



## Santa Fe County Building & Development Services

# ***Accessory Dwelling Unit Checklist***

(Not all properties in Santa Fe County are eligible for an Accessory Dwelling Unit)

\*Parcels within a Major Subdivision, or a subdivision approved with conditions prohibiting Guest houses are not allowed to have an Accessory Dwelling Unit as per section 10.4.2.1 of the Sustainable Land Development Code.

Within Aamodt Settlement Area (Adjudication Document and Court Order must be submitted)

If the subject property accesses through pueblo or tribal land, please check with staff

### Forms in the packet to be completed

Santa Fe County Development Application (Filled out & signed)

Multi-Purpose State Building Application (Filled out & signed)

Hot Water Re-Circulation Plan (Affidavit signed by property owner & notarized)

HERS Affidavit (Affidavit signed by property owner & notarized)

### Documents applicants to provide (available in the building)

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.**

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.

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)

1 Copy of shared well agreement (If Utilizing a Shared Well).

Water Restriction Covenants 1 copy (Refer to Approved Survey Plat for Book & Page Number of Water Restrictions) **If Property Has Water Restrictions**

Water Meter Proof: Water Meter Serial # + 1 picture of Meter + 1 picture Meter Reading.

### DEVELOPMENT PERMIT PROCESS\*

1. Meet with County staff to go over checklists & identify Specific Code Requirements.



2. Submit all required checklist documents & staff will verify completeness.



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.

Documents applicant to provide

- HERS report & Preliminary Ratings Certificate (Refer to Section 7.14 of SLDC)
- Approved Septic Application (NM Environment Department # 827-1840) – **The Environment Dept. must approve modifications to septic systems to accommodate accessory dwelling units.**
- Well Permit (State Engineers Office # 827-6175).
- Proof of Sewer (If on community sewer system letter from entity on letter head)
- Proof of Water (If on community water system letter from entity on letter head or if utilizing City Sewer and City Water need to provide approved Certificates).
- 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"

- Site Plan  
(Birds eye-view of what is on the property including all existing & proposed structures, well, septic, 600 cf. of ponding, driveway length & width).

**Plans labeled with studio, casita, or guest house will not be accepted**

- Vicinity Map + Written Directions to the site
- Floor Plan
- Roof Framing Plan (Trusses must be signed & sealed by a NM Professional Engineer)
- Wall Sections (details & sections)
- Foundation Plan (details & sections)
- Outdoor Lighting Plan (cut sheets & bulb types)
- Electrical Plan
- Exterior Elevations (showing natural grade, finished floor, & final cut grade)
- Provide setback as per Table 7-A of the SLDC
- Grading & Drainage Plan signed & sealed by a NM Professional Engineer (show pond locations & drainage calculations)
- Roof Drainage Plan
- Retaining Wall (detail & sections, if applicable)-Retaining walls with a Height of 4 feet or over must be signed & sealed by a NM Professional Engineer)
- 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)
- Fire Sprinkler Plan, if applicable (Refer to Survey Plat)
- Slope Analysis (If applicable, slope analysis must be provided in the following increments signed & sealed by NM Professional Engineer):

- 0-15%
- 15-20%
- 20-25%
- 25-30%
- 30+%

### 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.
  - ✓ Read the plat notes on your approved survey to check if you need fire sprinklers.
  - ✓ Elevations should be dimensioned & show natural, finished & final cut grade.
  - ✓ **The accessory dwelling unit shall not exceed 50% of the heated square footage of the main dwelling and must remain under 1,400 square feet.**
  - ✓ **Accessory dwelling unit must share driveway & utilities.**
  - ✓ Driveway should be dimensioned on site plan. (length, width, turnaround)
  - ✓ Road must be a minimum of 18' wide. Driveway must be a minimum of 14' wide. If your road or driveway does not meet these standards, please contact us at 505-986-6225. (fire department will not approve otherwise)
  - ✓ HERS preliminary certificates are due upon submittal. No permit will be accepted without HERS Certificate.
  - ✓ Adjudication documents and Court Order can be obtained from the Office of the State Engineer (827-6120)
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- 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: \_\_\_\_\_ Overlay Dis: \_\_\_\_\_

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)
Residential Commercial Pre-Bid Reroof Trade Review Only
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/JMC APPROVED BY: Signature Date:
NEC APPROVED BY: Signature Date:

Hot Water Re-circulation System  
Development Affidavit

I/WE \_\_\_\_\_, being the owner(s) of tract/lot located in Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, N.M.P.M., and more commonly listed as having County Rural Address \_\_\_\_\_, Santa Fe County, New Mexico, being first duly sworn and under oath, do hereby swear or affirm the following:

1. The undersigned are owners of the above referenced lot; and
2. The Warranty Deed submitted with Development Permit Application No. \_\_\_\_\_, is a true and accurate description of above referenced lot; and
3. As the owner(s), agent(s), or assign(s), agree that the development listed in item No.2 above shall be constructed in accordance with Santa Fe County Code, Ordinance No. Ordinance 2006-03 which requires that the following be included in said development: (circle one)
  - i. a hot water re-circulating system with time and temperature controls; **or**
  - ii. on-demand circulations system; **or**
  - iii. centrally located water heaters; **or**
  - iv. point of use water heaters; **or**
  - v. short hot-water line run distances; **or**
  - vi. smaller diameter piping; **or**
  - vii. "instant" hot fixtures; **or**
  - viii. super insulation methods; **or**
  - ix. other device or design approved by the Land Use Administrator
4. Furthermore I/WE agree that this Affidavit will act as a codicil to the Warranty Deed associated with all conveyances and documents if the property is transferred in the future.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

The foregoing instrument was acknowledged before me by the person(s) whose name(s) appear above, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires



Santa Fe County – Sustainable Land Development Code  
Residential Energy Efficiency Requirements (Section 7.14.2)  
Compliance Affidavit

I/WE \_\_\_\_\_, being the owner(s) of tract/lot located in Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, N.M.P.M., and more commonly listed as having County Rural Address \_\_\_\_\_, Santa Fe County, New Mexico, being first duly sworn and under oath, do hereby swear or affirm the following:

1. The undersigned are owners of the above referenced lot; and
2. The Warranty Deed submitted with Development Permit Application No. \_\_\_\_\_, is a true and accurate description of above referenced lot; and
3. As the owner(s), agent(s), or assign(s), agree that the development listed in item No.2 above shall be constructed in accordance with Santa Fe County Sustainable Land Development Code, Ordinance No. 2015-11 which requires that the following energy efficiency requirements (Section 7.14.2) be satisfied and included in said development:
  - i. Each new residential structure, excluding mobile homes and manufactured homes shall achieve a Home Energy Rating Standards (HERS) rating of 70 or less, or have demonstrated that it achieves some equivalent energy performance. Structures required to achieve this rating shall be designed, constructed, tested and certified according to the HERS index. (Section 7.14.1)
  - ii. New residential structures shall also comply with the most recent version of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 62.2, “Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings.” (Section 7.14.2.4.1)
  - iii. The building owner or his or her agent shall also have the United States Environmental Protection Agency’s “Thermal Bypass Inspection Checklist” or “Thermal Enclosure System Rater Checklist” completed for the residential structure during the building process. (Section 7.14.2.4.2)
4. Requirement to provide documentation confirming compliance with these requirements: A certificate of completion shall be required for each:
  - i. The final or confirmed HERS rating after completion of the structure, indicating that the HERS index is 70 or lower.
  - ii. If a renewable energy system (e.g. solar photovoltaic, solar thermal, small wind turbine) is used to achieve the HERS 70 rating, in whole or in part, documentation that the system has been installed at the residence, including information indicating the size of the system.
  - iii. Documentation that the ASHRAE 62.2 standard has been met.
  - iv. Provision of the completed USEPA “Thermal Bypass Inspection Checklist” or “Thermal Enclosure System Rater Checklist.”

Failure to obtain a certificate of completion prior to using or occupying property that is subject of a development permit shall be a violation of the SLDC and the County may commence an action against you for failure to be in compliance with this requirement. (Sections 14.2 and 14.3)

5. I/WE agree to ensure that the residential structure will comply with the requirements noted in item No. 3 above and that the required documentation noted in item No. 4 will be provided to the County prior to occupancy.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

The foregoing instrument was acknowledged before me by the person(s) whose name(s) appear above, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

08/17/2018

## NM Certified HERS raters

### **Appreciated Energy**

P.O. Box 1881  
Los Lunas, NM 87031  
Phone: 505-620-0186  
Fax: 505-565-8207  
Email: [ryan@appreciatedenergy.com](mailto:ryan@appreciatedenergy.com)  
Website: [www.appreciatedenergy.com](http://www.appreciatedenergy.com)  
Contact: Ryan Oldfield  
Accreditation Identification Number: HERS 1999-048  
Date of Expiration: December 31, 2019

### **ATS Engineers, Inspectors & Surveyors**

4910 W Hwy 290  
Austin, TX 78735  
Phone:  
Email: [ct\\_loyd@ats-engineers.com](mailto:ct_loyd@ats-engineers.com)  
Website: [www.ats-engineers.com](http://www.ats-engineers.com)  
Contact: CT Loyd, QAD  
Accreditation Identification Number: HERS 1998-166  
Date of Expiration: December 31, 2019

