## Santa Fe County Building & Development Services



Submittal Checklist: No Impact Home Occupation Forms in the packet to be completed 1. Meet with County staff to go Fees: \$50.00 Review Fee + \$25.00 over checklist and identify specific Code Requirements. Fire Review + \$35.00 Business License Fee = **\$110.00** Completed Santa Fe County/Fire **Department Application** 2. Submit all checklist documents Completed Business Registration and staff will verify completeness. Application Documents applicants to provide (available in the building) Staff reviews application and Address GIS Form distributes to outside U Warranty Deed reviewing agencies (Fire, Utilities, Public works and Survey Plat other agencies as necessary). Proof of Taxes Paid (Available in Santa Staff also conducts a site visit Fe County Treasures Office) Tax Bills will not be Accepted Letter of intent describing business, 4. Once reviews are complete, types of materials involved, number of staff may provide applicant employees (No more than 1 Noncomments and revisions Resident Employees). Number of (redlines) to meet code appointments per day requirements. The applicant □ Notarized Letter of Consent from reviews comments and revisions, makes needed Property Owner (If Renting) changes and resubmits plans. └ Vicinity Map + Written Directions ☐ To Scale Floor Plan – 25% maximum square footage of heated area of residence To Scale Site Plan- Birds eye view of 5. If application meets codes what is on the property including all requirements, a Business License is issued within 15 existing structures including proposed Days. outdoor storage (100 S.F. Max), employee parking (if Applicable), driveway length and width

## **Business License Process**

<u>Notes</u>	<u>Notes</u>
SLDC Regulations	Important Phone Numbers
Zoning: Community Overlay District:	<ul> <li>State Engineers Office, 407 Galisteo (Bataan Memorial Building)</li> <li>505-827-6175</li> </ul>
Density:	<ul> <li>State Environment Department 2540 Camino Edward Ortiz 505-827-1840</li> </ul>
Maximum height:Accessory Dwelling Unit:	<ul> <li>Santa Fe County Fire Prevention 4 Fire Place 505-995-6523</li> </ul>
Setback from the property line:	<ul> <li>Construction Industries Division (CID) 2550 Cerrillos Road 505-476-4700</li> </ul>
	<ul> <li>Santa Fe County Utilities</li> <li>505-992-9870</li> </ul>