

# COMMERCIAL DEVELOPMENT REVIEW

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APPLICATION PACKET

PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



# COMMERCIAL DEVELOPMENT REVIEW APPLICATION

(For Building Permit)

Planning, Community and Economic Development Department  
400 Camino de la Placita  
Taos, NM 87571  
Phone (575-751-2016  
Fax (505) 751-2026



COMMERCIAL DEVELOPMENT REVIEW  
PERMIT NO BP20\_\_\_\_-\_\_\_\_\_

## TYPE OF PROJECT

For a commercial project, a licensed contractor MUST complete this section

## CONTRACTOR INFORMATION

Contractor Company Name			
Applicant Name			
Mailing Address			
City ST ZIP Code			
Telephone Phone		Cell Phone	
E-Mail Address			
NM State License #		License Expiration Date	

## PROPERTY OWNER INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
E-Mail Address			

## ARCHITECT/ENGINEER INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Telephone Number		Cell Phone	
Email Address			
NM State License #		License Expiration Date	



**\*NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE**

- Completed Commercial Zoning Review Application with contractor signatures
- Completed Owner's Affidavit (to be completed only when an applicant has an agent)
- Copy of Contractors current New Mexico License
- Commercial Plan Review Fee by Fire Marshal \$0.035 per square foot
- Construction Mitigation Checklist per section 16.12.070.6
- Site Threshold Assessment (STH) Form
- Completed and approved commercial building plan review from the Town of Taos Public Works Department - 575-751-2047
- Completed and approved commercial building plan review from the Town of Taos Fire Marshal – 575-758-3386
- Legal description of property
- Copy of most recent registered warranty deed or a Notice of Valuation obtained from the Taos County Assessor's Office.
- Vicinity Map
- 2 Sets of Plans (One set of plans will be retained in the Planning Department File)
- Site Plan and Survey Plat (minimum scale 1" = 20'). Site plan shall depict all existing and proposed structures, setbacks, parking area and other applicable strict/standard requirements pertaining to the zone in which the building will be placed as set forth in the Town of Taos Land Use Development Code. Please see "General Site Plan Requirements" in Section 16.20.080.8 of the Town of Taos Land Use Development Code.
- Narrative explaining how the zoning review applied for will meet the requirements of Section 16.12.040 Application for Land Use Development. **The project will not create a danger to the public health, safety or welfare, nor cause an extraordinary expense, nor create a nuisance. Please Initial here If you agree\_\_\_\_\_**
- Septic Tank and Well Permit or the completed and approved Town of Taos Water/Sewer Hookup Application. Note: All septic tanks must have approval from the State of NM Environment Department and all wells must have a permit from the State of NM State Engineer's Office (both permits are required before the Zoning Review for Building Permit / Manufactured Home Permit will be issued). If you plan to utilize Town of Taos Utilities, you must file a Town of Taos water and sewer application to determine feasibility and submit the approved application with your zoning review application.
- Drainage Plan prepared by a registered Licensed NM Engineer for any construction within 150 feet from the centerline of an established arroyo.

## One (1) COMPLETE SETS OF PLANS TO INCLUDE THE FOLLOWING

### Site Plan

- Accurate true north arrow and minimum scale of one-inch equals twenty feet (1:20)
- Surveyed boundaries with legal descriptions of all property included in the development
- Location, size, arrangement and use of all proposed structures, buildings and development
- Distance of each structure to each property line in feet (setbacks)
- Location, design and size of any proposed or existing signs, fences and walls
- Location and description of all existing overhead and underground easements on the property and within 300 feet of the property, noting purpose and grantee of the easement
- Location of existing and proposed underground and overhead public utilities including but not limited to sewer, water, electrical lines, telephone lines, cable, etc.
- Location and size of all watercourses, drainages, etc. (arroyos, ditches, rivers)
- Documentation that all acequia rights-of-way shall be respected with locations indicated
- Landscape treatment, including existing trees and shrubs

### Elevations

- Grade and elevations at 1/8" with respect to finish floor elevations
- Four Views – North, South, East, And West
- Exterior details of all improvements in accordance with the design standards of Title 16 Land Use Development Code
- Indicate building height
- Must comply with Architectural Design and Site Planning Standards Chapter 16. 20.030 of the Town of Taos Municipal Code.

## **ADDITIONAL REQUIREMENTS FOR ALL COMMERCIAL, INDUSTRIAL AND LARGE SCALE RESIDENTIAL PROJECTS (MUST ALSO SUBMIT ONE (1) Copy)**

### Site Plan

- Arrangement & dimensions of all spaces to include ADA and location of ingress/egress & circulation aisles in the parking area
- Location, size and names of public & private streets & parking areas, public right-of-way, alleys, walkways & trails on the property
- Location and description of public facilities including proposed schools, dedicated open spaces and park sites
- Existing improvements on adjacent properties within 300 feet of the proposed development
- Location and size of landscaped areas including a description of existing and significant vegetation and other environmental features
- Description of existing method of treatment of correction of flooding or erosion problems

### **Topographical Features**

- Existing topography with elevation contour lines at a maximum of two –foot intervals
- Areas subject to inundation and proposed method of treatment or correction of flooding problems
- Proposed Grading and Drainage Plans, including location s of all existing drainage areas, water bodies, water goodies, watercourses, floodways, flood fringes, floodplains and proposed water and erosion control structures affecting the property and/or affected by improvements to be constructed on the property

### **Grading and Storm Drainage Plan**

- Must comply with the Town of Taos Storm Drainage & Flood damage Prevention Ordinances and any other applicable ordinances (Chapter 15.24 Town Code)
- Registered Licensed NM Engineer's certification along with the Engineer's signed and dated seal
- Scale and accurate true north arrow
- Floodway Map
- Offsite topography map of upstream basins contributing flows to the site
- Fencing Statement
- Calculations and details for all proposed hydraulic structures
- Hydraulic Analysis
- Erosion Protection
- Reference to all supplemental reports, calculations and attachments on the plan
- Road maintenance agreement
- Grading shall be indicated by showing existing and proposed contours
- Cut or fill slopes shall be shown and differentiated by shading, tone color or line weight
- Show the ratio of horizontal to vertical measurement for cut and fill slopes
- Areas of severe soils for the intended use shall be clearly shown

### **Landscaping Plan**

- Must comply with Chapter 15.12 Landscaping and Chapter 16.20.010.2 of the Town of Taos Municipal Code (Landscaping Regulations)
- Minimum scale of one inch per twenty feet (1:20)
- Accurate true north arrow
- Location, size, surface materials and color of all structures, parking areas and other man-made elements
- Grading Plan showing the existing and final elevations
- Location, type and size of existing plants and materials

- Location, type and quantity of proposed plants and other materials at ¾ mature size in appropriate relation to scale
- Common and botanical names must be identified next to all plant materials or by a clearly understandable legend
- Type and location of proposed irrigation system
- Estimated date for completion of installation of plantings and finished materials
- Estimated cost of materials and installation of the landscaping materials
- Graphic quality must be equal to standard architectural and engineering practices

### **OTHER REQUIREMENTS**

- Traffic impact study by a registered licensed NM professional is required for any land use development as determined by the Site Threshold Assessment Form (STH)
- DOT Driveway Permit for projects with access to a state highway
- Must comply with Chapter 15.16 of the Town of Taos Municipal Code (The Solar Rights Regulations)
- Must comply with Chapter 15.28 of the Town of Taos Municipal Code (The Outdoor Lighting)
- Must comply with Chapter 15.08 of the Town of Taos Municipal Code (The Sign Code)
- Must comply with the Public Works Standard Manual of the Town of Taos

### **FIRE PLANS**

Each set of plans must be submitted.

- Site / Civil Plans
- Building Plans
- Fire Alarm System
- Fire Sprinkler System / Standpipe System
- Underground Fire Service Water Lines
- Kitchen Hood Extinguishment Systems
- Above and Underground Fuel Tank Systems
- LPG Systems
- Any unique fire system for special purpose or hazard

### **Agreement and Signature**

I, the undersigned, understand that any discussions and/or other communications between any authorized representative for this application and any/all Town of Taos Staff members regarding this application do not constitute the entire review of this application and that additional and/or alternate conditions and/or requirements above and beyond those that may have been discussed may be required. I also realize that failure to include applicable application material(s) may result in the rejection of my application or delays in the approval process. I also certify that the signature(s) affixed to this application are those for the property owner and authorized agent. If I am the agent, I am including an owner's affidavit.

Property Owner Name (printed)	
Signature	
Date	
<b>To be signed by Contractor (Agent) (Must attach Owner's Affidavit)</b>	
Contractor (Please Print)	
Contractor Signature	
Date	

**The below Chapters can be found in the Town of Taos Municipal Code**

- Chapter 15.12 and Chapter 16.20.010.2 Landscaping
- Chapter 15.20 Flood Damage Prevention
- Chapter 15.24 Storm Drainage
- Chapter 15.28 and Chapter 16.20.010.4 Outdoor Lighting
- Chapter 15:36 Addressing and Road Naming
- Chapter 16.20 Performance standards
- Chapter 16.20.080.8 General Site Plan Requirements
- Chapter 16.12.040 Application for Land Use
- Chapter 16.12.070.6 Construction Mitigation Checklist
- Chapter 16. 20.030 Architectural Design and Site Planning Standards

**Attached:**

- Land Use Preliminary Information Application
- Construction Mitigation Checklist
- Owner's Affidavit
- Site Threshold Assessment (STH) Form
- Fire Inspection Request Application **(For Commercial Plan Review Only)**
- Fire Department Approval Letter **(For Commercial Plan Review Only)**
- Public Works Approval Letter **(For Commercial Plan Review Only)**
- Floodplain Determination Form
- E-911 Addressing Application
- Construction Industries Division (CID) Multi-Purpose State Building Application **(For Commercial Permits Only)**





## TOWN OF TAOS CONSTRUCTION MITIGATION CHECKLIST

**No building permit shall be issued unless a Construction Mitigation Checklist has been submitted to the Code Administrator of the Town of Taos.**

**Please answer YES or NO to the following questions and sign & initial. (Circle your answer)**

- |   |     |    |   |
|---|-----|----|---|
| Will you provide onsite parking for the proposed project?   | YES | NO | If you answered "No" please refer to the attached requirements for off-site parking.  |
| Will there be parking in a public right of way during the course of construction?   | YES | NO | If you answered "Yes" a letter of approval from the Town of Taos Public Works and Police Departments will be required.  |
| Will this project require the storage for construction materials on site?   | YES | NO | If you answered "Yes" please refer to the attached requirements for material storage.   |
| Will this project require fencing? (NOTE TO APPLICANT: Fencing may be required for commercial projects which involve new construction). | YES | NO | If you answered "Yes" please refer to the attached requirements for fencing signs.  |
| Will this project require temporary construction signs advertising the work being done?   | YES | NO | If you answered "Yes" please refer to the attached requirements for signs.  |
| Will this project require a construction trailer(s) on site?  | YES | NO | If you answered "yes" please refer to the attached requirements for construction trailers.  |
| Will this project provide chemical toilets for workers?   | YES | NO | If you answered "Yes" please refer to the attached requirements for Chemical Toilets.   |
| Will this project require the use of dumpsters for construction debris?   | YES | NO | If you answered "Yes" please refer to the attached requirements for dumpsters. If you answered "No" please refer to the attached requirements for site cleanliness. |
| Will this project disrupt traffic at any time during the course of construction?  | YES | NO | If you answered "Yes" please refer to the attached requirements for construction related traffic control.   |

Construction Activity: Construction activity shall only occur between the following hours, unless otherwise authorized by the Town of Taos Development Review Committee (DRC):

- Residential projects: 8:00 am – 5:00 pm, Monday through Saturday
- Commercial projects: 7:00 am – 6:00 pm, Monday through Saturday  
(Commercial projects in residential zones: 8:00 am – 5:00 pm, Monday through Saturday)

By initialing here \_\_\_\_\_ I understand that my project will comply with the applicable time frame requirements as they are stated above unless I receive written permission from the DRC to deviate from them.

This checklist has been answered to the best of my knowledge. Should circumstances change during the course of my project work that conflict with the answers given in this checklist, it is my responsibility to inform the Town of Taos Planning and Zoning Department. I understand that I shall abide by the applicable regulations that are attached to this checklist. I understand that if I fail to follow the applicable regulations stated in the attachments herein I may be subject to a Stop Order on my project.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

Requirements for the Construction Mitigation Checklist are outlined in Section 16.12.070.6 of the Town of Taos Land Use Development Code, and are available at the Town of Taos Planning, Community and Economic Development Department offices.















# SITE THRESHOLD ASSESSMENT (STH)

Planning, Community and Economic Development Department  
 400 Camino de la Placita  
 Taos, NM 87571  
 Phone (575-751-2016  
 Fax (505) 751-2026



CASE NO CDR20\_\_\_\_ - \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Name	
Mailing Address	
City ST ZIP Code	
Subject Property Address	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

## STA and TIA Limits for Traffic Studies

USE	STA REQR	TIA REQR	UNITS	PROJECT SIZE
Commercial Subdivision	0.40	2	ACRES	
M-1 Manufacturing Subdivision	1	5	ACRES	
Go Cart/Carnivals/Thrill Rides	1	5	ACRES	
Nursery	1	5	ACRES	
Service Station & Convenience Store	2	10	PUMPS	
Carwash	3	15	LANES	
Truck Terminal	3	15	ACRES	
Mixed Use	25	100	(1)	
Golf Course	30	150	ACRES	
Motel	30	150	DU	
Single Family, Mobile Home, Multi-Family	30	150	DU	
Bank, Drive-In	500	2,500	SF	
Bank, Walk-In	1,000	5,000	SF	
Convenience Market	1,000	5,000	SF	
Restaurant, Fast Food	1,000	5,000	SF	
Club, Drinking, Restaurant	1,500	7,500	SF	
Day Care	1,500	7,500	SF	
Discount Store, Supermarket	3,000	15,000	SF	
Retail, Office, Theater	6,000	30,000	SF	



TOWN OF TAOS

# FIRE INSPECTION REQUEST

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APPLICATION

Town of Taos Fire Department





# FIRE INSPECTION REQUEST APPLICATION

Town of Taos Fire Department  
 Taos Municipal Building  
 400 Camino de la Placita  
 Taos, NM 87571  
 Phone (575) 758-3386  
 Fax (575) 737-2665



CASE NO FI20 \_\_\_\_\_ - \_\_\_\_\_

## APPLICANT INFORMATION

Name			
Mailing Address			
City ST ZIP Code			
Subject Property Address			
Telephone Number		Cell Phone	
E-Mail Address			

### Business or Building CO Inspection (Check one)

Type of Facility	Fee
<input type="checkbox"/> Home Occupation Business (No clients coming to home Location)	No Fee
<input type="checkbox"/> Home Occupation Business (Clients coming to Home Location)	Fee based on square footage as outlined below
<input type="checkbox"/> Itinerant Vendor	\$25.00
<input type="checkbox"/> Businesses 3,000 sq. ft. or less	\$75.00
<input type="checkbox"/> Businesses 3,001 – 6,000 sq. ft.	\$150.00
<input type="checkbox"/> Businesses 6,001-9,000 sq. ft.	\$200.00
<input type="checkbox"/> Businesses 9,001-12,000 sq. ft.	\$250.00
<input type="checkbox"/> Businesses 12,001 sq. ft. or more	\$300.00
<input type="checkbox"/> 1,000+ sq. ft. membrane structures (tents)	\$50.00
<input type="checkbox"/> Open Burning Permit	Free

**Annual Fire Inspection Fees (Check One)**

Business Space Type	Fee
<input type="checkbox"/> Space of 1,500 sq. ft. or less	\$20.00
<input type="checkbox"/> Space of 1,501 to 3,000 sq. ft.	\$40.00
<input type="checkbox"/> Space of 3,001 to 6,000 sq. ft.	\$75.00
<input type="checkbox"/> Space of 6,001 to 9,000 sq. ft.	\$100.00
<input type="checkbox"/> Space of 9,001 sq. ft. or more	\$150.00
<input type="checkbox"/> Re-inspection	No fee – standard violation fines begin at this point

**Plan Review Fees (Check One)**

<input type="checkbox"/> Commercial Plan Review	Please list total square footage _____	\$0.035 per square foot
<input type="checkbox"/> Residential Fire Sprinkler Plans		\$50.00
<input type="checkbox"/> Commercial Fire Sprinkler Plans	Please list the number of devices _____	\$50.00 + \$1.00 per device over 50
<input type="checkbox"/> Commercial Fire Sprinkler Modification Plans		\$50.00
<input type="checkbox"/> Commercial Fire Alarm System Plans	Please list the number of devices _____	\$50.00 + \$1.00 per device over 50
<input type="checkbox"/> Commercial Hood Fire Suppression System Plans		\$50.00
<input type="checkbox"/> Fire Evacuation Plans		\$25.00

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

**Required Submittals**

- Set of Plans for Plan Review (Only for items listed under Plan Review Fees)
- Total Square Footage for all Commercial Plan Review
- Number of Devices for Commercial Fire Sprinkler Plans and Commercial Fire Alarm System Plans



# TOWN OF TAOS FLOODPLAIN DETERMINATION FORM

TOWN OF TAOS  
**PLANNING  
& ZONING**  
DEPARTMENT

## SECTION I

Property Code Number: \_\_\_\_\_ Owner Number: \_\_\_\_\_  
 APPLICANT NAME: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 City, State, Zip

## CERTIFICATION

**Federal law requires that a flood insurance policy be obtained as a condition of a federally-backed mortgage or loan that is secured for the buildings. Flood insurance is available in the Town of Taos. Please contact your lender for more information.**

THIS INFORMATION IS BASED ON A FLOOD INSURANCE RATE MAP OR FLOODWAY MAP OF TAOS COUNTY. THE INFORMATION ON THIS FORM DOES NOT IMPLY THAT THE REFERENCED PROPERTY WILL OR WILL NOT BE FREE FROM FLOODING OR FLOOD DAMAGE. A PROPERTY NOT IN A SPECIAL FLOOD HAZARD AREA MAY BE DAMAGED BY A FLOOD GREATER THAN THE 100 YEAR STORM OR FROM A LOCAL DRAINAGE PROBLEM NOT SHOWN ON THE MAP. THIS FORM DOES NOT CREATE LIABILITY ON THE PART OF TAOS COUNTY, OR ANY OFFICER OR EMPLOYEE THEREOF, FOR ANY DAMAGE THAT RESULTS FROM RELIANCE ON INFORMATION CONTAINED ON THIS FORM.

**PRINT NAME OF APPLICANT:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

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

## OFFICE USE ONLY

Physical Address \_\_\_\_\_

The above property is found on FIRM PANEL 35055C-0790E or 35055C-0955E

Community: Town of Taos                      Effective FIRM Date: 10/6/2010

**PROPERTY IS LOCATED IN ZONE(S):** A AE D X    **WETLANDS (NWI Map):**    Yes    No

**THE PROJECT:**

**IS NOT** located in a Special Flood Hazard Area. No further review is necessary.

**MAY BE** located in a Special Flood Hazard Area. A **SITE VISIT BY TOWN FLOODPLAIN ADMINISTRATOR IS NECESSARY.**

**IS** located in a Special Flood Hazard Area. **ADDITIONAL REVIEW AND/OR A SITE VISIT MAY BE NECESSARY AND A FLOODPLAIN DEVELOPMENT PERMIT WILL BE REQUIRED FOR THIS PROJECT**

\_\_\_\_\_  
Town of Taos - Zoning Official    Date

\_\_\_\_\_  
Town of Taos - Floodplain Manager    Date

For Wetlands Determinations contact the  
 US Army Corps of Engineers (USACE)  
 Kelly Allen  
 (505) 342-3216  
 kelly.e.allen@usace.army.mil







# TOWN OF TAOS E-911 Addressing Application



### SECTION I

Property Code Number: \_\_\_\_\_  
 APPLICANT NAME \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Owner Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Alt. Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### SECTION II - Only Complete if Owner is different from Applicant

PROPERTY OWNER: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_  
 Alt. Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### CERTIFICATION

I hereby certify that I have read and examined the information contained on this application, and know the same to be true and correct. All the requirements of the Town of Taos Addressing Ordinance will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law regulating the access or addressing for any Town or State Roads.

I also acknowledge that the Town of Taos GIS Division is authorized and directed to enforce the provisions of any federal, state, and/or local codes, and shall have the authority to render interpretations of these codes and to apply policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of any federal, state, and/or local codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in the Addressing Ordinance or Access Management Manual.

THE FILING OF THIS APPLICATION SHALL NOT IMPLY OR DEEM APPROVAL OF SAID APPLICATION.

PRINT NAME OF APPLICANT: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

### OFFICE USE ONLY

Number	Road Name	Unit Type	Unit
<input type="checkbox"/> New Address		<input type="checkbox"/> Address Verification	
Signature	Date		



# BUILDING PERMIT GUIDE FOR COMMERCIAL CONSTRUCTION

State of New Mexico Regulation and Licensing Department Construction Industries Division

Albuquerque Office: 5500 San Antonio NE  
Las Cruces Office: 503 S. Main, Ste 118  
Santa Fe Office: 2550 Cerrillos rd

P.O. Box 939  
P.O. Box 25101

Albuquerque, New Mexico 87109  
Las Cruces, New Mexico 88004-0939  
Santa Fe, New Mexico 87504

(505) 222-9800 FAX (505) 765-5670  
(575) 524-6320 FAX (575) 524-6319  
(505) 476-4700 FAX (505) 476-4685

## PERMIT APPLICATION DATA

To obtain a permit, the applicant shall fill out an APPLICATION for STATE BUILDING PERMIT supplied by the Construction Industries Division office. Applicant must supply description of work, building address, construction material, total square footage, specific use of building, project owner's name and address, contractor's business name, address and license number, architect's name, address and license number. The licensed contractor GB98 requesting the permit must sign the application. Call (505) 476-4691 for more information.

## ZONING APPROVAL

Your project may be located in an area requiring zoning approval from a city or county zoning authority. You must obtain zoning approval and a signature on the APPLICATION for STATE BUILDING PERMIT before applying to this office for the building permit. Contact the Construction Industries Division for zoning requirements in your area.

## VALUATION AND FEES

Valuation of your project is based CID Rules New Mexico Administrative code 14.5.5.10. The project does need the signed contract between the project owner and contractor. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. *If you are mailing the application and plans to the nearest CID office, call any of the offices listed above for the fee prior to mailing.*

## PLAN SUBMITTAL

Two complete scaled sets of plans 1/4" = 1'-0 minimum and specifications must be submitted to Construction Industries Division for permit and must be sufficiently clear to show the project in its entirety. Following is a minimum standard of required drawings for review by Construction Industries Division for new commercial construction, additions, and remodels (use as a checklist when preparing your submittal):

### I. COVER SHEET.

- A. Project identification
- B. Project address and a location map
- C. All design professionals identified
- D. The prime design professional (the professional responsible for project coordination) must be identified. All communications should be directed through this individual
- E. Applicable Codes annotated on cover sheet
- F. Design Criteria list:
  1. Type of building construction (IBC Chapter 6)
  2. Square Footage area of each floor or wing and total building square footage
  3. Group or use and occupancy (IBC CHAPTER 3) including mixed occupancies if applicable
  4. Occupant load (IBC Chapter 10, Table 1004.1.1)
  5. Allowable area calculations
  6. Exiting requirements
  7. Plumbing fixture requirements based on IBC Chapter 29.
  8. Fire sprinklers
  9. Height and number of stories
  10. Land use zone
  11. Location of property
  12. Seismic location

2. **SITE PLAN.** Show proposed new structures and any existing buildings or structures on site, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show all required parking per New Mexico Building Code, including accessible parking, access aisles and ramps per ANSI. Show drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate, include a topographical survey. Show north arrow.
3. **FOUNDATION PLAN.** Show all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report, including soil-bearing capacity, for the purposed structure at that site.
4. **FLOOR PLAN.** Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, door label ratings, area and occupancy separations and draft stops shall be shown. Include exiting requirements.
5. **FRAMING PLANS AND ROOF FRAMING PLANS.** Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Show roof plan.
6. **EXTERIOR ELEVATIONS.** Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable.
7. **BUILDING SECTIONS AND WALL SECTIONS.** Show & label materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.
8. **MECHANICAL SYSTEM.** Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. The State Fire Marshall's Office shall approve sprinkler systems plans. Submit energy conservation calculations per 2006 Model Energy Code requirements.
9. **PLUMBING SYSTEM.** Show plumbing riser diagrams, all fixtures, piping, slopes, materials and sizes. Show points of connection to utilities, septic systems, pre-treatment sewer systems and water wells.
10. **ELECTRICAL SYSTEM.** Show electrical riser diagrams, all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current, load calculations and fixture schedules. Show lighting calculations and point of connection to utility.
11. **STRUCTURAL CALCULATIONS.** Where required, provide structural calculations for the entire structural system of the project. Include wind, roof and floor design loads.
12. **SPECIFICATIONS.** Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated into a project manual in lieu of drawings.
13. **ADDENDA AND CHANGES.** It shall be the responsibility of the individual identified on the cover sheet as the prime design professional to notify the building official of any and all changes

throughout the project and provide revised plans, calculations and other appropriate documents prior to actual construction.

