 6.3 & Section 6.5 Multipurpose & Common Supply Piping Systems, electrical, mechanical, and gas, license contractors. (Ord. 2050, 6-3-96; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

(f) Class F Fire Suppression Contractor

This license shall entitle the holder to perform the work described in this section. A license must be obtained for each activity. These are life safety systems consisting of one or more of the following:

F - Chemical Fire Suppression – Type 1 – The installation, demolition, repair, alteration, removal or maintenance of chemical fire suppression systems or appurtenances.

F-FireAlarm-Type1 – The installation, demolition, repair, alteration, removal or maintenance of fire alarm systems or appurtenances in commercial building. The applicant must possess both Wyoming State and City of Gillette licenses for one of the following: low voltage technician, journeyman electrician, or master electrician.

F - Sprinkler (Fire/Standpipe) – Type 1 – The installation, demolition, repair, alteration, removal or maintenance of building fire suppression systems or appurtenances except sprinkler systems in accordance with the International Residential Code, 2015 Edition Section P2904 & NFPA 13-D, Section 6.3 & Section 6.5 Multipurpose & Common Supply Piping Systems. (water type) (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3784, 3-4-2013; Ord.



**§ 5-III-6. License Fees.**

(a) Annual fees required:

The annual license fees applicable to those herein enumerated shall be as determined by the Director and the Board with final approval by the City Council.

(b) Prorating of fees.

License fees shall not be prorated for any portion of the year.

(c) License fee refund.

License fees are not refundable. (Ord. 911, §2, 12-19-77; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-III-7. Licenses, Fee Schedule.**

The following annual fees are payable upon issuance of the type of license indicated:

Type of license	New	Renewal
Class A: General Contractor	\$500.00	\$500.00
Class B: Building Contractor	\$300.00	\$300.00
Class R: Residential Contractor	\$150.00	\$150.00
Class C: Specialty Contractor	\$75.00	\$75.00

Type of license	New	Renewal
Class D Electrical	\$ 150.00	\$ 50.00
Class D Plumbing	\$ 150.00	\$ 50.00

Class D HVAC, Mechanical	\$ 150.00	\$ 50.00
Class D Gas Pipefitters	\$ 150.00	\$ 50.00
Class F: Fire Suppression Contractor	\$75.00	\$75.00

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3568, 7-21-2008; Ord. 3621, 5-4-2009; Ord. 3875, 11-2-2015)

**§ 5-III-8. License Renewal.**

(a) Licenses shall be renewed annually with a thirty (30) day grace period following the renewal date. Any work performed after expiration and prior to obtaining such license shall be a violation of this article. (Ord. 911, §2, 12-19-77; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004)

(b) After the effective date of this ordinance, no license shall be renewed unless the applicant submits proof that he has satisfied the testing requirements of Section 5-III-13 of the GCC. (Ord. 3658, 1-19-2010)

(c) License Renewals shall follow the terms of section 5-III-2. In addition, the Board may disqualify an applicant if evidence has been submitted during the previous year of any of the grounds for suspension listed in section 5-III-10. (Ord. 3658, 1-19-2010)

(d) A licensee that fails to reapply for a license at the one-year anniversary date of the license shall surrender his license and the same shall be deemed to be null and void. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3658, 1-19-2010)

**§ 5-III-9. Validity of License.**

a. A Master of Record shall be designated as the license holder for every business entity. A Master of Record shall pass the required license test for the qualification for the Contractor Classification. (Ord. 3784, 3-4-2013)

b. A business entity which changes its name or Master of Record shall be considered

to operate without a license until the change is reported to the City. Changes shall be reported by the business entity and/or the Master of Record to the City within thirty (30) days of any changes.

c. A business entity which changes its form to create a new legal entity requires a designation of a Master of Record for the new entity. An example would include the incorporation of a sole proprietorship or the creation of a partnership or limited liability company. One of the owners of the new entity such as a stockholder or director of a corporation or a manager of a limited liability company may qualify as Master of Record. The license may be transferred to the extent that a new fee shall not be charged. (Ord. 911, §2, 12-19-77; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-III-10 Suspension of a Class A, B, R, C, or D or F Contractor License.**

