



## Commercial Sign

Los Alamos County Community Development Department  
 1000 Central Avenue, Suite 150, Los Alamos, NM 87544

\*Office 505-662-8120 \*Fax 505-662-8363 \*Email: permit.techs@lacnm.us

### Application Checklist

*\*If not applying electronically 2 Copies of all documentation is required*

Code Cycle: 2021 International Building Code	Provided	Required	Not Applicable
Permit Application completed and signed			
Signed notarized owner's affidavit from property owner.			
Utility encroachment application			
<b>Monument / Free Standing Signs: Code sec. 16-73 (k)</b> * A scaled and dimensioned color drawing of all proposed signs that indicates how it will be constructed. * A scaled site plan which shall indicate the location of any proposed permanent freestanding signs and its distance to the property lines. * Graphic Scale and North Arrow. * Property Lines according to recorded survey. * Electrical plan for any proposed Electronic Message Center, which includes compliance with Sign Illumination standards of Art. IV. Div.6. Outdoor Lighting. * Foundation Details. * NM One Call Ticket Number (1-800-321-2537)			
<b>Wall Mounted Signs: Code sec. 16-73 (k)</b> * A scaled and dimensioned color drawing of proposed signs that indicates how it will be constructed. * Building elevations showing the locations and dimensions of any proposed Signs. Applications for wall signs shall include linear footage of each wall. * Electrical plan for any proposed Electronic Message Center, which includes compliance with Sign Illumination standards of Art. IV. Div.6. Outdoor Lighting. * Attachment Details			
<b>Additional sufficient documentation may be needed to confirm compliance with all applicable development standards of Art. 8. Div. 8. Signage.</b>			
<b>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).</b> *A licensed New Mexico design professional may not be required if sign is a monument sign not over 4-ft above grade or wall signs are not over 50 lbs. and the weight capacity of fasteners and anchors are supplied.			
<b>Certificate of approval from Planning Division if applicable</b>			

**\*\* This list is not all inclusive, additional information may be required depending on scope of project\*\***

**\*Business Licenses are non-transferable and a Business License/new Business License will be required prior to opening\***

Reviewed by Permit Tech: \_\_\_\_\_

Revised 2-6-24