



Santa Fe County Building & Development Services

Residential Addition Checklist

Forms in the packet to be completed

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

Documents applicants to provide (available in the building)

- Recorded Warranty Deed (Available in Santa Fe County Clerk's Office)
- 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)

Documents applicant to provide

- Approved Septic Permit (NM Environment Department # 827-1840)

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).
- 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 (details & sections)
- Plumbing & Electrical Plans
- Exterior Elevations (showing existing, proposed & finished grade with Dimensions)

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.

Helpful Hints

- 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)

- ✓ 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.
- ✓ Bedroom additions will require septic approval from NMED. (New Mexico Environment Department) 505-827-1840.

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

<u>Notes</u>	<u>Notes</u>

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, 102 Grant Ave, 505-986-6225
<http://www.santafecountynm.gov>
- State Engineers Office, 407 Galisteo (Bataan Memorial Building) 505-827-6175
- State Environment Department
2540 Camino Edward Ortiz, 505-827-1840
- 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



**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)
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 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:
Paid By: Partial Payment:
Check Money Order Credit Card Purchase Order Balance Due:

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:

