



Residential Remodel

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

2 Copies of all documentation is required

APPLICATION CHECKLIST
Permit Application completed and signed.
CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor <i>(If Assessor’s database does not match owner name on form further proof of ownership may be required. Must be owner’s primary residence)</i>
Existing Floor Plan Showing: <ul style="list-style-type: none"> • Rooms Labeled • Existing Smoke Alarms and Carbon Monoxide Detectors Proposed Floor Plan Showing: <ul style="list-style-type: none"> • Rooms Labeled • New Smoke Alarms and Carbon Monoxide Detectors • Indicate any walls that are being removed or modified and of those which ones are load bearing • Indicate any windows/doors that are being added or replaced
Information from manufacturer on truss details including Engineer stamp (if using trusses)
Floor and Roof Framing Plans to include lumber dimensions, spans, and spacing
Manufactured lumber information to include: <ul style="list-style-type: none"> • Type Being Used (TJI, LVL, Microllam, Parallam)
Information from manufacturer on truss details including engineer stamp
Stair Detail to include: <ul style="list-style-type: none"> • Rise and Run • Guard and Hand Rail Detail
Wall Section Detail. If exterior wall include insulation type and R value and the exterior material of wall
Information from manufacturer on flame spread rate of exterior materials including: <ul style="list-style-type: none"> • Class of Roof (Class A for Los Alamos, Class A or B for White Rock) • Soffits, Fascia, and Siding (Class II flame spread or better) • Stucco System (ICC ES report required if system is anything other than traditional 3 coat system)

If adding or replacing skylights please note that plastic skylights are not permitted in Los Alamos County

A second kitchen may imply that an additional dwelling unit is being added. This is usually not allowed or may require a Special Use Permit.

** 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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