



## Application Checklist Windows/Doors Replacement

**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**

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

Code Cycle: 2021 International Residential Code / 2021 International Building Code / 2018 International Conservation Code	Provided	Required	Not Applicable
Permit Application completed and signed			
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. Must be owner’s primary residence.)			
Residential requirements: Floor plan with the following information: * All room Labeled where windows/doors being replaced. * Window/door locations & sizes. * Location of gas meter- Restrictions apply if within 36". * Windows located in hazardous locations identified as tempered.			
Manufactured specs for all windows- must not have a U-factor greater than .30 / Skylight U-factor not greater than .55 / Sunrooms U-factor not greater than .45			
Frame detail required if the frame is being altered.			
<b>Commercial Requirements</b>			
Commercial: Completed and signed notarized owner’s affidavit from property owner.			
Floor plan with the following information (Stamped plans required): * All room Labeled where windows/doors being replaced. * Window/door locations & sizes. * Location of gas meter- Restrictions apply if within 36". * Windows located in hazardous locations identified as tempered.			
Manufactured specs for all windows- must comply with the 2018 IECC Commercial Fenestration Section.			
Frame detail required if the frame is being altered.			

This is for a window/door replacement only. Remodel/renovation permit required for addition of any windows/doors.

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

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

Revised 01-19-24

# 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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