14. **REVISIONS.** For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.

## REQUIREMENTS FOR PROFESSIONAL SEALS

When any professional seal is required for a building permit, every standard page of the construction documents must bear a professional seal with original signature and date, certifying professional responsibility for every aspect of the project. Referenced serial drawings do not require a seal.

### SINGLE SEAL REQUIREMENT

The single seal of either a New Mexico registered engineer or architect meets the requirement for professional certification on projects that do not exceed a construction valuation of six hundred thousand dollars (\$600,000) and do not exceed a total occupant load of fifty (50).

Nonresidential buildings, as defined in the 2015 International Building Codes, or additions having a total occupant load of ten (10) or less and not more than two (2) stories in height, which shall not include E-3, H, or I occupancies, will not require the seal of either an architect or engineer, unless the Construction Industries Division determines such seal is necessary to protect public life, safety and welfare.

Plans, specifications and calculations stamped by an Electrical Engineer licensed to practice in New Mexico shall be required for any installation with a calculated service capacity over 100 kVA single-phase or over 225 kVA three-phase. This requirement shall NOT apply to remote installations such as single irrigation pumps.

Plans, specifications and calculations stamped by a Mechanical Engineer licensed to practice in New Mexico may be required on mechanical permits of \$50,000.00 or more in value and/or commercial buildings three stories and higher.

### MULTIPLE SEALS REQUIREMENT

The professional seals of both an architect and an engineer (or engineers) are required on projects with either a construction valuation greater than six hundred thousand dollars (\$600,000.00) or a total occupant load greater than fifty (50). Occupant load shall be in accordance with Table 1004.1.1 of 2015 International Building Code.

## REQUIRED INSPECTIONS

To request an inspection e-mail us at [CID.Inspection@state.nm.us](mailto:CID.Inspection@state.nm.us) our call 505-222-9813 or 877-243-0979

1. **FOUNDATION INSPECTION.** To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards, the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.
2. **CONCRETE SLAB or UNDER-FLOOR INSPECTION.** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
3. **FRAME INSPECTION.** To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.
4. **WEATHER-RESISTIVE BARRIER INSPECTION.** To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.
5. **FINAL INSPECTION.** To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general

construction inspection. The Construction Inspector will issue the Certificate of Occupancy to the contractor after approving final general construction inspection.

6. **OTHER INSPECTIONS.** In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

## CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

## COMMERCIAL DEMOLITION AND RENOVATION

Call the Air Pollution Control bureau for information regarding the handling of asbestos containing materials at 1-800-224-7009 prior to demolition and renovation of existing commercial structures. The Air Pollution Control Bureau must be notified 10 days in advance of any demolition and renovation of commercial structures.

## APPLICABLE CODES

The Construction Industries Division currently enforces the following codes:

- 2015 New Mexico Commercial & Residential Building Code
- 2015 International Building Code
- 2015 International Existing Building Code
- 2015 International Residential Code
- 2012 Solar Energy Code (IAPMO)
- 2009 NM Energy Conservation Code
- ICC/ANSI A117.1-2009
- 2012 New Mexico Plumbing and Mechanical Code
- 2012 Uniform Mechanical Code (IAPMO)
- 2012 Uniform Plumbing Code (IAPMO)
- 2012 Uniform Swimming Pool, Spa and Hot Tub Code
- 2014 New Mexico Electrical Code
- 2014 National Electrical Code
- 2012 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
  - 2014 NFPA 58
  - 2012 NFPA 57
  - 2012 NFPA 54
  - 2010 NFPA 52
  - 2011 NFPA 1192

## ACCESSIBILITY

Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code, and supercede Chapter 11, Accessibility, of the International Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1-2009 "Accessible and Usable Buildings and Facilities".

## CONSTRUCTION INDUSTRIES DIVISION WEB SITE

CID has developed a new information web site with "view only" information at [RLD.STATE.NM.US](http://RLD.STATE.NM.US) This site includes information of interest to consumers, business and the regulated community.

## CONTRACTOR LICENSE LOOK-UP

A license web site has been developed at [HTTP://PUBLIC.PSIXAMS.COM](http://PUBLIC.PSIXAMS.COM). This site includes the names, addresses and telephone numbers of licensed contractors and their license classification. It also includes information on licensing and required qualifications for license examination.



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 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

Officeal 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:

