



CITY OF GILLETTE

Development Services Department
Building Inspection Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5260
www.gillettewy.gov

MANUFACTURED HOME ON A PRIVATE LOT PLAN SUBMISSION CHECK LIST

Plans and specifications shall be in compliance with Housing and Urban Development. (HUD) The City of Gillette has adopted Appendix E of the International Residential Code (IRC) and the National Electric Code (NEC). See Current City Code-Chapter 5-Buildings for Code Adoption Edition Dates. Plans shall be of sufficient clarity to indicate the Physical address of the location, nature, and extent of the work proposed. Plans are required to be submitted digitally using Energov. For additional information go to the web site:

FOUNDATION PLAN

- >The foundation plans shall indicate the size, location, and type of material to be used as a foundation. Foundations are lot specific and must contain a physical address on plans.
- >The foundation shall be prepared, stamped, and signed by a Wyoming licensed engineer, detailing the location and size of all exterior and interior footings.
- >Drains shall be provided around all concrete or masonry foundations that retain earth and enclose habitable or usable spaces located below grade (including crawl spaces)
- >Pit sets shall have a drainage system to prevent the accumulation of water under the unit.
- >A foundation Location Certificate is required prior to the Certificate of Occupancy being issued.

Use file name: **Foundation.pdf**

PLOT PLAN REQUIREMENTS

- > Required to be by a Design Professional
- >Include Street address & legal description (lot, block, and subdivision)
- >Show proposed porches, decks, patios, garages, exterior stairways, etc.
- >Property lines & all utility easements must indicate dimensions, north arrow, must be drawn to scale, and show setbacks. (Distance to the building from all property lines)
- >The direction of drainage flow should be indicated with arrows. Drainage shall not impact adjacent properties. Show sidewalks, (proposed & existing) and location of water, sewer, & electrical services to home.
- >Plot Plan shall show top of curb elevation at the highest point of property & proposed top of finished floor elevation and show 2 all-weather surface off street parking places.
- >Two All-weather surface off-street parking spaces are required and shall be either asphalt or concrete.

Use file name: **Plot Plan.pdf**

STORM WATER POLLUTION PREVENTON PLAN AGREEMENT (SWPPPA) Only required if disturbing 2,500 Square Feet or more of soil.

- >Read, complete, sign, and date the agreement where indicated; upload the SWPPP Agreement into Enegov Self Service with your building project plans in the documents folder.

Use file name: **SWPPP Agreement.pdf**

STORM WATER POLLUTION PLAN DRAWING (SWPPPD)

- >May use a copy of the Plot Plan to indicate BMPs
- >The site map is to also indicate type and location of proposed Best Management Practices; (BMPs) for example, silt fence, waddles, trash container, portable toilet and areas used for material and soils waste material.

Use file name: **SWPPP Drawing.pdf**