

CITY REQUIREMENTS

CATEGORY/ITEM	PERMIT	FEE OR DEPOSIT	INSPECTION	PLANS/SPECS.	CONTACT DEPT.
<u>ALCOHOL</u>					
-Alcohol Permit Fairgrounds	Yes	Yes	No	No	Clerk
-Catering Permit	Yes	Yes	No	No	Clerk
-Kegger Permit (12 or Less)	Yes	No	No	No	Clerk
-Kegger Permit (13 or more)	Yes	Yes	No	No	Clerk
-Liquor License	Yes	Yes	No	No	Clerk
-Malt Beverage	Yes	Yes	No	No	Clerk
<u>BANNER PERMIT</u>	Yes	Yes	No	No	Clerk/ Elec.
<u>BIKE LICENSE</u>	Yes	Yes	No	No	Police
<u>BUILDING:</u>					
Additions or Changes:					
-dormers, windows, etc.	Yes	Yes	Yes	No	Inspection
-electrical (all)	Yes	Yes	Yes	No	Inspection
-furnaces	Yes	Yes	Yes	No	Inspection
-garages to living areas	Yes	Yes	Yes	Yes	Inspection
-interior remodel	Yes	Yes	Yes	No	Inspection
-rooms	Yes	Yes	Yes	Yes	Inspection
-wall-in a porch	Yes	Yes	Yes	Yes	Inspection

CITY REQUIREMENTS

CATEGORY/ITEM	PERMIT	FEE OR DEPOSIT	INSPECTION	PLANS/SPECS.	CONTACT DEPT.
<u>Building Cont..</u>					
Demolition	Yes	Yes	Yes	No	Inspection
Mobile Home Set-Up	Yes	Yes	Yes	No	Inspection
New Construction					
-buildings	Yes	Yes	Yes	Yes	Inspection
-car port	Yes	Yes	Yes	No	Inspection
-chimneys/fireplaces, stoves	Yes	Yes	Yes	No	Inspection
-dog kennels	Yes	Yes	Yes	No	Inspection
-fences	Yes	Yes	Yes	No	Inspection
-garages	Yes	Yes	Yes	Yes	Inspection
-patios or decks	Yes	Yes	Yes	No	Inspection
-plan review - if required (40% of building permit fee)	Yes	Yes	Yes	Yes	Inspection
-sidewalks/driveways	Yes	Yes	Yes	Yes	Inspection
-solar systems	Yes	Yes	Yes	Yes	Inspection
-sprinkler systems	No	No	No	No	Inspection
-swimming pools/spas	Yes	Yes	Yes	Yes	Inspection
-sheds >120sf	Yes	Yes	Yes	No	Inspection
-under or above ground tanks	Yes	Yes	Yes	Yes	Inspection
Occupancies	No	No	Yes	No	Inspection

CITY REQUIREMENTS

CATEGORY/ITEM	PERMIT	FEE OR DEPOSIT	INSPECTION	PLANS/SPECS.	CONTACT DEPT.
<u>Building Cont.</u>					
Parking Lots	Yes	Yes	Yes	No	Inspection
Repairing or Replacing					
-concrete	Yes	Yes	Yes	No	Inspection
-porches	Yes	Yes	Yes	No	Inspection
-roofing	Yes	Yes	Yes	No	Inspection
-siding	Yes	Yes	Yes	No	Inspection
Signs	Yes	Yes	Yes	Yes	Inspection
Sewer and Water Taps	Yes	Yes	Yes	No	Inspection
Replace Sewer Service Lines	Yes	Yes	Yes	No	Inspection
Water Heaters	Yes	Yes	Yes	No	Inspection
<u>BURNING</u>	Yes	No	No	No	Sanitation
<u>BUSINESS LICENSING</u>					
-Bowling Lanes	Yes	Yes	No	No	Clerk
-Gaming Machines	Yes	Yes	No	No	Clerk
-Hawkers, Peddlers and Transient Merchants	Yes	Yes	No	No	Clerk
-Pawn Shops	Yes	Yes	No	No	Clerk
-Pool & Card Tables	Yes	Yes	No	No	Clerk
-Taxi Cabs	Yes	Yes	No	No	Clerk

CITY REQUIREMENTS

CATEGORY/ITEM	PERMIT	FEE OR DEPOSIT	INSPECTION	PLANS/ SPECS.	CONTACT DEPT.
<u>CIRCUS/CARNIVAL</u>	Yes	Yes	No	No	Clerk
<u>COMMONS EVENTS CENTER</u>					
-Commons Building Rental	Yes	Yes	No	No	Clerk
-Commons Alcohol Permit	Yes	Yes	No	No	Clerk
<u>CONTRACTOR REGISTRATION</u>	Yes	Yes	No	No	Clerk
<u>COUNCIL MEETING</u>	1st and 3rd Monday of each month, 7:00 pm, Council Chambers				
<u>DANCE</u>					
-Music, School, Bar (Exotic), etc.	Yes	No	No	No	Police
<u>DRIVER'S LICENSE</u>	Cody, M-W-Th-F, 8--4:30 808 Meadow Lane (587-3346)		Lovell, T, 9:30-4 203 East Second (548-2494) No Road Tests from 11:30-1:30		
<u>ELECTIONS/MUNICIPAL</u>	Information & Voter Registration/Wards				Clerk
<u>EXHIBITS/DISPLAYS</u>					
Public displays or showing of arts, crafts, merchandise, etc.	Yes	Yes	No	No	Clerk
<u>FINES</u>	Justice Court, Park County Annex, 8-5, Mon-Fri (754-8800)				
	Municipal Court, 126 North Bent, 8-5, Mon-Fri (754-5749)				
	After Hours, Police Department, 250 North Clark (754-2212)				

