



# \$25 Application Fee

PERMIT #: \_\_\_\_\_

RECEIPT#: \_\_\_\_\_

## PARK COUNTY ZONING/BUILDING PERMIT APPLICATION

Park County Planning & Zoning Department  
1002 Sheridan Ave.  
Cody, WY 82414

A zoning/building permit is required to:

- locate, erect, or construct any building or structure;
- enlarge the outside dimensions of any building or structure;
- reconstruct any building or structure within the designated floodplain (other Permits required);
- change the use of any building or structure; or
- change the use or occupancy rating of a building so as to increase the building's sewage design flow.

This requirement applies to all unincorporated areas in Park County.

If construction authorized by a zoning permit has not been started within one-year, this permit shall be null and void.

Please allow up to 14 days for application to be processed.

### Applicant Information

Applicant Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone No. (daytime): \_\_\_\_\_

### Construction Information

Describe the structure and intended use: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Is the proposed structure at least a 20-foot setback from any road right-of-way?  YES  NO

Type of Construction (Stick built/modular/etc.): \_\_\_\_\_

Does the construction increase an existing building's occupancy rating: (such as net increase in number of bedrooms for existing home)  YES  NO

Other information: \_\_\_\_\_

Does the structure have a Small Waste Water System Permit for a septic system?  YES  NO

If Yes, Permit #: \_\_\_\_\_

### Property Information

Property Owner: \_\_\_\_\_  
(if different from applicant)

Deed:  
Notice of Non-Filing:  
Release of Notice:

Property Identification No.: \_\_\_\_\_  
(the 14 digit # from your tax bill)

Is the property vacant?  YES  NO

### Legal Description (complete this section OR attach copy of your deed)

If property is in a Subdivision:

Subdivision Name: \_\_\_\_\_

Block No.: \_\_\_\_\_

Lot No.: \_\_\_\_\_

If property is NOT in a Subdivision:

Township, Range & Section: T. \_\_\_\_\_ N., R. \_\_\_\_\_ W., Sec. \_\_\_\_\_

Quarter/Quarter: \_\_\_\_\_

Lot or Tract: \_\_\_\_\_

Metes & Bounds Description: \_\_\_\_\_

### Sign Here ▶

*The information I have presented in this application is true and correct to the best of my knowledge:*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note ▶ Please be sure to complete the "plot plan" drawing on the back of this form**

