



# Large Accessory Structure

(over 120 sq. ft)  
 Los Alamos County Community & Economic Development  
 1000 Central Avenue, Suite 150 Los Alamos, NM 87544  
 505-662-8120

## Checklist 2 Copies of All Documentation Required

APPLICATION CHECK LIST	PROVIDED	NEEDED	NA
Building Permit Application completed and signed. <b>*10 Business Days Review Time</b>			
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 Homeowner is doing their own work)</li> </ul>			
<b>CONSTRUCTION DOCUMENTS (Building Plans to 1/4" scale MINIMUM)</b>			
Manuf. Information Describing Shed Construction & model type.			
Foundation Plan w/footing detail. <i>(also include securing/anchoring description to slab or ground)</i>			
Floor and Roof Framing Plans - including header detail			
Wall Section Detail			
Information from manuf. on truss details including engineer stamp <i>(if using manuf. trusses)</i>			
Information <b>from manuf.</b> on flame spread of exterior materials; <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>• Stucco system</li> </ul> As applicable to LA fire code. <i>* note—class of roof and siding information is not required for large accessory structures located more than 20' from a building containing habitable space.</i>			
Manufactured lumber information to include series, type, and load data. (i.e. I joist/micro lam/para lam, etc.)			
Height (provide an overall height measured from the existing grade to the peak of roof)			
Does this structure contain conditioned space (heated or cooled)? If so, show how structure complies with the energy code. If not, indicate on the "Description of Work" line on the application.			
<b>SITE PLAN DOCUMENTS</b>	<b>PROVIDED</b>	<b>NEEDED</b>	<b>NA</b>
Scaled Drawing			
Finished Floor Elevation			
Show distance from nearest residence.			
Location of Proposed and Existing Structure (labeled as such), <i>showing</i> 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, identify if electric line is overhead or underground.			
<b>Provide the NM 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 at 1-800-321-2537 prior to submittal of this application on all lots w/existing utilities)			
Identify all structures, including but not limited to house, garage, and sheds			
Show and dimension existing and proposed easements. (utility and drainage)			
Certified Survey or Plot Plan or ILR			

Permit No. \_\_\_\_\_

Code Enforcement \_\_\_\_\_ Utilities \_\_\_\_\_ Planning \_\_\_\_\_ Building \_\_\_\_\_ Public Works \_\_\_\_\_



# LOS ALAMOS COUNTY BUILDING PERMIT APPLICATION

PLEASE CHECK ONE: RESIDENTIAL _____ COMMERCIAL _____		NAME OF SUBDIVISION _____	LOT/TRACT _____
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PROJECT ADDRESS: \_\_\_\_\_ OWNER : \_\_\_\_\_

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

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

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

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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

VALUATION/APPRaisal (of work to be permitted): \_\_\_\_\_ LOT SIZE: \_\_\_\_\_ LOT COVERAGE (%): \_\_\_\_\_

HEIGHT or PITCH OF ROOF (measured from final grade to peak of roof) \_\_\_\_\_

I hereby acknowledge that I have read the application and state that the above is correct and agree not to start this project until this application is approved. I will post the building permit at the job site where it can be seen from the street 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, and to call the County 24 hours in advance for any inspection.

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

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

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

**Please submit 2 copies of application • PERMITS ARE NON-TRANSFERABLE**

FOR BUILDING OFFICIAL USE ONLY

Valuation Amount \$ \_\_\_\_\_

Plan Review Fee \$ \_\_\_\_\_ Adjustment Amount \$ \_\_\_\_\_ New Total \$ \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Curb Cut Deposit \$ \_\_\_\_\_

Curb Cut Inspection \$ \_\_\_\_\_

Filing Fee \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Type of Construction

**DATE RECEIVED**

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

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PERMITTED UNDER (BUILDING CODE)

Permit Number \_\_\_\_\_

**ATTACHMENT A:  
PERMIT FOR ENCROACHMENT ON EASEMENT OR RIGHT-OF-WAY**

**Owner** \_\_\_\_\_

**Project Address** \_\_\_\_\_

**Subdivision** \_\_\_\_\_ **Lot No.** \_\_\_\_\_

**County Bldg. Permit No.** \_\_\_\_\_

Permission is hereby granted to encroach upon the easement or right-of-way as set forth on the attached sheet which is made a part hereof by this reference.

Any changes in the construction because of change in design, errors, field conditions other than shown on the application, or any other factors requiring construction other than shown on the drawings will require re-approval of this permit. Any changes as mentioned above, or otherwise, will require immediate cessation of the construction, pending such approval. Field conditions other than shown on the drawings, as well as failure to inform the County of Los Alamos of any changes, may be cause for cancellation of this permit.

This permit shall in no way limit or diminish any rights that the County of Los Alamos has in this or any other easement or right-of-way. In the event it is necessary or desirable for the County, its contractors or agents to perform any maintenance, repair, alteration, or construction work in any easement that results in damage to property or construction installed under this permit, the County shall require the owner or permittee to be financially responsible for replacement.

While it is contemplated that the owner or permittee is being granted this permit for the purposes of construction within the easement or right-of-way, the County reserves the right to require such construction to be removed at the owner's or permittee's expense when, in the opinion of the County, such removal is necessary or desirable for the purposes for which the easement or right-of-way is owned by the County, and the right to terminate the privilege granted by this permit.

The owner or permittee shall be responsible for any damage to County facilities if the damage results from any installation under this permit.

No provisions expressed or implied in the permit shall be construed to allow or sanction violations of any laws or ordinances covering buildings or other construction.

**APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_**  
**BY \_\_\_\_\_ (COUNTY ENGINEER OR DESIGNEE)**

**ATTEST:  
CLERK OF LOS ALAMOS COUNTY**

05/27/03

**ATTACHMENT B:  
APPLICATION FOR PERMISSION TO ENCROACH ON UTILITIES AND/OR DRAINAGE  
EASEMENT OR RIGHT-OF-WAY**

Owner \_\_\_\_\_

Project Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_

Bldg. Permit # \_\_\_\_\_

I hereby apply for permission to encroach on the following, as shown on the attached copy of survey:

- Utilities Easement (*\*Note: If Utilities is the only easement checked, utility department is only required signature.*)
- Drainage Easement
- Right-of-Way

The purpose of the encroachment(s) is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the attached "Permit for Encroachment on Easement or Right-of-Way" and if it is granted, I will abide by it.

APPLICANT SIGN \_\_\_\_\_

APPLICANT PRINT \_\_\_\_\_

STATE OF NEW MEXICO )  
) s.s.  
COUNTY OF LOS ALAMOS )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, by \_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Utilities Department Recommendations:  
s/ \_\_\_\_\_

County Engineer's Recommendations:  
s/ \_\_\_\_\_