

Santa Fe County Building & Development Services

Submittal Checklist: Low Impact Home Occupation

Forms in the packet to be completed	driveway length and width, location and dimensions of proposed signs. Up to 4 Appointments/Patron Visits (Max/Day)
Fees: \$100.00 Review Fee + \$25.00 Fire Review Fee +\$25.00 Fire Inspection Fee + \$35.00 Business License Fee = \$185.00	Up to 2 pieces of Heavy Equipment Allowed Business License Process
☐ Completed Santa Fe County/Fire Department Application☐ Completed Business Registration Application	Meet with County staff to go over checklist and identify specific Code Requirements.
Documents applicants to provide (available in the building) Address GIS Form Warranty Deed	2. Submit all checklist documents and staff will verify completeness.
☐ Survey Plat ☐ Proof of Taxes Paid (Available in Santa Fe County Treasures Office)	3. Staff reviews application and distributes to outside reviewing agencies (Fire, Utilities, Public works and other agencies as necessary). Staff also conducts a site visit
Resident Employees). Number of appointments per day. Notarized Letter of Consent from Property Owner (If Renting) Vicinity Map + Written Directions To Scale Floor Plan – 35% maximum square footage of heated area of residence	4. Once reviews are complete, staff may provide applicant comments and revisions (redlines) to meet code requirements. The applicant reviews comments and revisions, makes needed changes and resubmits plans.
To Scale Site Plan- Birds eye view of what is on the property including all existing structures including proposed outdoor storage (600 S.F. Max), employee/patron parking,	5. If application meets codes requirements, a Business License is issued within 15 Days.

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