(a) All licensees shall be responsible for work requiring a permit under the provisions of this article. Any person who violates the provisions of Section 5-III-10 (a) (1) or does business within the city as a Contractor without a license is guilty of a misdemeanor subject to a fine of not more than seven hundred and fifty dollars (\$750.00). Each day the violation continues shall be considered a separate offense. (Ord. 3415, 4-17-2006; Ord. 3658, 1-19-2010)

(1) Contractor Violations. The board may suspend a Contractor license when one or more the following are committed by any Class A, B, R, C, or D or F Licensed Contractor in the City of Gillette:

(A) Failure to obtain the proper permit prior to performing work;

(B) Failure to faithfully construct, without substantial departure from or disregard of drawings and specifications when such drawings and specifications have been filed and approved by the department and permit issued for same, unless such changes are approved by the department;

(C) Failure to complete all work authorized on the permit issued under the authority of any City ordinance or any adopted building code unless good cause is proved;

(D) Failure to obtain inspection services when the same are required by any City ordinance or any adopted building code;

(E) Failure to pay any fee assessed under any City ordinance or any adopted

building code;

(F) Failure to build in compliance with all applicable codes

(G) Failure to contact "dig-in" before doing any excavation in compliance with Wyoming Statutes § 37-12-301 through 304.

(H) Failure to immediately notify the owner of an underground facility if it is contacted or damaged in the course of excavation in compliance with Wyoming Statutes § 37-12-301 through 304.

(I) Failure to maintain a current surety bond, and insurance prior to contracting.

(J) Failure to obtain a Certificate of Occupancy prior to occupancy by an owner (defined in Section 5-III-1(c)) of a building or structure.

(K) Knowingly combining or conspiring with a person, firm, or corporation by permitting one's license to be used by such person, firm or corporation, except as provided for in §5-III-1(c).

(L) By acting as agent, partner, associate, or in any other capacity, with persons, firms or corporations to evade the provisions of this article;

(M) Knowingly violating any provisions of this article.

(N) Hiring or subcontracting to unlicensed subcontractors.

(O) Failure to Maintain a clean and safe job site.

(P) Failure to comply with the terms of a Temporary Certificate of Occupancy

(2) Violation Notice. The Building Official shall provide the Contractor written notice of the violation of Section 5-III-10 (a) (1), (the "Violation Notice") and order the Contractor to correct the violation within ten (10) days. The Violation Notice will be sent by certified mail, return receipt

requested, at the address for the Contractor on file with the Building Inspection Division and may also be hand delivered to the Contractor. The Contractor shall correct the violation of § 5-III-10 (a) (1) within ten (10) days, or his Contractor license will be suspended starting on the eleventh (11) day after the Violation Notice is mailed. The suspension shall continue at least until the next meeting of the Board of Examiners following the end of the 10-day correction period. If the Contractor files a timely notice of appeal, the suspension will not go into effect. The failure to appeal as provided in this section makes the Violation Notice final and not subject to review.

(3) Violation Notice Remedies. If no appeal is filed from the Notice of Violation and the violation is not corrected in the 10-day correction period, the Board of Examiners shall hold a hearing at the next meeting of the Board of Examiners, following the end of the 10-day correction period, and shall determine the penalty as follows:

A) The Board may suspend the contractor's license for the remainder of the year it was issued

(i) A Contractor's license shall be suspended at least ten (10) days for failure to comply with §5-III-3-(a) -(8) G.C.C., if underground facilities owned by the City of Gillette are damaged in the course of the excavation.

(ii) A Contractor's license shall be suspended at least five (5) days for failure to comply with §5-III-3-(a) -(9) G.C.C., if underground facilities owned by the City of Gillette are damaged in the course of the excavation.

(B) The Board may place a contractor on probation the remainder of the year for which the license was issued only if the Contractor has never been charged with a violation of § 5- III-10 (a) (1) and if the Contractor has corrected the violation(s) listed in the Violation Notice. A Probationary contractor may perform all actions permitted by a licensed Contractor. If a Probationary contractor is found to have violated §5- III-10 (a)(1), during his probationary period then his Contractor's license shall be subject to suspension pursuant to §5- III-10 (a)(4) (A) for a minimum of three (3) months.

(C) The Board may issue a formal reprimand containing the Board's findings of fact and conclusions of law, which will become part of the Contractor's official file as an aggravating factor for license renewal. This remedy is only available for minor violations of 5-III-(a) -(1) that are

remedied within the five (5) day notice period and which do not result in property damage or extra costs to any client of the contractor or other contractors.

(D) The Board may issue an informal reprimand, which will not become part of the Contractor's official file in the Building Division, nor be an aggravating factor for license renewal in the case of violations of 5-III-(a) -(1) that are remedied within the five (5) day notice period.

(4) Appeal of Violation Notice to Board of Examiners. Upon receipt of the Violation Notice, the Contractor may request a hearing by filing an appeal in writing with the Building Official within ten (10) days of mailing of the Violation Notice;

(A) When an appeal is filed, the Building Official shall notify the Board of Examiners, at its next scheduled meeting and the Board of Examiners shall schedule the hearing for the next following scheduled meeting of the Board of Examiners, and the Building Official shall so notify the licensee in writing.

(B) The Contractor and the Master of Record shall attend the hearing on the appeal of a Violation Notice. The hearing will be conducted as a contested case hearing under the Wyoming Administrative Procedures Act. Failure of the Contractor to attend the hearing makes the decision of the Building Official final and not subject to review. Upon completion of the hearing, the board shall send written findings of fact and conclusions of law (the Final Order) by certified mail at the address for the Contractor on file with the Building Official. If the decision of the Board is adverse to the Contractor, it will include a penalty according to 5-III-10 (a)3.

(C) All Contractors whose licenses are revoked or suspended may appeal by filing a Notice of Appeal within thirty (30) days of the date of mailing of the Board's Final Order and have the record of their case reviewed by the Gillette City Council. The failure of the Contractor to appeal as provided in this section shall make the decision of the board final and not subject to review.

(b) The Board of Examiners shall have the power to modify the suspension and/or probation. No probationary period shall extend longer than one (1) year. The Board of Examiners may also:

(1) Require a Contractor to conform his work to the appropriate code within a stated reasonable period of time. If the Contractor fails to conform the work within the stated time period, the permit shall

be voided and the Licensee shall remove himself from the job.

(2) While a license is suspended, a Contractor, or his employees shall not contract, perform warranty work, repairs or other operations commonly associated with the contracting business. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3658, 1-19-2010)

## **(A) BUILDING CONTRACTOR LICENSES**

### **§ 5-III-11. Licenses, generally.**

The following licenses are issued for the term of one (1) year by the Board of Examiners in compliance with the applicable provisions of this code:

- a) A Building Contractor's license may be issued to any Contractor defined in § 5-III-2 (b) G.C.C. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

### **§ 5-III-12. License, Application**

To obtain a license the applicant shall submit to the Board of Examiners a written and verified application for the type of license sought. The application shall state the education, training and experience of the applicant and shall contain the names and phone numbers of three (3) references who are familiar with the applicant's work. If an examination is required, results of the examination shall accompany the application prior to action on the application by the Board of Examiners. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3784, 3-4-2013)

### **§ 5-III-13. Licenses, Examinations and Testing.**

Examinations and testing by the State of Wyoming in the case of electrical licenses or the International Code Council, (ICC) are required for Class A, B, R, D and F licenses. When a specific ICC test is available and is required by the Building Division, then Class C categories shall be tested. The examination/testing shall measure the applicant's knowledge of the applicable building, and other codes, laws and ordinances adopted by the City; the Board shall set the application standards and establish procedures.

The owner or a full-time employee in a supervisory position shall have passed the relevant State of Wyoming or ICC examination. The individual who has passed the State of Wyoming or ICC

test shall be the Master of Record and shall be the qualifying individual for not more than one (1) contractor or company at any given time, unless the Master of Record is the owner or part owner of more than one company and is in a supervisory position in each company, in which case that individual may be the Master of Record for those companies. If the Master of Record for the company resigns, a company will have sixty (60) days to provide the City with a new qualified Master of Record.

