



Ground Mounted Photovoltaic

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 / 2021 International Residential Code	Provided	Required	Not Applicable
Permit Application completed and signed			
Commercial: Completed and signed notarized owner's affidavit from property owner.			
CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor. (If Assessor's database does not match owner name on form further proof of ownership may be required.			
Homeowner's will be required to apply and obtain the electrical permit through Construction Industries Division prior to applying with Los Alamos County. Copies of all documents approved by CID will be required upon application with LA County.			
All Plans will require plans from a New Mexico Design Professional for the foundation of the system, for the support structure to foundation, and for the PV attachment to the supported structure; all need to address: * Wind speed. (90 mph) * Snow load (30 psf) * Seismic load (C).			
Planning Case- Certificate of Approval			
Scaled Site Plan to include: * Graphic Scale and North Arrow * Property Lines according to recorded survey * Existing and proposed structures * Existing and proposed easements * Existing and proposed setbacks * Existing and proposed utility lines * NM One Call ticket number- NM One Call 1-800-321-2537.			
Height of tallest portion of completed assembly from the finished grade			

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

Reviewed by Permit Tech: _____

Revised 1/12/24

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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Roof Mounted Photovoltaic & Hot Water Solar Panels

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Application Checklist

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Code Cycle: 2021 International Building Code / 2021 International Residential Code / 2018 International Energy Conservation Code	Provided	Required	Not Applicable
Permit Application completed and signed			
Commercial: Completed and signed notarized owner's affidavit from property owner.			
All Commercial plans require a NM Engineer stamp (stamp required on each individual page).			
CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor. (If Assessor's database does not match owner name on form further proof of ownership may be required.) * Homeowner's will be required to apply and obtain the electrical permit through Construction Industries Division prior to applying with Los Alamos County. Copies of all documents approved by CID will be required upon application with LA County.			
Panel Layout Plan to included: • Exact panel locations and sizes • Dead Load • Snow Load			
Plans must comply with Los Alamos County design criteria: • Wind speed 90 mph • Seismic C			
System fire classification- Class A for Los Alamos / Class B for White Rock			
Roof Access and Pathways identified on plans			
Anchoring system for panel support structure to roof.			
Anchoring system for PV panels to support structure.			
Certificate of approval from Planning Division if applicable			
All Plans will require NM Engineer stamp if any of the following occur (stamp required on each page): * The total added dead load of the array is greater than 5 lbs. per square foot on roof construction. * The total added point load of the array is greater than 45 lbs. on roof construction. * The total added dead load exceeds 200 lbs. on any one truss, rafter, or roof joist. * The mounting of the system is of a unique roof mounted design. * The roof structure contains over-spanned trusses, rafters, or roof joists.			

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Revised 1-19-24

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