



LOS ALAMOS
where discoveries are made

Commercial Additions
Los Alamos County Community Development Department
1000 Central Avenue, Suite 150, Los Alamos, NM 87544
505-662-8120 Fax 505-662-8363
Email: permit.techs@lacnm.us

Checklist

2 Copies of all documentation required for all submittals.

| APPLICATION CHECKLIST |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Permit Application completed and signed. |
| Signed and notarized owner's affidavit from the property owner is required. |
| Soils Testing Data (by licensed geotechnical engineer). |
| Utility Encroachment Permit Application (if applicable). |
| Utility Service Request Form (if applicable). |
| Code Analysis Including: <ul style="list-style-type: none"> • Reference Codes • Occupancy Classification • Construction Type • Seismic Zone • Project Scope • Occupant Load Factor • Indicate whether building is sprinkled • Occupant Load Calculations • Fixture Count • Identify complete exiting system and path of egress (including existing egress affected by addition) |
| Existing Floor Plan with rooms labeled |
| Proposed Floor Plan to include: <ul style="list-style-type: none"> • Show complete floor layout including equipment. • Provide occupancy classification of all adjacent spaces in same building. • Fire assembly rating of all shared walls and roof floor assemblies, if applicable • Provide dimensions of rooms, corridors, doors, etc. • Wall Section Detail and Wall Schedule to identify new bearing/non-bearing walls, and different wall heights. • Identify fire rated assemblies and provide architectural details, if applicable • Provide floor/wall finish schedule. • Indicate any windows/doors that are being added or replaced. • Manufacture specification indicating U Value of Windows (cannot be greater than .30) • Manufacture specification indicating tempered, if applicable. • Emergency Lighting and Exit Signs |
| Foundation Plan with Footing Details. |
| Floor and Roof Framing Plans to include dimensions, spans, and spacing. |
| Path of travel from building to handicap parking spaces. |
| Handicap Parking Details including: <ul style="list-style-type: none"> • Striping and Signage • Number of handicap spaces |

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stair Detail to include: <ul style="list-style-type: none"> • Rise and Run • Guard and Hand Rail Detail |
| Fire Alarm System Plan, (if applicable) |
| ComCheck |
| Sprinkler Plan (if applicable) |
| Electrical Plan, Mechanical Plan, Plumbing Plan |
| Elevation Drawings Including: <ul style="list-style-type: none"> • Overall height measured from finished grade to the peak of roof |
| Location of braced wall lines and location and detail of braced wall panels |
| Information from manufacturer on flame spread rate of all exterior materials to include: Class II Flame Spread Required per LAC Fire Code <ul style="list-style-type: none"> • Class of Roof (Class A for Los Alamos, Class B for White Rock) • Type of Skylight (no plastic, tempered glass required) • Soffits, Fascia, & Siding (Class II Fire Rating or better) • Flame Retardant Paint/Stain (allowed on decks only from the handrails down) • Stair Stringers/Joists |
| For Stucco: <ul style="list-style-type: none"> • Gage of Wire • Thickness of stucco (2 layers of Grade D or equivalent) • Type of Stucco system (2 coat, 3 coat) • Type of color coat (synthetic/acrylic or traditional) • Weep screed detail (if using synthetic/acrylic color coat) |
| Scaled Site Plan to include: <ul style="list-style-type: none"> • Location of proposed structure showing distances to property lines and required setbacks • Location of all utility lines (gas, water, electrical, sewer) mains and meters • All existing structures with dimensions • NM One Call ticket number |
| Grading and Drainage Plan |
| Proposed Retaining Walls Details To Include: (if applicable) <ul style="list-style-type: none"> • Thickness of Footing and Wall • All Reinforcement • Height from bottom of footing to top of wall • Height from finished grade to top of wall • Height of unbalanced fill • Indicate if there is a surcharge A Engineer Stamp is required on details |

- For commercial projects, a NM design professional stamp is required on the plans.
- If this project required approval from the Planning and Zoning Commission or Board of Adjustment, a copy of the Certificate of Approval must be provided.

NM One Call 1-800-321-2537

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