

**DRAFT ONLY  
NOT APPROVED FOR  
INTRODUCTION**

HOUSE BILL NO. [BILL NUMBER]

Building permit notice requirements.

Sponsored by: HDraft Committee

A BILL

for

1 AN ACT relating to city, county, state and local powers;  
2 requiring local government entities with authority to issue  
3 building permits to publish schedules that describes the  
4 permit approval process and provides a timeline; requiring  
5 local government entities to provide updates on the  
6 application and compliance with the published schedule;  
7 providing penalties; providing definitions; specifying  
8 applicability; and providing for an effective date.

9

10 *Be It Enacted by the Legislature of the State of Wyoming:*

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1 \*\*\*\*\*  
 2 \*\*\*\*\*  
 3 STAFF COMMENT  
 4 This draft is an updated version of 24LSO-0287 v.0.4,  
 5 Building permit notice requirements, that the Task Force  
 6 considered at its November meeting last year.  
 7 \*\*\*\*\*  
 8 \*\*\*\*\*  
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10 Section 1. W.S. 16-13-101 is created to read:

11

12 CHAPTER 13

13 BUILDING PERMIT NOTICE REQUIREMENTS

14

15 ARTICLE 1

16 BUILDING PERMIT NOTICE REQUIREMENTS

17

18 16-13-101. Notice of progress on building permit  
 19 determinations; schedule for permit approvals; penalties;  
 20 definitions.

21

22 (a) As used in this section:

23

24 (i) "Complete building permit application" means  
 25 a building permit application submitted to the local  
 26 government entity containing all contents required by the

1 local government entity including payment of all required  
2 fees;

3

4 (ii) "Local government entity" means cities,  
5 towns, counties, special districts, and any other local  
6 government entity with authority to approve and issue  
7 building permits and certificates of occupancy.

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9 (b) Each local government entity shall complete their  
10 required building permit application reviews in the most  
11 expeditious manner possible that ensures public health,  
12 safety and welfare and promotes the public good.

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14 (c) Each local government entity shall publish a  
15 schedule of review for each complete building permit  
16 application describing the process and steps for the  
17 approval and issuance of a building permit and provide a  
18 reasonable timeline for the local government entity to  
19 complete each process or step on the schedule. Failure to  
20 publish a schedule under this subsection shall result in:

21

22 (i) The return of all fees paid by an applicant  
23 for a building permit if the local government entity fails

1 to publish a schedule within one hundred (120) days after  
2 the applicant submits a complete building permit  
3 application;

4

5 (ii) Approval of the applicant's complete  
6 building permit application as submitted if the local  
7 government entity fails to publish a schedule within one  
8 hundred eighty (180) days after the applicant submits a  
9 complete building permit application. A structure  
10 constructed pursuant to a permit approved under this  
11 paragraph shall pass all safety and code compliance  
12 inspections prior to the issuance of a certificate of  
13 occupancy.

14

15 (d) Each local government entity shall complete any  
16 pre-construction review and submit any recommendations as  
17 required by the local government entity's rules within  
18 sixty (60) days after an applicant submits a complete  
19 building permit application.

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21 (e) After a complete building permit application is  
22 submitted to a local government entity, the local  
23 government entity shall provide written notice every thirty

1 (30) days to the applicant describing where the application  
2 is in the permit approval process. The notice shall  
3 describe all actions taken by the local government entity  
4 since the last notice. If the application is behind the  
5 timeline described in the published schedule under  
6 subsection (c) of this section the local government entity  
7 shall state the reason in the notice why the local  
8 government entity could not adhere to the published  
9 scheduled under subsection (c) of this section and actions  
10 being taken to comply with the published schedule. Failure  
11 to provide written notice under this subsection shall  
12 result in:

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14 (i) The return of all fees paid by an applicant  
15 for a building permit if the local government entity fails  
16 to provide written notice at least once within sixty (60)  
17 days after the applicant submits a complete building permit  
18 application;

19

20 (ii) Approval of the applicant's complete  
21 building permit application as submitted if the local  
22 government entity fails to provide written notice at least  
23 once within one hundred eighty (180) days after the

1 applicant submits a complete building permit application. A  
2 building constructed pursuant to a permit approved under  
3 this paragraph shall pass all safety and code compliance  
4 inspections prior to the issuance of a certificate of  
5 occupancy.

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7 **Section 2.** This act shall apply to building permit  
8 applications filed on and after July 1, 2025.

9

10 **Section 3.** This act is effective July 1, 2025.

11 \*\*\*\*\*  
12 \*\*\*\*\*

13 **STAFF COMMENT**

14 Other states including Florida, Michigan, Minnesota, and  
15 Utah have established timelines for building permit  
16 applications or zoning applications. These statutes require  
17 the local government to approve or deny a building permit  
18 application or a zoning application within a specified time  
19 frame. The statutory citations are:

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- 21 • Florida = Fla. Stat. Ann. § 553.792 (effective January
- 22 1, 2025)
  - 23 ○ Florida has varied timelines depending on the
  - 24 type of structure. For example, the local
  - 25 government has thirty days to approve, approve
  - 26 with conditions or deny a building permit
  - 27 application if the structure is less than 7,500
  - 28 square feet for residential units, including a
  - 29 single-family residential unit or a single family
  - 30 residential dwelling, accessory structure, alarm,
  - 31 electrical, irrigation, landscaping, mechanical,
  - 32 plumbing or roofing.
- 33 • Michigan = Mich. Comp. Laws § 125.1511
  - 34 ○ Michigan provides that "An application shall be
  - 35 granted, in whole or in part, or denied within 10

1           business days, except that in case of an  
2           unusually complicated building or structure,  
3           action shall be taken within 15 business days."

- 4       • Minnesota = Minn. Stat. § 15.99
  - 5           ○ Minnesota provides that notwithstanding any other
  - 6           law to the contrary, an agency must approve or
  - 7           deny a request relating to zoning within sixty
  - 8           days.
- 9       • Utah = Utah Code Ann. § 10-6-160
  - 10           ○ Utah provides a timeline of 14 business days for
  - 11           a one to two family dwelling or townhome and 21
  - 12           business days for a residential structure built
  - 13           under the International Building Code that is not
  - 14           a lodging establishment.

15  
16   These other state statutes include provisions allowing the  
17   applicant to waive the timeline or request an extension in  
18   writing; allowing a timeline extension if a state statute,  
19   federal law, or court order requires a process to occur  
20   that will make it impossible to meet the timeline  
21   requirements; stating that the local government is required  
22   to comply with the timelines unless the timelines set by  
23   the local government's rules are more stringent than the  
24   statute; and outlining a process for if the applicant does  
25   not submit a completed application.

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30   (END)