



**LOS ALAMOS**  
where discoveries are made

**New Commercial Building**  
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 Residential**

<b>APPLICATION CHECKLIST</b>
Permit Application completed and signed.
Signed and notarized owner's affidavit from the property owner is required
Utility Encroachment Permit Application (if applicable)
Soils Testing Data (by licensed geotechnical engineer)
Utility Service Request Form (if applicable)
Code Analysis Including: <ul style="list-style-type: none"> <li>• Reference Codes</li> <li>• Occupancy Classification</li> <li>• Construction Type</li> <li>• Seismic Zone</li> <li>• Project Scope</li> <li>• Occupant Load Factor</li> <li>• Indicate whether building is sprinkled</li> <li>• Occupant Load Calculations</li> <li>• Fixture Count</li> <li>• Identify complete exiting system and path of egress (including existing egress affected by addition)</li> </ul>
Foundation Plan to include footing details
Floor and Roof Framing Plans to include lumber dimensions, spacing, and spans
Location of braced wall lines and location and detail of braced wall panels
Floor Plan Showing: <ul style="list-style-type: none"> <li>• Rooms Labeled</li> </ul>
Stair Detail to include: (if applicable) <ul style="list-style-type: none"> <li>• Rise and Run</li> <li>• Guard and Hand Rail Detail</li> </ul>
Elevation Drawings including heights
Information from manufacturer on truss details including NM Engineer stamp and truss layout plan (if using trusses)
Manufactured lumber information including: <ul style="list-style-type: none"> <li>• Type (TJI, LVL, Microllam, Parallam), (if applicable)</li> <li>• Load Data</li> </ul>
Information from manufacturer on flame spread rate of all exterior materials to include: Class II Flame Spread Required per LAC Fire Code <ul style="list-style-type: none"> <li>• Class of Roof (Class A for Los Alamos, Class B for White Rock)</li> <li>• Type of Skylight (no plastic)</li> <li>• Soffits, Fascia, &amp; Siding</li> <li>• Flame Retardant Paint/Stain (allowed on decks only from the handrails down)</li> <li>• Stair Stringers/Joists</li> <li>• Composite Decking Material</li> </ul>

Revised: August 31, 2018

Path of travel from building to handicap parking spaces
Handicap Parking Details including: <ul style="list-style-type: none"> <li>• Striping and Signage</li> <li>• Number of handicap spaces</li> </ul>
Wall Section Details
ComCheck
Insulation details including: <ul style="list-style-type: none"> <li>• R Values</li> <li>• Type</li> <li>• Thickness</li> <li>• Location</li> </ul>
Fire Alarm System Plan, (if applicable)
Sprinkler Plan (if applicable)
For Stucco: <ul style="list-style-type: none"> <li>• Gage of Wire</li> <li>• Thickness of stucco</li> <li>• Type of Stucco system</li> <li>• Type of color coat (synthetic/acrylic or traditional)</li> <li>• Weep screed detail (if using synthetic color coat)</li> </ul>
Scaled Site Plan to include: <ul style="list-style-type: none"> <li>• Location of proposed structure showing distances to property lines and required setbacks</li> <li>• Location of all utility lines (gas, water, electrical, sewer) mains and meters</li> <li>• All existing structures with dimensions</li> <li>• Show, by dimension, a minimum separation of driveways of 20-ft</li> <li>• Provide standard detail for driveways</li> <li>• NM One Call ticket number</li> </ul>
Grading and Drainage Plan
Electrical Plan, Mechanical Plan, Plumbing Plan
Proposed Retaining Walls Details To Include: (if applicable) <ul style="list-style-type: none"> <li>• Thickness of Footing and Wall</li> <li>• All Reinforcement</li> <li>• Height from bottom of footing to top of wall</li> <li>• Height from finished grade to top of wall</li> <li>• Height of unbalanced fill</li> <li>• Indicate if there is a surcharge</li> </ul> A Engineer Stamp is required on details

If this project required approval from the Planning and Zoning Commission or Board of Adjustment, a copy of the Certificate of Approval must be provided.

**NM One Call 1-800-321-2537**

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

1000 Central Avenue, Suite 150  
 Los Alamos, NM 87544  
 P 505.662.8120 F 505.662.8363  
 Rev. 2/2018