



**CITY OF GILLETTE**  
**Development Services Department**  
**BUILDING INSPECTION DIVISION**

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**COMMERCIAL BUILDINGS AND STRUCTURES- MINIMUM PLAN SUBMITTAL REQUIREMENTS**

Plans for Commercial Buildings that exceed an occupant load of ten (10) shall be signed and sealed by a professional engineer or architect registered in the State of Wyoming. Each individual page shall be sealed by the design professional who prepared the construction document(s). The design professional shall only perform those services for which the registrant is qualified.

Plan sets –Apply for and submit drawings and documents digitally using the ENERGOV SELF SERVICE Software program. At the City of Gillette web site, go to “Quick Links,” click on the down arrow and select **Energov Self Service.**

**A complete set of plans shall consist of:**

General Documents	Electrical Plans(Include low voltage)	Civil Plans	Gas Line Plans
Plumbing Plans	Mechanical Plans	Fire	General Sheets
Architectural Plans	Structural Plans		

Plans and specifications shall be drawn to scale and shall clearly indicate the location, (including the physical address) nature and extent of the work proposed and show in detail that the plans are in compliance with the minimum provisions of all codes adopted by the City Gillette, all relevant laws, ordinances, and regulations.

Plans for buildings shall clearly indicate compliance with the International Building Code (IBC) in the form of code data analysis on the title sheet and should include and not be limited to:

- |                              |                         |
|------------------------------|-------------------------|
| Use Group Classification(s)  | Fire Protection Systems |
| Construction Type            | Interior Finish         |
| Fire Resistive Construction  | Occupant load(s)        |
| Design Approach Method       | Means of egress         |
| Height and Area Calculations | Accessibility Features  |

**ELECTRICAL PLANS**

Electrical plans for all new commercial building and additions exceeding 400 amps shall be signed and sealed by a professional electrical engineer registered in the State of Wyoming. Plans shall clearly indicate compliance with the National Electric Code (NEC) and include the following information:

- Δ Site plan lighting and equipment
- Δ Electrical equipment type
- Δ Voltage, amperage, and rating

- Δ Size wiring methods and control of equipment including signs, light fixtures, outdoor equipment, etc. Indicate size in AWG of grounding electrode conductor to concrete encased electrode water pipe and all other proposed electrodes. Load calculations and a diagram of the feeders meeting the requirements of Article 220 of the NEC.
- Δ A one line diagram for new or upgraded services clearly indicating disconnect and over-current device ratings, feeder conductor size, size and type of feeder raceway or cable and voltage and ampere rating for all transformers and panel boards.
- Δ Panel board schedule(s)
- Δ Alterations and additions to existing wiring shall have the existing wiring along with the proposed changes or additions shown on the plans.

#### PLUMBING PLANS

Plumbing plans shall clearly indicate compliance with the International Plumbing Code (IPC) and include the following information:

- Δ Size, location and type of DWV materials to be installed.
- Δ Floor plans indicating locations and types of all equipment and fixtures including any gas lines.
- Δ Riser diagrams for all sanitary and supply lines (including meter size, backflow preventer, main shut Off value, irrigation take off and fire suppression location. )
- Δ Plans shall be signed and sealed by a professional mechanical engineer registered in the State of Wyoming.

#### MECHANICAL PLANS

Mechanical Plans shall clearly indicate compliance with the International Mechanical Code (IMC) and include the following information:

- Δ Duct work
- Δ Gas lines
- Δ Equipment Locations
- Δ Mechanical or machine rooms
- Δ Supply plenums
- Δ Equipment schedule(s) with details for each piece of equipment to be installed.
- Δ Plans shall be signed and sealed by a professional mechanical engineer registered in the State of Wyoming.

#### COMCHECK REQUIREMENTS:

Comcheck reports shall be submitted with the proposed building plans at the time of application for review and comment.

- Δ Building envelope calculations are required.
- Δ IBC Occupancies S-1, S-2, F-1,F-2 and U are exempt from the required building envelope calculations; all other occupancies or portions there of (IE: mixed use buildings ) will be required to provide a ComCheck report.