



CITY COUNCIL STAFF REPORT

TO: Mayor, Town Council, and Planning and Zoning Commission Members

FROM: Gina Corson, Acting Planning & Zoning Administrator

DATE: 05/29/2025

SUBJECT: Electrical and Fire Safety Inspection Process – Background and Options

MEETING DATE: 06/03/2025

PURPOSE

To provide background information and preliminary options regarding concerns raised about the consistency and quality of electrical and fire safety inspections currently conducted by the State Inspector.

BACKGROUND

Concerns have recently been brought to staff's attention regarding the effectiveness and consistency of inspections carried out by the State Office of Fire and Electrical Safety. Specifically, the question has been raised whether the current process provides adequate assurance that structures within the Town meet safety and code requirements, especially in light of growing development activity.

DISCUSSION

Two potential options are being considered to improve inspection outcomes:

1. Increased State Fee for Guaranteed Inspection

- The State has indicated that applicants may request a **guaranteed inspection** for an **additional \$75 per application**.
- This option would maintain the use of the State's current process but offer more certainty for applicants in terms of inspection scheduling and completion.

2. Independent Local Inspections



- The Town may consider requiring **third-party inspections** by qualified, independent inspectors.
 - Staff is currently in the process of confirming whether the Town must formally **request authority under Wyoming Statute §35-9-121** to take this approach.
 - Additional considerations include:
 - **Inspector certification and eligibility**
 - **Contractual arrangements** for inspection services
 - **Administrative processes** to implement and oversee inspections
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NEXT STEPS

- Staff will continue discussions with the State Office of Fire and Electrical Safety to clarify authority and procedural requirements.
 - A follow-up report or recommendation will be provided based on this clarification.
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BENEFITS

- Streamlined permit and license processing
 - Centralized data management
 - Increased transparency and accountability
 - Enhanced citizen engagement and self-service options
 - Reduction in paper usage and administrative overhead
 - Scalable platform that can grow with the Town's needs
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STAFF RECOMMENDATION

It is my recommendation that the Town **continue to require applicants to apply for and obtain their electrical and fire safety permits and inspections through the Wyoming Department of Fire Prevention and Electrical Safety.**

However, to improve reliability and accountability, it is also recommended that the Town **require applicants to pay the additional \$75 fee for a Guaranteed Inspection** through the State.



Additionally, the Town should implement a policy requiring that **permit and inspection documentation be submitted to the Town prior to the issuance of a Certificate of Occupancy or Certificate of Completion.** This will ensure proper recordkeeping and confirm compliance before final project approval.

ATTACHMENTS:

1. Wyoming §35-9-120
2. Wyoming §35-9-121
3. Wyoming §35-9
4. Wyoming §35-9-123
5. Wyoming §16-6-502
6. Rules of the Wyoming Department of Fire Prevention and Electrical Safety
7. Wyoming Department of Fire Prevention and Electrical Safety Guaranteed Inspection Fee Schedule