



LOS ALAMOS
where discoveries are made

Commercial Remodel

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

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Application Checklist

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

Code Cycle: 2015 International Building Code / 2018 International Conservation Code	Provided	Required	Not Applicable
Permit Application completed and signed			
Commercial: Completed and signed notarized owner's affidavit from property owner.			
Commercial plans require a NM Engineer stamp (stamp required on each individual page).			
Is this a change of use? If so, indicate current and proposed use. A conditional use permit may be required. Planning review may be required.			
If a Planning review is required, please provide a site plan and parking analysis to include; <ul style="list-style-type: none"> * A scaled site plan which shall indicate, label, and dimension all access and parking related to the site, * proposed and existing easements, * existing utility lines on the site, * existing and proposed buildings and structures Sufficient documentation of compliance with all applicable development standards of ARTICLE IV such as required setbacks, building separations, building heights, open space, and parking shall be included. Please refer to the Use Table in Chapter section 16-14			
Certificate of approval from Planning Division 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.			
* Identify complete exiting system and path of egress			
Existing Floor Plan with rooms labeled.			

Continue - Page 2	Provided	Required	Not Applicable
Proposed Floor Plan to include			
* 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, Exit Signs, Fixture Count			
Path of travel from building to handicap parking spaces			
Exterior/Interior wall Frame detail			
Handicap Parking Details including			
* Striping and Signage			
* Number of handicap spaces			
Stair Detail to include			
* Rise and Run			
* Guard and Handrail Detail			
Fire Alarm System Plan, (if applicable)			
ComCheck (if applicable)			
Sprinkler Plan (if applicable)			
Electrical Plan, Mechanical Plan, Plumbing Plan (if applicable).			
Information from manufacturer on flame spread rate of all exterior materials to include Class II Flame Spread Required per LAC Fire Code			
* 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			
* Gauge of Wire			
* Thickness of stucco			
* Type of Stucco system (2 coat, 3 coat)			
* Weep screed detail (if using synthetic/acrylic color coat)			
* If other than traditional three coat system, an ICC ES report must be submitted			

For commercial projects, a NIM design professional stamp is required on the entire set of plans.

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

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

*A separate sign permit is required if changing or installing a new sign.

Reviewed by Permit Tech: _____

Revised 2-9-23