



PERMITS, APPLICATIONS & INFORMATION

- **Development Permit**- before starting any building development (from scratch or adding to your existing infrastructure), you must complete a Development Permit Application. This permit process allows the Land Planning staff to determine if your development will be affected by either floodplain or airport zones, and will allow us to walk you through any potentially related issues (i.e.- County road access, addressing, easement questions and septic permitting). This process is extremely simple, generally you sketch out your plans and walk us through it. It usually processed with in a day.
- **Address Permit**- Big Horn County assigns all addresses in unincorporated areas of the County. Each town will do their own with in the town boundaries. We require the assignment of a physical address for all residences, businesses and seasonally-occupied structures. Utility companies also require an address number for any type of utility on the property, even if no structure. This process is also very simple. Our office will contact all of the relevant agencies (USPS and 911 Operations) and generally takes only a few days.
- **Access Permit**- before creating or modifying an access to your property from a County road you need to fill out a Right-of-Way Permit Application. This application process will allow us to consider many factors to ensure that you end up with the safest possible access.
- **Septic Permit**- Big Horn County acts as the delegate for WY Department of Environmental Quality to approve residential septic systems within the County. All new and replacement systems need to be approved. Although the septic application packet may appear complicated, the permitting process is quite simple. Our staff will walk you through the entire process. Once you have initial approval, all we ask is a 24-hour notice before burying the installation so that we can inspect it. Most septic systems do not need any engineering, but occasionally the lay of the land or other factors will require a bit more effort. Home owner can install themselves or use a licensed plumber.
- **Subdivision (Land Division) Permit**- If you are planning to divide your land for any type of building development or land division purposes, please refer to our subdivision page on our website or call us. We have simple, major and exempt types of subdivisions. Even splitting a property in half or partial, still requires a permit, but many fall into the exemption process, which uses less requirements (i.e.; with-in family, larger than 35 acres, boundary line adjustments) and exempted are only a \$20 processing fee.
- **Floodplain Development Permit**- these may be the least well-known of our permits, but it may be one of the most critical. If you build in a floodplain without a permit, the County can lose its standing in the National Flood Insurance Program (this would result in exorbitant flood insurance premiums for everyone) and it may be very difficult to sell your property in the future because of the lack of permitting and building to required standards. It is easy to check if your property is in a floodplain, just give us a call!

- **Building Codes** -Unincorporated (not in city limits) Big Horn County does not have building codes at this time. Construction must, however, follow all applicable State electrical and fire protection codes. For your protection, we recommend that you use national building code standards for your projects. If your project is within a municipal boundary, please contact the appropriate municipality before you start the work. They may have building codes, zoning or other requirements that differ from the unincorporated areas of the County.
- **Survey** -We strongly recommend that you review surveys that have been done on the property, or have a survey completed before commencing with construction. All too often people start projects only to find out halfway through that they are infringing upon their neighbor's land.
- **Online Map/GIS** -The county offers a free website for the county's Interactive GIS MapServer where you can look up land, parcels, roads, flood zones, etc in the county. Go to the county website and under Departments, select Land Planning, and then in the right side menu, click on the link "Land Planning-GIS" and in the middle of that new page you will see the red box labeled "MapServer". Select that box and accept the conditions and the interactive map of the county will appear. www.bighorncountywyo.gov
- **Printing Applications**- All the permit applications, requirements and regulations are located on our website. Under the *Departments* page, then under the *Land Planning* heading select "*Forms and Regulations*". You will be able to download and print out any of the applications and regulations you are interested in. Please call us or stop in with any questions on the permit you need or how to fill out!!



Land Planning Department

PO Box 29 / 425 Murphy Street, Basin, WY 82410

www.BigHornCountyWY.gov 307-568-2424 Planner@BigHornCountyWY.gov