



**LOS ALAMOS**  
where discoveries are made

## Small Accessory Structures

(200 sq ft Residential, 120 sq ft Commercial)

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

### Checklist

**2 Copies of All Documentation Required for Residential**

**3 Copies of All Documentation Required for Commercial**

<b>APPLICATION CHECKLIST</b>
Permit Application completed and signed.
For commercial projects a signed and notarized owner's affidavit from the property owner is required
Description of shed including model type for pre-manufactured sheds
Information from manufacturer on flame spread of exterior materials if structure is within 20-ft of a building containing habitable space. Exterior materials must have a Class II flame spread or better per Los Alamos County Fire Code.
Property Survey including the following: <ul style="list-style-type: none"> <li>• Dimensions (height, width, length) of proposed structure – to scale</li> <li>• Distance of structure from all buildings with habitable space</li> <li>• Location of proposed and existing structures showing distances to property lines and setbacks</li> <li>• Location of all utility lines (gas, water, electric, sewer) mains, and meters from property lines to proposed structure, indicate if electric line is overhead or underground</li> </ul>

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Small accessory structures are not required to be anchored down although we do recommend that they are. If you choose to anchor down your structure please provide us details on the method in which you will be anchoring and please provide us with the NM One Call ticket number.

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

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