



## Santa Fe County Building & Development Services

# Fence & Walls (Above 6 Feet)

Forms in the packet to be completed

- Santa Fe County Development Application (Filled out & signed)
- Multi-Purpose State Building Application (Filled out & signed )

Documents applicants to provide (available in the building)

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office)
- Approved Survey Plat (Available in Santa Fe County Clerk's Office)
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office)  
Tax Bills Will Not Be Accepted
- Approved Emergency 911 Assigned Address Form  
(Rural Addressing Department)

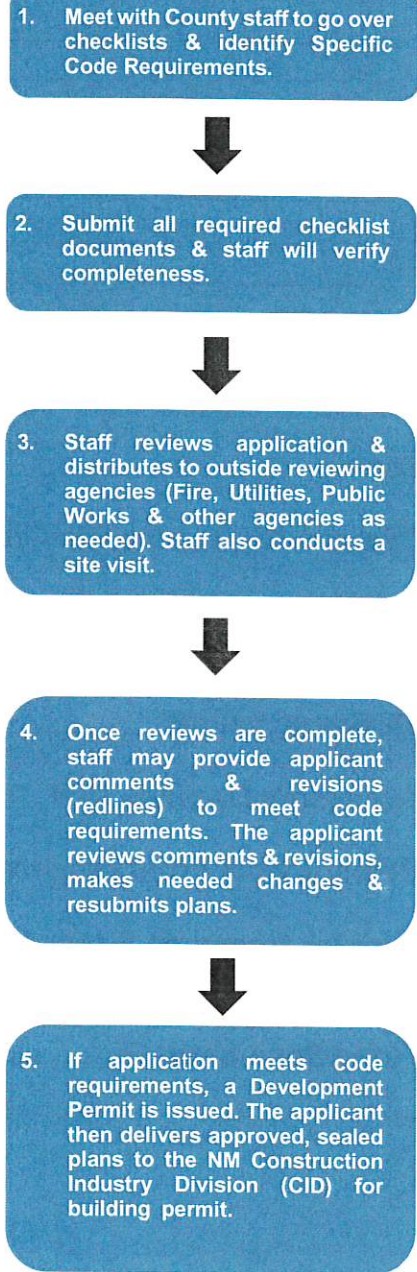
Plans applicant to provide  
4 Copies, 11" x 17" to scale

- Site Plan  
(Birds eye-view of what is on the property including all existing & proposed structures, well, septic, driveway length and width).
- Vicinity Map
- Retaining Wall (detail & sections, if applicable. Retaining walls 4' & over need to be stamped by a Professional Engineer)**
- Wall Sections
- Elevations (need to show existing & finished grade)

Helpful Hints

- ✓ No permits are required for fences & walls 6 feet and under.
- ✓ Provide the properties gate code on the development application so our code enforcement officers can access the property.
- ✓ Please let our office know if you have loose dogs in your yard prior to inspection.
- ✓ Elevations should be dimensioned & show natural, finished & final cut grade.
- ✓ Height is taken from the lowest point.

**DEVELOPMENT PERMIT PROCESS\***



- Forms included in packet
- Documents available at Santa Fe County
- Documents applicant to provide
- Plans applicant to provide





**BUILDING AND DEVELOPMENT SERVICES AND  
SANTA FE COUNTY FIRE PREVENTION DIVISION  
DEVELOPMENT PERMIT APPLICATION**



**Applicant Name:** (Present &/or Former Names) \_\_\_\_\_ **Development Permit Number** \_\_\_\_\_ **Project Manager/Type/Date Received** \_\_\_\_\_

Development Fees Paid  Y  N Amount: \_\_\_\_\_ Fire Impact Fee Paid  Y  N Amount: \_\_\_\_\_ Total Fees Paid: \_\_\_\_\_  
 (Additional Fire Inspections will be charged a minimum \$25.00 fee)

**For official use only**

**Type of Development Permit:**  
(Indicate all that apply)

Site Dev. Plan  Conceptual Plan  Conceptual Use  Residential Bldg. Plan  Commercial Bldg. Plan  Accessory Structure  Driveway  
 Lot Line Adj.  Summary Rev Sub.  Major Sub.  Minor Sub.  Com. Sub.  Sprinkler/Alarm  Mobile Home  Solar Other \_\_\_\_\_

**Wildland Hazard Rating:**  Moderate  High  Very High  Extreme  N/A Fire District \_\_\_\_\_

Fire Protection Water Source:  Fire Hydrant  Draft Hydrant  Pond  Other \_\_\_\_\_ Driveway length: \_\_\_\_\_ Width: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:** First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Rural address of Project: \_\_\_\_\_ Zip: \_\_\_\_\_

Written Directions to Project Site: \_\_\_\_\_

\_\_\_\_\_

**Gate Code** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email address \_\_\_\_\_

Contractor / Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contractor's License # \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Commission District \_\_\_\_\_ Parcel ID: \_\_\_\_\_

UPC Number: \_\_\_\_\_ Plat Book: \_\_\_\_\_ Page: \_\_\_\_\_ Date Recorded: \_\_\_\_\_

Warranty Deed Instrument #: \_\_\_\_\_ Date Recorded: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Acreage: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_ Valuation: \_\_\_\_\_

Proposed Number of Dwellings Onsite: \_\_\_\_\_ Existing: \_\_\_\_\_ Total: \_\_\_\_\_

Proposed Number of Lots Onsite: \_\_\_\_\_ Existing: \_\_\_\_\_ Total: \_\_\_\_\_

Proposed Roofed Area Sq. Ft.: \_\_\_\_\_ Existing Roofed Area Sq. Ft. : \_\_\_\_\_ Total Roofed Area Sq. Ft: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Phase: \_\_\_\_\_ Affordable Unit:  Yes  No All Weather Access:  Yes  No\* (\*Access improvements required)

County Road:  Yes\*  No (Access Permit DPW required) Legal Access:  Yes  No

FEMA 100-year floodplain:  Yes\*  No Zone \_\_\_\_\_ Panel Number: \_\_\_\_\_ D (\*Floodplain Dev. Permit required)

NMED Septic Permit:  Yes  No Community Sewer System  Yes  No Water Restrictions:  Yes\*  No Book \_\_\_\_\_ Page \_\_\_\_\_

Shared Well:  Yes\*  No \*Share Agreement Inst. # \_\_\_\_\_ Well Meter Reading: \_\_\_\_\_

Well Permit # \_\_\_\_\_ Well Meter Serial Number: \_\_\_\_\_ Meter Type \_\_\_\_\_ Unit of Measure: \_\_\_\_\_

Community Water System:  Yes\*  No (\* Water Service Letter Required) Cistern Required:  Yes  No Rain barrels Required:  Yes  No

Proof of Taxes:  Yes  No (SLDC Zoning):  A/R  RUR  RUR-F  RUR-R  RES-F  RES-E  RES-C  TC  CN  CG  IL  I  MU  PD

**Owner Acknowledgment or Authorized Representative: Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*By signing I acknowledge all information is true and accurate, and I authorize Santa Fe County staff to conduct necessary inspections on my property as related to this permit application. I agree and I understand that the issuance of any subsequent permits does not prevent the Santa Fe County Fire Prevention Division from requiring additional compliance with the provisions of the Santa Fe County Fire Code as adopted by the Board of County Commissioners.*

Type of Permit Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Redlinés  Yes  No Inspections Conducted:  Initial  Pre-Final  Final Certificate of Completion  Yes  No





### Multi-Purpose State Building Application

State of New Mexico Regulation and Licensing Department Construction Industries Division

Santa Fe 2550 Cerrillos Rd Santa Fe, NM 87505 Phone: (505) 476 - 4700 Fax: (505) 476 - 4685

Albuquerque 5500 San Antonio NE Albuquerque, NM 87109 (505) 222 - 9800 (505) 765 - 5670

Las Cruces 505 S. Main St. Ste. 118 Las Cruces, NM 88004 (575) 524 - 6320 (575) 524 - 6319

**Please check the appropriate type for which you are applying for:**

Building Review/Permit (includes electrical / mechanical / plumbing)  Trade Review Only

Residential  Commercial  Pre-Bid  Reroof  Electrical Review  Mechanical/Plumbing Review

**THE FOLLOWING INFORMATION MUST BE PROVIDED**

Parcel No. and/or Project Address (must provide a physical address) \_\_\_\_\_ Nearest City/Town/Village \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

GPS Coordinates optional X Coordinate \_\_\_\_\_ Y Coordinate \_\_\_\_\_

**MUST provide written Directions****Property Owner or Homeowner Information:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address No. & Street / PO Box / Rural Route \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

**Contractor Information (must provide proof of contract):**

Company Name \_\_\_\_\_ NM State License # and classification \_\_\_\_\_

Address No. & Street / PO Box / Rural Route \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Contact Information (Name) \_\_\_\_\_ Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Design Professional Information:**

Company Name \_\_\_\_\_ NM State License # \_\_\_\_\_

Address No. & Street / PO Box / Rural Route \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Contact Information (Name) \_\_\_\_\_ Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Type of Construction  I  II  III  IV  V  A  B Energy Compliance Climate Zone: \_\_\_\_\_

Occupancy Group  A  B  E  F  H  I  M  R  S  U  Prescriptive  Trade-off  Performance  Energy Code Not Applicable

Division  1  2  3  4  5

Square Footage: \_\_\_\_\_

Valuation / Sign Contract: \_\_\_\_\_ Fire Sprinklers Apply Y / N LP gas Appliance Apply Y / N

APPLICANT MUST READ AND SIGN THE FOLLOWING: I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements for the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for purpose of determining whether the work of building or structure on the premises complies with the New Mexico Building Code. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code.

X \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Officeical Use Only**

Date Issued: \_\_\_\_\_ Processed By: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

Received By: \_\_\_\_\_ Total Fees Due: \_\_\_\_\_

Walk In  Mail  E-Mail: \_\_\_\_\_ Partial Payment: \_\_\_\_\_

Paid By: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Check  Money Order  Credit Card  Purchase Order

**PLANNING/ZONING APPROVED BY:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FLOOD PLAIN APPROVED BY:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL BUILDING APPROVED BY:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**UPC/UMC APPROVED BY:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NEC APPROVED BY:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