### **Building Efficiency Resources (The BER)**

PO Box 180  
Cedar Mountain, NC 28718  
Phone: 800.399.9620  
Fax: 877.399.1361  
Email: [info@theber.com](mailto:info@theber.com)  
Website: [www.theber.com](http://www.theber.com)  
Contact: Eurihea Speciale, Principal  
Accreditation Identification Number: HERS 1998-146  
Date of Expiration: December 31, 2019

### **E3 Energy LLC**

210 N. Park Street, Suite 1  
Flagstaff, AZ 86001  
Phone: 928.226.0056  
Email: [jbellar@e3energyllc.com](mailto:jbellar@e3energyllc.com)  
Website: [e3energyllc.com](http://e3energyllc.com)  
Contact: James Bellar, Manager  
Accreditation Identification Number: HERS 1998-105  
Date of Expiration: December 31, 2019

### **Energy & Environmental Ratings Alliance**

P.O. Box 1264  
Manhattan, KS 66505-1264  
Phone: 785-537-2425  
Email: [kbsi@cox.net](mailto:kbsi@cox.net)  
Website: [www.kansasbuildingscience.com/rater.htm](http://www.kansasbuildingscience.com/rater.htm)  
Contact: Doug Walter  
Accreditation Identification Number: HERS 1998-034  
Date of Expiration: December 31, 2019

**Energy Check**

4400 Cotton Belt Parkway  
McGregor, TX 76657  
Phone: 254.379.5064  
Email: [info@energycheck.us](mailto:info@energycheck.us)  
Contact: Kathy Moore  
Accreditation Identification Number: HERS 1998-187  
Date of Expiration: December 31, 2019

**EnergyLogic, Inc.**

P.O. Box N  
Berthoud, CO 80513  
Phone: 970.980.5919  
Email: [ratersupport@nrglogic.com](mailto:ratersupport@nrglogic.com)  
Website: [www.nrglogic.com/energy-professionals/energylogic-provider-services/hers-provider-services/](http://www.nrglogic.com/energy-professionals/energylogic-provider-services/hers-provider-services/)  
Contact: Glenn Pease, Trainer; QAD  
Accreditation Identification Number: 1998-069  
Date of Expiration: December 31, 2019

**Go Green, NM LLC**

PO Box 24154  
Sante Fe, NM 87502  
Phone: 505.508.1472  
Fax: 505.216.0610  
Email: [isaac@gogreennm.com](mailto:isaac@gogreennm.com)  
Website: [www.gogreenmlc.com](http://www.gogreenmlc.com)  
Contact: Isaac E. Brazil, Owner  
Accreditation Identification Number: 1998-165  
Date of Expiration: December 31, 2019

**Performance Systems Development**

124 Brindley St  
Suite 4  
Ithaca, NY 14850  
Phone: 607.277.6240  
Email: [ecuppernell@psdconsulting.com](mailto:ecuppernell@psdconsulting.com)  
Website: [www.psdconsulting.com](http://www.psdconsulting.com)  
Contact: Emelie Cuppernell  
Accreditation Identification Number: HERS 1998-072  
Date of Expiration: December 31, 2019

**Southwest Energy Conservation, LLC (SENERCON)**

7365 Remcon Cir, B-202  
El Paso, TX 79912  
Phone: 915-613-4168  
Fax: 915-581-0880  
Email: [jruiz@senercon.com](mailto:jruiz@senercon.com)  
Website: [www.swher.com](http://www.swher.com)  
Contact: L. Javier Ruiz, President/Rater  
Accreditation Identification Number: HERS 1998-096  
Date of Expiration: December 31, 2019

**TopBuild Home Services**

475 N Williamson Blvd  
Daytona Beach, FL 32114  
Phone: 386.763.4955  
Email: [dave.bell@topbuild.com](mailto:dave.bell@topbuild.com)  
Website: [www.topbuild.com](http://www.topbuild.com)  
Contact: David Bell  
Accreditation Identification Number: HERS 1998-089  
Date of Expiration: December 31, 2019

**U.S. Eco Logic, Inc./TexEnergy Solutions**

911 Maryland Dr.  
Irving, TX 75061  
Phone: 972.579.2009  
Email: [robert.pegues@us-ecologic.com](mailto:robert.pegues@us-ecologic.com)  
Website: [www.texenergy.org](http://www.texenergy.org)  
Contact: Robert Pegues  
Accreditation Identification Number: HERS 1998-048  
Date of Expiration: December 31, 2019

**Walker Energy Services**

1172 Laurel Loop N.E.  
Albuquerque, NM 87122  
Phone: 505.385.8838  
Email: [adubwalker@comcast.net](mailto:adubwalker@comcast.net)  
Website: [www.walkerenergyservices.com](http://www.walkerenergyservices.com)  
Contact: Adam C. Walker  
Accreditation Identification Number: 1998-195  
Date of Expiration: December 31, 2019