



## Santa Fe County Building & Development Services

# ***Residential Addition Checklist***

**\*\* Submittals by appointment only \*\***

### 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

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office)  
**Letter of consent needed from property owner if leasing or on real estate contract. Phone # 505-986-6280**
- Approved Survey Plat pre 1981 or signed off by Land Use Administrator (Available in Santa Fe County Clerk's Office) – Public Notice Plats will not be accepted.  
Phone # 505-986-6280
- Proof of Taxes Paid (Available in Santa Fe County Treasurers Office)  
Tax Bills Will Not Be Accepted Phone # 505-986-6245
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department) Phone # 505-995-2732

### Documents applicant to provide

- Approved Septic Application (NM Environment Department # 827-1840)  
**Bedroom additions will require septic approval from NMED.**
- Applicant must provide proof of permit or legal non-conforming status of all existing structures/improvements on property prior to submitting permit.

### Plans applicant to provide

4 Copies, 2 full size 24" x 36" to scale & 2-reduced 11" x 17" OR  
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).  
**Plans labeled with studio, casita, or guest house will not be accepted. Survey plats will not be accepted as site plans**
- Vicinity Map + Written Directions to the site
- Floor Plan

### DEVELOPMENT PERMIT PROCESS\*

1. Call the SFC Land Use Office at 505-986-6225 to schedule an appointment to submit permit.



2. Submit all required checklist documents & staff will verify completeness. Incomplete submittals will not be accepted.



3. Staff reviews application & distributes to outside reviewing agencies (Fire, Utilities, Public Works & other agencies as needed). Staff also conducts a site visit.



4. Once reviews are complete, staff may provide applicant comments & revisions (redlines) to meet code requirements. The applicant reviews comments & revisions, makes needed changes & resubmits plans.



5. If application meets code requirements, a Development Permit is issued. The applicant then delivers approved, sealed plans to the NM Construction Industry Division (CID) for building permit.

- Roof Framing Plan (Trusses must be signed & sealed by a NM Professional Engineer)
- Wall Sections (details & sections)
- Foundation Plan (details & sections)
- Electrical Plan
- Exterior Elevations (showing natural grade, finished floor, & final cut grade)
- Provide setback as per Table 7-A of the SLDC
- Roof Drainage Plan
- Water harvesting plan 2,500 sq. ft. or greater cistern system is required to capture 85% of roofed area. (Show on Site Plan & provide cistern pump details)
- Water harvesting plan less than 2,500 sq. ft. shall install rain barrels, cisterns, or other water catchment basins to capture 85% of roofed area. (Show on Site Plan & roof drainage plan)

#### Helpful Hints

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- ✓ Provide the properties gate code on the development application so the 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.
  - ✓ Bedroom additions will require septic approval from NMED. (New Mexico Environment Department) 505-827-1840.
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- Forms included in packet
- Documents available at Santa Fe County
- Documents applicant to provide
- Plans applicant to provide

Notes

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SLDC Regulations

Zoning \_\_\_\_\_

Community Overlay District  
\_\_\_\_\_

Density \_\_\_\_\_

Maximum height \_\_\_\_\_

Accessory Dwelling Unit \_\_\_\_\_

Setback front property line \_\_\_\_\_

Setback side & rear property line \_\_\_\_\_

Flood zone setback \_\_\_\_\_

Important Phone Numbers

- Santa Fe County Land Use, 100 Catron St, STE 2102, 505-986-6225  
<http://www.santafecountynm.gov>
- State Engineers Office, 407 Galisteo Bataan Memorial Building 505-827-6175 (Well Permit)
- State Environment Department  
2540 Camino Edward Ortiz, 505-827-1840 (Septic Permit)
- Santa Fe County Fire Prevention  
4 Fire Place, 505-995-6523
- Construction Industries Division (CID)  
2550 Cerrillos Road, 505-476-4700
- Santa Fe County Utilities, 505-992-9870
- Manufactured Housing Division,  
505-476-4770



**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: \_\_\_\_\_

Redlines  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 [1] [2] [3] [4] [5] [6] [7]
Division [1] [2] [3] [4] [5] [ ] Trade-off
Square Footage: [ ] Performance [ ] Energy Code Not Applicable
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: