



LOS ALAMOS
where discoveries are made

Commercial Remodel
Los Alamos County Community Development Department
1000 Central Avenue, Suite 150, Los Alamos, NM 87544
505-662-8120 Fax 505-662-8363

Checklist

3 Copies of All Documentation Required for Commercial

APPLICATION CHECKLIST
Permit Application completed and signed.
Signed and notarized owner's affidavit from the property owner is required
Is this a change of use? If so, indicate current and proposed use.
Code Analysis Including: <ul style="list-style-type: none"> • Reference Codes • Occupancy Classification • Construction Type • Seismic Zone • Project Scope • Occupant Load Factor • Indicate whether building is sprinkled • Occupant Load Calculations • Identify complete exiting system and path of egress
Existing Floor Plan with rooms labeled
Proposed Floor Plan to include: <ul style="list-style-type: none"> • Show complete floor layout including equipment • Provide occupancy classification of all adjacent spaces in same building • Fire assembly rating of all shared walls and roof floor assemblies, if applicable • Provide dimensions of rooms, corridors, doors, etc. • Wall Section Detail and Wall Schedule to identify new bearing/non-bearing walls, and different wall heights • Identify fire rated assemblies and provide architectural details, if applicable • Provide floor/wall finish schedule • Indicate any windows/doors that are being added or replaced, and indicate which ones are tempered glass if applicable • Emergency Lighting and Exit Signs • Fixture Count
Path of travel from building to handicap parking spaces
Handicap Parking Details including: <ul style="list-style-type: none"> • Striping and Signage • Number of handicap spaces
Stair Detail to include: <ul style="list-style-type: none"> • Rise and Run • Guard and Hand Rail Detail
Fire Alarm System Plan, (if applicable)
ComCheck (if applicable)
Sprinkler Plan (if applicable)

Electrical Plan, Mechanical Plan, Plumbing Plan (if applicable)

Information from manufacturer on flame spread rate of all exterior materials to include: Class II Flame Spread Required per LAC Fire Code

- Class of Roof (Class A for Los Alamos, Class B for White Rock)
- Type of Skylight (no plastic)
- Soffits, Fascia, & Siding
- Flame Retardant Paint/Stain (allowed on decks only from the handrails down)
- Stair Stringers/Joists

For Stucco:

- Gage of Wire
- Thickness of stucco
- Type of Stucco system (2 coat, 3 coat)
- Type of color coat (synthetic/acrylic or traditional)
- Weep screed detail (if using synthetic/acrylic color coat)

If other than traditional three coat system, an ICC ES report must be submitted

For commercial projects, a NM design professional stamp is required on the plans.

** This list is not all inclusive, additional information may be required depending on scope of project**

Permit Application

FOR OFFICE USE ONLY

Date: _____

Plan/Permit #: _____

Plan Review Fee: _____

Floodplain: _____

Please complete all areas on this form that apply. Incomplete applications may delay process.

____ Residential

____ Commercial

Project Address: _____

Owner: _____ Address: _____

Phone: _____ Email: _____

Contractor: _____ Phone: _____ Email: _____

Address: _____ License #: _____

Design Professional (if applicable): _____ Phone: _____

Address: _____ Email: _____

Main Point of Contact: Owner: ____ Contractor: ____ Design Professional: ____

Type of Work:

<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Fence **	<input type="checkbox"/> Remodel	<input type="checkbox"/> Sun Room	<input type="checkbox"/> Sign Permanent
<input type="checkbox"/> Addition	<input type="checkbox"/> Fireplace	<input type="checkbox"/> New Dwelling	<input type="checkbox"/> Photovoltaic	<input type="checkbox"/> Sign Temporary
<input type="checkbox"/> Curb-Cut	<input type="checkbox"/> Foundation	<input type="checkbox"/> New Roof	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Window/Door
<input type="checkbox"/> Deck/Porch Carport	<input type="checkbox"/> Grading/Excav.	<input type="checkbox"/> Other	<input type="checkbox"/> Siding/Stucco	<input type="checkbox"/> Demo

Square Footage: Heated _____ Garage: _____ Deck, Carport, Porch or Patio Cover _____ Total Sq. Ft. _____

Valuation of Work: \$ _____ Number of Stories: _____ Height _____

Description of Work: _____

Name: _____ Date: _____ Signature: _____

I understand that by entering my name above, it constitutes as a legal signature.

****Easement Encroachment.** This permit authorizes the permit holder to construct/install a non-permanent structure (requires no subsurface foundation or structural member), within the boundaries of an existing public utility easement. Whenever this is the case, permittee shall be fully responsible (at permit holder's cost) for the removal and replacement of such non-permanent structure(s), at any time County personnel or County contractor may deem the structure interferes with work on the public utility for which the easement is in place. Any encroachment to the right of way or easements shall ensure that exiting drainage patterns are being maintained and unimpeded as applicable.

Bldg: _____ Util: _____
 Plng: _____ PW: _____ Fire: _____

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