All testing for a specific license shall be satisfied if the applicant provides the Board with proof that he has successfully passed the appropriate testing requirements of the State of Wyoming or the ICC voluntary testing program. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3813, 1-7-2014)

**§ 5-III-14. Licenses, Contractor Bonding and Insurance.**

**Class A, B, R, C, D, and F** contractors must file with the Building Inspection Secretary and maintain during the term of the license:

(a) surety bond in the sum of five thousand dollars (\$5,000.00), payable to the City of Gillette all or part of which may be forfeited for damage to City property; and

(b) a certificate of insurance showing that the licensee has in force public liability insurance as follows:

License	Per Occurrence	Total Aggregate
Class A General Contractor -	\$1,000,000	\$2,000,000
Class B Building Contactor -	\$ 500,000	\$1,000,000
Class R Residential Contractor	\$ 500,000	\$1,000,000
Class C Specialty Contractor	\$ 300,000	\$ 600,000
Class D Vocational Contractor	\$ 300,000	\$ 600,000
Class F Fire Suppression Contractor	\$ 300,000	\$ 600,000

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3784, 3-4-2013)

**(B) ELECTRICAL LICENSES**



**§ 5-III-15. Licenses, generally.**

The following Class D - electrical licenses are issued for a one-year term by the Board of Examiners in compliance with the applicable provisions of this Code:

(a) An Electrical Contractor's license may be issued individually to natural persons or to corporations that hold a current Wyoming State Electrical Contractor's license.

(b) Individual Electrician's licenses are issued to natural persons who hold Wyoming State Electrician's licenses of the following kinds:

(1) Master Electrician's license; or

(2) Journeyman Electrician's license. (Ord. 2050, 6-3-96 ; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-III-16. Licenses - Electrical Contractors.**

An Electrical Contractor must either be licensed as a Master Electrician himself or have a Master Electrician in his employ. Electrical contractors shall have at least one Master Electrician or Journeyman Electrician supervising each Apprentice Electrician. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§5-III-17. Licenses, Individual Electrician.**

To obtain an Individual Electrician's license, one must possess the qualifications indicated herein:

(a) Master Electrician - provide copy of State of Wyoming Master Electrician's card.

(b) Journeyman Electrician - provide copy of State of Wyoming Journeyman's Electrician's card. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

**§ 5-III-18. Licenses, Fee Schedule.**

The following fees are payable upon issuance of the type of license indicated:

Type of License	New	Renewal
Electrical Contractor	\$150.00	\$50.00
Master Electrician	\$50.00	\$ 5.00
Journeyman Electrician	\$25.00	\$ 5.00

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009)

### **(C) PLUMBING LICENSES**

#### **§ 5-III-19. Licenses, Plumbing Generally.**

The following Class D Plumbing licenses are issued for the term of one year by the Board of Examiners in compliance with the applicable provisions of this Code

(a) Contractor's licenses may be issued individually or to any Contractor defined in § 5-III-5 (e) G.C.C. These licenses include:

(1) Plumbing Contractor License;

(b) These licenses are issued individually to natural persons

(1) Master Plumber License;

(2) Journeyman Plumber License;

(3) Apprentice Plumber License. (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006)

#### **§ 5-III-20. Licenses, Plumbing Contractors.**

1. Plumbing contractors shall have at least one Master Plumber or Journeyman Plumber supervising every three Apprentice Plumbers.

a. The Master of Record of a business must be a full-time employee of that business.

b. The Master of Record of a particular plumbing contractor shall be able to respond to any

job site where the plumbing contractor is employed within 48 hours.  
(Ord. 419, § 5.0102; Ord. 774, §§ 1, 2, 3-17-75.; Ord 1916, 1-3-94; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009)

**§ 5-III-21. Licenses, Individual Plumbers.**

(a) To obtain a plumber's license, one must possess the qualifications indicated: (1)

Master Plumber:

- (a) five years of approved experience; and
- (b) passing ICC examination results. (2)

Journeyman Plumber:

- (a) four years of approved experience and –
- (b) passing ICC examination results. (3)

Apprentice Plumber:

(a) thirty days employment with a Gillette licensed plumbing contractor.  
(Ord. 419, § 4.0102; Ord. 774, §§ 1, 2, 3-17-75; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013)

**§ 5-III-22. Licenses, Examinations.**

Master Plumbers and Journeyman Plumbers must show that they have passed the ICC test to receive a plumbing license. (Ord. 419, § 5.0102; Ord. 774, §§ 1, 2, 3-17-75; Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009)

**§ 5-III-23. Licenses, Fee Schedule.**

The following fees are payable upon issuance of the type of license indicated.