CITY REQUIREMENTS

CATEGORY/ITEM	PERMIT	FEE OR DEPOSIT	INSPECTION	PLANS/ SPECS.	CONTACT DEPT.
----------------------	---------------	-----------------------	-------------------	----------------------	----------------------

<u>FIREWORKS</u>	Yes	No	No	No	Clerk/Council
-------------------------	-----	----	----	----	---------------

<u>LANDFILL</u>	Contact Park County Landfill (754-9418)				
------------------------	---	--	--	--	--

<u>MARRIAGE LICENSES</u>	Park County Courthouse, Cody (754-8500)				
---------------------------------	---	--	--	--	--

<u>NOISE RELIEF PERMIT</u>	Yes	No	No	No	Police/Council
-----------------------------------	-----	----	----	----	----------------

<u>PARADE</u>	Yes	Yes	No	No	Police
----------------------	-----	-----	----	----	--------

PARK RESERVATION AND RECREATION

*Washington Park Shelter/Bandshell	Yes	Yes	No	No	Clerk
------------------------------------	-----	-----	----	----	-------

*Homestead Park Shelter	Yes	Yes	No	No	Clerk
-------------------------	-----	-----	----	----	-------

***Alcohol Allowed, Permit Required**

***See Alcohol**

Overnight Camping	No	No	No	No	Parks
-------------------	----	----	----	----	-------

Recreation Equipment	No	Yes	No	No	Recreation
----------------------	----	-----	----	----	------------

Baseball/Softball Tournaments	Yes	Yes	No	No	Clerk/Parks
-------------------------------	-----	-----	----	----	-------------

PARKING

-On Street **Must be currently licensed and in running condition.**

-Handicap **Contact Dept. of Transportation, (307) 777-4800 for decals.**

CITY REQUIREMENTS

<u>CATEGORY/ITEM</u>	<u>PERMIT</u>	<u>FEE OR DEPOSIT</u>	<u>INSPECTION</u>	<u>PLANS/ SPECS.</u>	<u>CONTACT DEPT.</u>
<u>PETS</u>					
-Dogs	Yes	Yes	No	No	Police
-Cats	Contact Vet for rabies tag.				
-Other – Wild/Exotic	Contact City Clerk/Police for other laws about animal inside the city limits.				
<u>ROAD AND TRAVEL</u>					
	WY. - (888)996-7623 MT. - (800) 226-7623		CO. - (307) 639-1111 ID. - (888)432-7623		
<u>STREETS</u>					
-Construction Closure	Yes	Yes	Yes	No	Clerk/ Police/ Streets
-Exhibition/ Activity Closure	Yes	Yes	No	No	Clerk/ Police
-Right of Way	Yes	Yes	Yes	No	Clerk/ Streets
<u>TREE LICENSE</u>					
	Yes	Yes	Bond Required	No	Clerk
<u>TREES</u>					
-Trimming or Removal on a Public Right-of-Way	Yes	No	Yes	No	Parks
-Planting on a Public Right-of-Way	Yes	No	Yes	No	Parks
<u>UTILITIES - Request for Service</u>					
Cable TV	Provided by Bresnan Cable (754-2219)				

CITY REQUIREMENTS

CONTEGORY/ITEM	PERMIT	FEE OR DEPOSIT	INSPECTION	PLANS/ SPECs.	CONTACT DEPT.
<u>UTILITIES - Cont.</u>					
-Electric - Inside City Limits	Yes	Yes	Yes	No	Inspection/ Finance
-Electric - Rural	Provided by Pacific Power & Light (754-2330) <u>OR</u> Garland Light & Power (754-2881)				
-Gas	Provided by Montana Dakota Utilities (1-800-638-3278)				
-Sanitation (Garbage)	Yes	Yes	Yes	No	Sanitation/ Finance
-Sewer	Yes	Yes	Yes	No	Inspection/ Finance
-Telephone	Provided by QWEST Communications w/ choice of long distance services. (1-800-244-1111)				
-Water	Yes	Yes	Yes	No	Inspection
<u>VEHICLE LICENSING</u>					
-License Plates	Park County Courthouse, Cody, 754-8500				
-Titles	Park County Courthouse, Cody, 754-8500				
-Trailer	Park County Courthouse, Cody, 754-8500				
-VIN (Vehicle Identification Number) Inspection	Yes	Yes	No	No	Police
<u>VITAL RECORDS</u>					
-Birth Certificates	State of Wyoming, Cheyenne, (307) 777-6040				
-Death Certificates	State of Wyoming, Cheyenne, (307) 777-6040				
-Marriage Licenses	State of Wyoming, Cheyenne, (307) 777-6040				

CITY REQUIREMENTS

<u>CATEGORY/ITEM</u>	<u>PERMIT</u>	<u>FEE OR DEPOSIT</u>	<u>INSPECTION</u>	<u>PLANS/SPECS.</u>	<u>CONTACT DEPT.</u>
----------------------	---------------	-----------------------	-------------------	---------------------	----------------------

VOTER REGISTRATION Powell City Clerk or Park County Courthouse, Cody

WEED/PEST CONTROL

-Inside City Limits	No	No	No	No	Sanitation
-Rural	Contact Park County Weed and Pest, (307) 587-4236				

ZONING AND ANNEXATION INFORMATION

No	No	No	No	Inspection
----	----	----	----	------------