



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

LOS ALAMOS
 where discoveries are made

Checklist

3 Copies of All Documentation Required for Commercial

APPLICATION CHECKLIST
Permit Application completed and signed.
Utility encroachment application (if applicable)
Elevation Drawings including dimensional information and square footage
Monument / Free Standing Signs: <ul style="list-style-type: none"> • Site Plan with dimensional information, showing location of sign on property, distance to property lines. The site plan must include all property lines, utility lines and meters, existing easements. • Details and Dimensions of the sign • Foundation Details • Construction drawings of the sign that bear the stamp of an architect or engineer licensed by the state of New Mexico with design statement to include wind (90 mph), snow (30 psf), and seismic (category C). • NM One Call Ticket Number
Wall Mounted Signs: <ul style="list-style-type: none"> • Details and Dimensions of the sign • Attachment Details • Construction drawings of the sign that bear the stamp of an architect or engineer licensed by the state of New Mexico with design statement to include wind (90 mph), snow (30 psf), and seismic (category C).

A licensed New Mexico design professional is not be required if sign is a monument sign not over 4-ft above grade or wall signs are not over 50 lbs.

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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