Type of License	New	Renewal
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Plumbing Contractor	\$150	\$50
Master Plumber	\$50	\$50
Journeyman Plumber	\$25	\$25
Apprentice Plumber	\$5	\$5

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009)

**(D) Residential Fire Suppression System Licenses**

**§ 5-III-24. Licenses, Residential Fire Suppression System Generally.**

The following Class D – Residential Fire Suppression System licenses are issued for the term of one year by the Board of Examiners in compliance with the applicable provisions of this Code. Individuals must be employed by a licensed Plumbing Contractor with the City of Gillette. (Ord. 3875, 11-2-2015)

**§ 5-III-25. Licenses – Residential Fire Suppression System Individuals.**

(a) To obtain a Residential Fire Suppression System license, one must possess the qualifications indicated:

- (1) Master:
  - (a) Master Plumbing License
  - (b) Residential Fire Suppression System ICC Certification
- (2) Journeyman:
  - (a) Journeyman Plumbing License
  - (b) Residential Fire Suppression System ICC Certification

(Ord. 3875, 11-2-2015)

**§ 5-III-26. Licenses, Examinations.**

Residential Fire Suppression System license holders must show that they have passed the specific ICC test to receive a Residential Fire Suppression System license. (Ord. 3875, 11-2-2015)

**§ 5-III-27. Licenses, Fee Schedule.**

The following annual fees are payable upon issuance of the type of license indicated:

Type of License	New	Renewal
Residential Fire Suppression System	\$50	\$50

(Ord. 3875, 11-2-2015)

### **(E) HVAC MECHANICAL LICENSES**

#### **§ 5-III-28. Licenses, HVAC Mechanical Generally.**

The following Class D- HVAC Mechanical licenses are issued for the term of one year by the Board of Examiners in compliance with the applicable provisions of this Code.

(a) Contractor's licenses may be issued to any Contractor defined in § 5-III-5 (e) G.C.C. These licenses include:

(1) HVAC Mechanical Contractor License.

(b) These HVAC licenses are issued to natural persons:

(1) Master HVAC Mechanical License.

(2) Journeyman HVAC Mechanical License.

(3) Apprentice HVAC Mechanical License.

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

#### **§ 5-III-29. Licenses – HVAC Mechanical Contractor.**

HVAC Mechanical Contractors shall have at least one Master HVAC Mechanical license holder or Journeyman Mechanical HVAC license holder supervising every three Apprentices.

(a) The Master of Record of a business must be a full-time employee of that business.

(b) The Master of Record of a particular HVAC Mechanical contractor shall be able to respond to any job site where the HVAC contractor is employed within 48 hours. (Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-30. Licenses – HVAC Mechanical Individuals.**

(a) To obtain a HVAC Mechanical license, one must possess the qualifications indicated:

(1) Master:

(a) Five years of approved experience;

(b) passing ICC examination results.

(2) Journeyman:

(a) four years of approved experience

(b) passing ICC examination results.

(3) Apprentice:

(a) thirty days employment with a Gillette licensed HVAC Mechanical contractor. (Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-31. Licenses, Examinations.**

Master HVAC Mechanical and Journeyman HVAC Mechanical license holders must show that they have passed the ICC test to receive a HVAC Mechanical Individual license. (Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-32. Licenses, Fee Schedule**

The following annual fees are payable upon issuance of the type of license indicated:

Type of License	New	Renewal
HVAC Mechanical Contractor	\$ 150	\$ 50
Master HVAC License	\$ 50	\$ 50

Journeyman HVAC License	\$ 25	\$ 25
Apprentice HVAC License.	\$ 5	\$ 5

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**(F) Refrigeration Technicians**

**§ 5-III-33. Licenses, Refrigeration Technicians Generally.**

The following Class D – Refrigeration Technicians licenses are issued for the term of one year by the Board of Examiners in compliance with the applicable provisions of this Code. Individuals must be employed by a licensed HVAC Contractor with the City of Gillette.

