



Santa Fe County Building & Development Services

Single Family Residence Permit Checklist

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

- Aamodt Settlement Area (Adjudication information may be obtained from the Office of the State Engineers)
- 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 & notarized by property owner)
- HERS Affidavit (Affidavit signed & notarized by property owner)
- Public Works Department Access Permit Application form (If Accessing off of a County Road)

Documents applicant 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
- 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 proof of water meter must be provided by submitting a photo of the meter reading and Serial #.**
- Proof of Water Meter (if property has water restrictions):
Water Meter Serial # + 1 picture of Meter + 1 picture Meter Reading.
- Approved Emergency 911 Assigned Address Form (Rural Addressing Department) Phone # 505-995-2732

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 within 15 business days. 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 showing HERS rating is 70 or below (Refer to Section 7.14 of SLDC)
- Approved Septic Application (State Environment Department # 827-1840).
- 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 & 1 digital copy

- Site Plan
(Birds eye-view of what is on the property including all existing & proposed structures, setbacks, well, septic, 600 cf. of ponding, driveway length & 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
- Roof Framing Plan (Trusses must be signed and sealed by a NM Professional Engineer.)
- Wall Sections (details & sections)
- Foundation Plan
- 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

- ✓ 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.
 - ✓ 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 at submittal no permit will be accepted without HERS.
 - ✓ Properties above 7400' in elevation must comply with Section 7.17.10 of the SLDC.
-

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

Notes

Notes

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: _____ 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) [] 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 [] Prescriptive [1] [2] [3] [4] [5] [6] [7]
Occupancy Group [A] [B] [E] [F] [H] [I] [M] [R] [S] [U] [] Trade-off
Division [1] [2] [3] [4] [5] [] Performance [] Energy Code Not Applicable
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:



Santa Fe County Public Works Department

**APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS
ON COUNTY RIGHT OF WAY**

Application No. _____

Application is hereby made by _____

(Name of Applicant)

(Business Address)

This application is made for permission to construct driveway(s)/Access onto the following county maintained road in accordance with attached plan or sketch:

(Address of Construction Site)

- Construct New
- Reconstruct
- Modify
- Close Off
- 25 FT. Asphalt Apron
(Paved County Right-Way Residential)
- 50 Ft. Asphalt Apron
(Paved County Right-Way Non-Residential / Multi-Use)

The work is to commence on _____ (Date)

And will require approximately _____ days to complete.

*If this access permit is granted, we further agree to comply with all conditions, restrictions, and regulations of the Santa Fe County Sustainable Land Development Code.

I hereby certify the above statements to be true and correct:

Applicant: _____

By: _____

Title: _____

Date: _____ **Phone #** _____

Permit Granted ___ Denied ___

On this ___ Day of _____, 20__

Permit No. _____

By: _____

Santa Fe County Public Works Department
**APPLICATION FOR PERMIT TO CONSTRUCT / MODIFY DRIVEWAY ACCESS
ON COUNTY RIGHT OF WAY**

Permit Granted ___ Denied ___

On this ___ Day of _____, 20___

Permit No. _____

By: _____

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
Website: 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
Website: 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
Website: www.theber.com
Contact: Eurieha 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
Website: 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
Website: 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
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
Website: www.nrglogic.com/energy-professionals/energylogic-provider-services/hers-provider-services/
Contact: Glenn Pease, Trainer; QAD
Accreditation Identification Number: HERS 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
Website: 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: ecuppermell@psdconsulting.com
Website: www.psdconsulting.com
Contact: Emelie Cuppermell
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
Website: 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

Website: 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

Website: 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

Website: www.walkerenergyservices.com

Contact: Adam C. Walker

Accreditation Identification Number: 1998-195

Date of Expiration: December 31, 2019



Fire Prevention Division

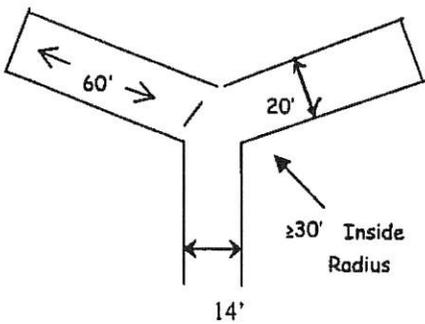
Fire Apparatus Access Driveway Turnarounds and Turnouts Single Residential Lot

Fire apparatus access driveways shall have an approved, all weather driving surface, capable of supporting the imposed load of fire apparatus. Driveways shall be within 150 feet of the furthest portion of the exterior of each structure.

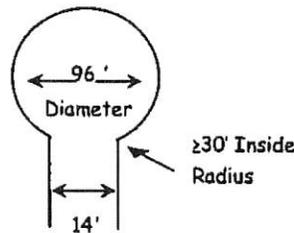
Driveways in excess of 150 feet in length shall be provided with turnarounds. Driveways in excess of 250 feet in length and less than 20 feet in width shall be provided with turnouts in addition to turnarounds.

The following is a list of width and height requirements related to residential driveways, turnarounds and turnouts:

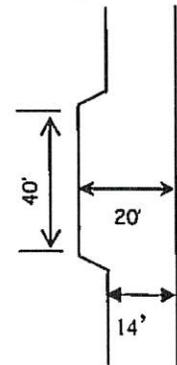
- The minimum unobstructed vertical clearance shall be 13 feet 6 inches
- The maximum slope of the turnaround shall not exceed 10% in grade.
- The minimum driveway width shall not be less than 14 feet.
- Turnarounds shall not be located within 50 feet of any combustible structure.
- The maximum slope of the driveway shall not exceed 15% in grade.



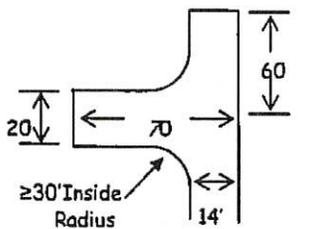
Driveway Y Turn



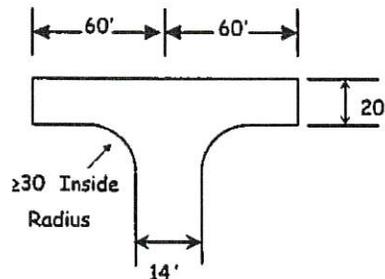
Driveway Cul-de-sac



Driveway Turnout Requirement



Driveway Alternative Hammerhead



Driveway Hammerhead