

**Wyoming Department of Health**  
Aging Division - Healthcare Licensing and Surveys  
Hathaway Building, 2300 Capitol Avenue, Suite 510, Cheyenne, WY 82002  
Fax: (307) 777-7127 Phone: (307) 777-7123  
E-mail: [plans-ohls@wyo.gov](mailto:plans-ohls@wyo.gov) Website: <https://health.wyo.gov/aging/hls/healthcare-facility-construction/>

## **Minor Project Final Plan Review**

### **HLS Policy and Procedure C-028**

*Adopted under the provisions of Sections 6 (a)(iii) of the  
Chapter 3 Construction Rules and Regulations for Healthcare Facilities.*

#### **Throughout this policy:**

- *Healthcare Licensing and Surveys is referred to as “HLS”.*
- *“Plans” includes all submitted drawings, specifications, and/or calculations.*

#### **Purpose:**

The purpose of minor project final plan review is to establish a procedure to identify “minor” projects that do not require final plan review by HLS. This policy provides a healthcare facility with the option of requesting a final plan review for “minor” projects.

#### **Policy:**

When all of the following criteria is met, and the plan review results in acceptance to proceed with final plans, the facility will have the option to request a review:

- The project will not affect 50% or more of a smoke compartment.
- The project will not affect 50% or more of the building.
- The project will not affect more than 4,500 sq. ft. of the entire facility.

#### **Procedure:**

If the Engineer responsible for reviewing the preliminary submission determines the project meets the criteria to be categorized as a “minor” project, and a final plans submission is required, they will draft a letter. The Project Manager will email the letter to the Owner or Owner’s representative and all interested parties. The letter will contain the following:

1. The project meets the criteria to be categorized as a “minor” project.
2. Final plan review by HLS will not be required by the Wyoming Department of Health.
3. Final plans submission is required.
4. Where required by HLS Procedure Number C-025, the final plans shall be prepared by a design professional registered for practice in the State of Wyoming.
5. The healthcare facility has the option of requesting final plan review by HLS or retaining a third-party plan reviewer.

## **Minor Project Final Plan Review**

6. If the project is located in a municipality that has been delegated jurisdiction, the municipality's requirements regarding plan review must be met.
7. If significant changes are made from the accepted preliminary plans, those changes shall be submitted to HLS for review.
8. If the facility opts not to have HLS review the final plans, they do so with the understanding that any deficiencies resulting from a licensure construction survey, or subsequent Life Safety Code and/or health surveys, will require corrective action by the facility, contractors, and/or design team.

***HLS Policy and Procedure C-028 is subject to change without prior notice.***