(a) These licenses are issued individually to natural persons;

- (1) Master Refrigeration Technicians
- (2) Journeyman Refrigeration Technicians
- (3) Apprentice Refrigeration Technicians

(Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-34. Licenses – Refrigeration Technicians Individuals.**

(a) To obtain Refrigeration Technicians license, one must possess the qualifications indicated:

- (1) Master:
  - (a) five years of approved experience
  - (b) ESCO (Educational Standard Corp Institute Certification)

(EPA Section 608)

- (c) passing ICC Certification

- (2) Journeyman:

- (a) four years of approved experience
- (b) ESCO Institute Certification
- (c) passing ICC Certification

(3) Apprentice:

- (a) thirty days employment with a Gillette licensed HVAC

Mechanical contractor.

(Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-35. Licenses, Examinations.**

Master Refrigeration Technicians and Journeyman Refrigeration Technicians license holders must show they have passed the specific ICC test, and the ESCO Institute Certification to receive a Refrigeration Technicians license. (Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-36. Licenses, Fee Schedule**

The following annual fees are payable upon issuance of the type of license indicated:

Type of License	New	Renewal
Master Refrigeration Technicians	\$50	\$50
Journeyman Refrigeration Technicians	\$25	\$25
Apprentice Refrigeration Technicians	\$5	\$5

(Ord. 3621, 5-4-2009)

**(G) GAS PIPEFITTER LICENSES**

**§ 5-III-37. Licenses, Gas Pipefitter Generally.**

The following Class D –Gas Pipefitters’ licenses are issued for the term of one year by the Board of Examiners in compliance with the applicable provisions of this Code.

- (a) Contractor’s licenses may be issued individually or to any Contractor defined in § 5-III-5 (e) G.C.C. These licenses include:



- (1) Gas Pipefitter Contractor; and
- (b) These licenses are issued individually to natural persons;
  - (1) Master Gas Pipefitter
  - (2) Journeyman Gas Pipefitter
  - (3) Apprentice Gas Pipefitter

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3875, 11-2-2015)

**§ 5-III-38 Licenses – Gas Pipefitter Contractor**

Gas Pipefitter Contractors shall have at least one Master Gas Pipefitter license holder or Journeyman Gas Pipefitter license holder supervising every three Apprentices.

- (a) The Master of Record of a business must be a full-time employee of that business.
- (b) The Master of Record of a particular Gas Pipefitter contractor shall be able to respond to any job site where the Gas Pipefitter contractor is employed within forty- eight (48) hours. (Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-39. Licenses – Gas Pipefitter Individuals.**

- (a) To obtain a Gas Pipefitter license, one must possess the qualifications indicated:
  - (1) Master:
    - (a) five years of approved experience;
    - (b) passing ICC examination results.
  - (2) Journeyman:
    - (a) four years of approved experience
    - (b) passing ICC examination results.
  - (3) Apprentice:
    - (a) thirty days employment with a Gillette licensed Gas

Pipefitter contractor.

(Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-40. Licenses, Examinations.**

Master Gas Pipefitter and Journeyman Gas Pipefitter license holders must show that they have passed the specific ICC test or an equivalent ICC test which includes gas, approved by the Building Division, to receive a Gas Pipefitter Individual license. (Ord. 3415, 4-17-2006) (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**§ 5-III-41. Licenses, Fee Schedule**

The following annual fees are payable upon issuance of the type of license indicated:

Type of License	New	Renewal
Gas Pipefitter Contractor	\$150.00	\$50.00
Master Gas Pipefitter	\$50	\$50
Journeyman Gas Pipefitter	\$25	\$25
Apprentice Gas Pipefitter	\$5	\$5

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3875, 11-2-2015)

**(H) Connections to City Water or Sewer System**

**§ 5-III-42. Connections to City Water or Sewer.**

Connections to the city water or sewer system may be made by a licensed Class D Plumbing Contractor or Class C - Water & Sewer Pipe Layer. No connection to the city water or sewer systems or building water or sewer service lines may be covered until it is inspected by the City. (Ord. 419, § 4.0103; Ord. 774, §§ 1, 2, 3-17-75; Ord. 2050, 6-3-96; Ord. 3415, 4-17-2006; Ord. 3621, 5-4-2009; Ord. 3784, 3-4-2013; Ord. 3875, 11-2-2015)

