

STARTING AND LICENSING A BUSINESS IN CHEYENNE, WYOMING

The information listed herein is only meant to be a guide in acquiring permits and licenses within the City of Cheyenne. This is not a legal document and should not be relied upon exclusively to determine legal responsibilities.

Business Licensing

Contact the City Clerk's Office to find out if a license or permit is required to conduct business in the City of Cheyenne (includes permanent place of business or as a temporary vendor). If a City License is required you can not operate your business until this has been acquired and all necessary inspections have been completed. The City Clerk's office will arrange the inspections for you. (638-4301)

Final Inspections

To have final inspections on a business license arranged, contact the City Clerk's office to schedule. (638-4301) (Inspections may be conducted by the following Departments/Agencies: Environmental Health, Agriculture, Fire, Police, Building [Plumbing, Electrical, Mechanical], Board of Public Utilities and Zoning).

Contractor Licensing

Contractor licenses are required in order to engage in the activity of certain building trades (i.e. construction, electrical, maintenance work). Certain trade employees (apprentice, journeyman, etc.) are also licensed. (637-6332)

Remodeling or New Construction

For any remodeling or new construction the City's Building Department should be contacted. Site plans and/or a building permit may be required. (637-6266) The Fire Department should also be contacted. (637-6327)

Liquor Licensing

The City Clerk's Division is responsible for liquor licensing within the City. Pursuant to authority granted cities and towns by Wyoming Statutes, the sale, consumption and related activities of alcoholic liquors and malt beverages must be in compliance with Wyoming Statutes and City Code. If you plan on selling or serving alcoholic beverages contact the City Clerk's Office for further information. (637-6346)

Food Service Sales

Any type of food services and/or preparation (whether it is pre-packaged items or full menu restaurants) involves approval by the City/County Environmental Health Dept., State Agriculture Dept. and Board of Public Utilities. A permit or City license may be required. Contact the City Clerk's office (638-4301).

Blockage of Streets

Any type of street blockage (parades, marches, walks) must be approved by the Traffic Department (637-6288). The City Clerk's office should also be contacted as a permit may be required. (638-4301)

Signs

Any new (or replacement) sign for a business must meet zoning compliance through the Development Office. (637-6310)

Site Plan Approval/Zoning

For site plan information or zoning requirements the Development Office can be contacted at 637-6282.

State Sales Tax Info.

The Department of Revenue collects state sales tax. You must collect Wyoming sales tax on any sales (unless exempt) and remit it to the Department of Revenue. They can be contacted at (307) 777-5200.

Secretary of State

To incorporate your business or to register your company to do business in the State of Wyoming as a corporation, limited liability company, partnership or limited partnership, contact the Secretary of State's office. (307-777-7311)



City Clerk's Office
Business Licensing
2101 O'Neil Avenue
Room 101
Cheyenne, WY 82001
(307) 637-6330
Fax: (307) 637-6454

E-Mail:
tjohnson@cheyennecity.org

Web Address:
www.cheyennecity.org

Office Hours:
8 a.m. to 5 p.m.
Monday through Friday

BUSINESS LICENSE INFORMATION

**PHONE NUMBERS
AND ADDRESSES**

**CITY OF CHEYENNE
OFFICES**

City Clerk's Office
307-637-6330
Municipal Building,
Rm 101
2101 O'Neil Ave.
Cheyenne, WY 82001

Board of Public Utilities
Engineering Division
307-637-6497
2406 Snyder Avenue
P.O. Box 1469
Wastewater Treatment Div.
307-635-3163 Ext. 15
Cheyenne, WY 82001

Building Permits Division
307-637-6266
Municipal Building,
Rm 202
2101 O'Neil Ave.
Cheyenne, WY 82001

Business Licensing
307-638-4301
Municipal Building,
Rm 101
2101 O'Neil Ave.
Cheyenne, WY 82001

Contractor Licensing
307-637-6332
Municipal Building,
Rm 202
2101 O'Neil Ave.
Cheyenne, WY 82001

Development/Zoning Office
307-637-6282
Municipal Building,
Rm 202
2101 O'Neil Ave.
Cheyenne, WY 82001

City/County Environmental
Health Department
307-633-4090
100 Central Ave., Rm 216
Cheyenne, WY 82001

Fire Department
307-637-6327
Municipal Building,
Rm 307
2101 O'Neil Ave.
Cheyenne, WY 82001

(City) Liquor Licensing
307-637-6346
Municipal Building,
Rm 101
2101 O'Neil Ave.
Cheyenne, WY 82001

Mayor's Office
307-637-6300
Municipal Building,
Rm 310
2101 O'Neil Ave.
Cheyenne, WY 82001

Parks Department
307-637-6429
520 W. 8th Ave.
Cheyenne, WY 82001

Police Department
307-637-6521
2020 Capitol Ave.
Cheyenne, WY 82001

Special Projects Division
307-637-6200
Municipal Building, Lobby
2101 O'Neil Ave.
Cheyenne, WY 82001

Traffic Division
307-637-6288
Municipal Building,
Rm 210
2101 O'Neil Ave.
Cheyenne, WY 82001

**LARAMIE
COUNTY OFFICES**

Assessor's Office
307-633-4307
309 W. 20th St.
Cheyenne, WY 82001

Auto Licenses
307-633-4232
309 W. 20th St.
Cheyenne, WY 82001

Auto Titles
307-633-4247
309 W. 20th St.
Cheyenne, WY 82001

City/County Environmental
Health Department
307-633-4090
100 Central Ave., Rm 216
Cheyenne, WY 82001

County Clerk's Office
307-633-4264
309 W. 20th St.
Cheyenne, WY 82001

County Elections Office
307-633-4244
309 W. 20th St.
Cheyenne, WY 82001

County Real Estate
307-633-4350
309 W. 20th St.
Cheyenne, WY 82001



www.cheyennecity.org

**WYOMING
STATE OFFICES**

Information 307-777-7011

Agriculture Department
Consumer Health Services
307-777-7211
2219 Carey Ave.
Cheyenne, WY 82002

Department of Revenue
Sales Tax Division
307-777-5200
Herschler Building
2nd Floor West
122 W. 25th Street
Cheyenne, WY 82002

Secretary of State
Corporations Division
307-777-7311
Capitol Building, 1st Floor
123 Capitol
Cheyenne, WY 82002

State Licensing
Wyoming Business Council
307-777-2843
214 W. 15th St
Cheyenne, WY 82002

Wyoming Liquor Division
307-777-7233
6601 Campstool Rd.
Cheyenne, WY 82002

Wyoming Department of
Transportation
307-777-4228
5300 Bishop
Cheyenne, WY 82002

Worker's Comp Division
1510 E. Pershing, 2nd Floor
307-777-6763
Unemployment Division
307-235-3217

OSHA
1510 E. Pershing Blvd.
West Wing
307-777-8650