



# Patio Enclosures & Sunrooms

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

Residential

## 2 COPIES OF ALL DOCUMENTATION REQUIRED

APPLICATION CHECK LIST	PROVIDED	NEEDED	NA
Permit Application completed and signed * 15 Business Days review time			
Encroachment Permit Application (if applicable)			
Proof of Authorization/Ownership (one of the following needed): <ul style="list-style-type: none"> <li>• Owners Affidavit</li> <li>• Signed Copy of Construction Contract</li> <li>• CID/Homeowners Responsibility Form. ( Completed and signed if a Homeowner is doing their own work.)</li> </ul>			
Certified Survey			
If the Patio enclosure or sunroom is unheated, then a "non-habitable space agreement" must be filed at the County Clerk's office and a copy provided with the permit application.			
If the patio enclosure or sunroom is heated, then show how structure complies with the current energy code.			
<b>CONSTRUCTION DOCUMENTS (Building Plans to 1/4" scale MINIMUM)</b>			
Foundation Plan w/footing detail.			
Floor Plan with Rooms Labeled ( existing house)			
Floor and Roof Framing Plans			
<b>Information from manuf. on flame spread of all exterior materials;</b> <ul style="list-style-type: none"> <li>• Class of roof (class A for Los Alamos and class B for White Rock)</li> <li>• Type of skylight (no plastic)</li> <li>• Soffits, fascia and siding (class II flame spread or better)</li> <li>• Stair stringers, Joists and decking</li> <li>• Stucco system and type of color coat ( synthetic or cement)</li> <li>• Include ICCES report # for all 2 coat systems</li> </ul>			
Wall Section Detail			
Information from manuf. on truss details including engineer stamp (if using manuf. trusses)			
Manufactured lumber information to include series, type, and load data. (i.e. I joist/micro lam/para lar, etc)			
Elevation Drawings (provide an overall height measured from the existing grade to the peak of roof)			
<b>SITE PLAN DOCUMENTS</b>	<b>PROVIDED</b>	<b>NEEDED</b>	<b>NA</b>
Finished Floor Elevation			
Location of Proposed and Existing Structure (labeled as such), showing distances to property line and required setbacks.			
Location of all utility lines, mains and meters from property lines to the proposed structure, indicate if existing or proposed.			
<b>Provide the New Mexico One Call Work Order Number on the Site Plan.</b> (Existing gas and underground electric service lines need to be located by NM One Call (1-800-321-2537, prior to submittal of this application on all lots w/ existing utilities)			
Identify and dimension all elements and structures, including but not limited to house, garage, sheds, driveways, sidewalks, fences, landscape areas, property lines, walls, etc.			
Show and dimension existing and proposed easements. (utility, drainage and recreation)			

Permit No. \_\_\_\_\_ Code Enforcement \_\_\_\_\_ Utilities \_\_\_\_\_ Planning \_\_\_\_\_ Building \_\_\_\_\_ Public Works \_\_\_\_\_ Fire \_\_\_\_\_



**LOS ALAMOS COUNTY**  
**BUILDING PERMIT APPLICATION**  
 PHONE: 662-8055 FAX: 662-8363

<b>PLEASE CHECK ONE:</b> RESIDENTIAL _____ COMMERCIAL _____	NAME OF _____
	SUBDIVISION : _____ LOT/TRACT NO: _____

PROJECT ADDRESS: \_\_\_\_\_ OWNER : \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_ OWNER PHONE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

QUALIFYING PARTY: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

STATE LICENSE NO. AND TYPE: \_\_\_\_\_ LOS ALAMOS BUSINESS LICENSE NO. \_\_\_\_\_

ARCHITECT AND LICENSE NO. \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON / Title: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**DESCRIPTION OF WORK TO BE PERFORMED:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Are there any fences, walls or retaining walls included in this permit? If yes, brief description and location on property:**  
 \_\_\_\_\_

VALUATION/APPRaisal (of work to be permitted): \_\_\_\_\_ LOT SIZE: \_\_\_\_\_ LOT COVERAGE (%): \_\_\_\_\_  
 (Include all structures on site)  
 HEIGHT of BUILDING (measured from final grade to peak of roof) \_\_\_\_\_ LOT SETBACKS -- Front: \_\_\_\_\_ Sides: \_\_\_\_\_ Back: \_\_\_\_\_

**Any net changes in Area (otherwise NA)**

Record in Square Feet	Existing Heated	Proposed Heated	Proposed Unheated	Total
Basement	_____	_____	_____	_____
First Floor	_____	_____	_____	_____
Second Floor	_____	_____	_____	_____
Garage	_____	_____	_____	_____
Porches, Portals, etc..	_____	_____	_____	_____
Decks	_____	_____	_____	_____

Total Heated  + Total Unheated  + Total Square Feet

I hereby acknowledge that I have read the application and state that the above is correct and agree not to start this project until the permit is issued. I will post the building permit and keep approved plans at the job site until the project is completed and finalized by the County, as shown by an approved final inspection signature on permit card. It is my responsibility to find out what inspections are required. All inspections must be requested one business day in advance before 3:00 PM by calling 662-8009. **Address numbers must be visible from the street at all times.**

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

PRINTED NAME: \_\_\_\_\_

TITLE: OWNER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_ ARCHITECT: \_\_\_\_\_ OTHER \_\_\_\_\_

**THIS PERMIT IS NON-TRANSFERABLE Please submit 2 copies if residential or 5 copies if commercial Form must be complete to be processed**

Received Date Stamp

Accepted for Review

Building Code

**PERMITTED AND INSPECTED**  
**UNDER**  
**2009 NEW MEXICO CODES**