**ARTICLE IV.  
PERMIT FEES AND REQUIREMENTS**

**§ 5-IV-1. Plan Review Fees, Permit Fees and Reinspection Fees.**

(a) Plan Review Fees:

1.	Plans are required for one and two-family dwellings	No charge for plan reviews
2.	First Commercial Plan Review including Commercial Master Plans and additional plan review required by changes, additions, or revisions to approved plans	1 <sup>st</sup> review \$100 2 <sup>nd</sup> review \$200 3 <sup>rd</sup> review \$1,125 4 <sup>th</sup> and any additional reviews are \$1,500 each. (Ord. 3720, 5-2-2011)

(Ord. 3874, 11-2-2015)

(b) The fee for each building permit including additions shall be as set forth in the following schedule:

Building Square Feet	Fee
0-500	\$30
500-1,000	\$60
1,000 - 2,000	\$100
2,000-5,000	\$150
Over 5,000	\$150+ \$.04 per square foot

Type	Permit Fee
Signs (includes LED, not video)	\$30
Miscellaneous Residential includes remodels, damage, repair or residing.	\$20

Miscellaneous Commercial includes remodels up to 500sq. ft., for larger projects permits are based on the above chart	\$30
*Storage Building/Garage	Fee is calculated according to the Building Square Feet table, above.
*Deck	\$20
Fences over 6'	\$10.00
*Retaining Walls (over 4 ft. high, require engineered drawings)	\$20.00
Fire Sprinkler Systems Campbell County Fire Department performs the plan check and inspections.	\$30
GRADING PLAN REVIEW FEE, and GRADING PERMIT FEE	\$60
Building Demolition permits	\$60
Cell and other Towers	\$100
Antenna Co-Locates	\$100
Temporary Job Trailers	\$30

Re-Roof Shingles and Shakes (Over 100 sq. ft. requires permit)

Type	square foot fee	Permit Fee
Residential		\$10.00
Commercial	\$.0050 per sq. ft	

(b) FOUNDATION PERMIT FEE

Foundation only	\$40
Foundation only – Plumbing	\$40
Foundation Only Electrical	\$40
Foundation Only – Mechanical	\$40

A Building Permit must be obtained to finish a basement; however, a building permit fee will be waived. Because the building square footage is charged in original plans and plumbing, and

mechanical work is usually roughed-in in unfinished basements, permits are required to finish the plumbing and mechanical but there is no charge for those permits, unless there are special circumstances. For example, if the basement floor must be opened to install new plumbing drain lines or if a new hot water heater or a furnace is installed then a permit and fee will be required. A standard electrical permit is required with the standard fee for the addition of new electrical circuits as well as for electrical wiring and new outlets to finish a basement. Standard inspections from the Building Division will still be conducted and work must be in compliance with the code enforced by the City of Gillette. (Ord. 1741 12-4-89; Ord. 1956 9-19-94; Ord. 2050, 6-3-96; Ord. 3415, 4-17-2006) (Ord. 3052, 8-17-98; Ord. 3415, 4-17-2006; Ord. 3690, 9-7-2010)

(c.) Reinspection Fees.

(Ord. 3618, 3-30-2009 effective 7-1-2009)

1.	Reinspection fees assessed under provisions of Section 108.8	\$60.00
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(d) Disaster Permits

Permits for repairs to a building or structure as the result of a natural disaster or accident as determined and approved by the Building Official shall be free of charge. (Ord. 3690, 9-7-2010)

**§ 5-IV-2. Electrical Permit Fees.**

(1) The fee for an electrical permit shall be computed in accordance with the following schedule. Fees are payable at the time of issuance of the electrical permit. The Minimum fee for the issuance of an electrical permit is \$10.00.

(2) Electrical repair, Temporary Construction Electrical Service, MH and RV Hook-up, (not on a privately-owned lot). Services, change services, basement finish, additions, alterations, or repairs – circuits or sub-feeder (including circuit feed for sub- feeders) on either primary or secondary services are computed separately.

- (a) 0 to 60-amp capacity - \$10

- (b) 61 - 100-amp capacity - \$12
- (c) 101-200-amp capacity - \$13
- (d) Each additional 100-amp capacity or fraction thereof - \$4.00
- (e) For each sub-panel - \$5.00.

(3) Residential and Commercial Electrical Fees

(a) The maximum fee for single family residences on a privately-owned lot, as outlined by the International Residential Code, including, EMHs townhouses and patio houses is:

- (1) 0 to 100-amp capacity - \$40.00
- (2) 101 to 200-amp capacity - \$50.00

(b) The maximum fee for commercial building is:

(1) For commercial building including apartment buildings single phase service:

- a. 0 to 100-amp capacity - \$40.00
- b. 101 to 200-amp capacity - \$50.00
- c. For each additional 100 amp or fraction thereof - \$10.00.
- d. \$5 for each sub-panel.

(2) For commercial building including apartment buildings three phase service:

- a. 0 to 100-amp capacity - \$50.00
- b. 101 - 200-amp capacity - \$60.00
- c. For each additional 100-amp capacity or fraction thereof -\$12
- d. \$5 for each sub-panel.

(c) The maximum fee for a new mobile home park is \$10 for each space for the first 40 spaces and \$5 per each additional space.

(4) In addition to the foregoing a charge is made for special installations as follows in addition to a base charge of \$10:

- (a) Each street lighting standard - \$1
- (b) Each traffic signal standard - \$2
- (c) Each lighted sign - \$10

(Ord. 1741, 12-4-89; Ord. 2050, 6-3-96; Ord. 3415, 4-17-2006)

(5) Demolition of Building – Disconnect power service line \$10.

(Ord. 618, 3-30-2009 effective 7-1-2009)

**§ 5-IV-3. Plumbing, Mechanical and Gas Pipefitting Permit Fees.**

(a) Plumbing Permit Fees

Minimum permit fee	\$10.00
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore)	\$2.00
For each water heater	\$10.00
For each industrial waste pre-treatment grease or sand-oil interceptor, including its trap and vent, excepting kitchen type grease, interceptors functioning as fixture traps	\$10.00
For installation, alteration or repair of water line	\$10.00
For each lawn sprinkler system and associated backflow protection devices	\$5.00
For water softeners or treatment systems	\$10.00
Plumbing repair (any type)	\$10.00
Sewer Line Installation and/or repair	\$10.00
Residential Plumbing (New single-family construction) - Interior	\$30.00
Demolition of Building – Cap off plumbing at Street	\$10.00

(Ord. 3874, 11-2-2015)

(b) Mechanical Permit Fees  
Unit Fee Schedule-

1.	Residential-New HVAC (Includes up to 2 heating units, A/C unit, vents, ducts, bath fans, dryer vents, & fire places) \$15 per unit for each additional unit (Ord. 3690, 9-7-2010)	\$30.00
2.	Residential-Replacement	Per unit
	A. Installation of a furnace, woodstove or heating unit	\$15.00
	B. Installation of an Air Conditioning or cooling unit	\$15.00
	C. Installation of a Boiler unit	\$15.00
	D. Miscellaneous	\$15.00
3.	Commercial New or Replacement	Per unit
	A. Installation of a furnace, wood stove or heating unit	\$20.00
	B. Installation of an Air Conditioning window unit or cooling unit	\$20.00
	C. Installation of a Boiler unit	\$20.00
	D. Installation of a Grease hood or Exhaust Hood	\$20.00
	E. New Construction or alteration of a Commercial Building HVAC (Heating unit, venting, ducts, air conditioning unit, grease hood, bathroom fan, dryer vent) \$20 per unit for each additional unit.	\$75.00 Flat fee
	F. Miscellaneous	\$20.00

(c) Gas Pipefitting Permit Fees

	For each gas piping system of one (1) to four (4) outlets	\$10.00
	For each gas piping system of five (5) or more per outlet	\$15.00

(Ord. 1741, 12-4-89; Ord. 2050, 6-3-96; Ord. 3052, 8-17-98; Ord. 3415, 4-17-2006; Ord. 3618, 3-30-2009; Ord. 4004, eff. 1-3-2022)



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