City of Santa Fe

Sign Permit Checklist
(Free Standing, Wall Mounted, Temporary Sign and Price Reduction Sign)

Completed Applications are accepted Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. through 5:00 p.m. by the Building Permit Division located at 200 Lincoln Avenue, Santa Fe, New Mexico, 87504. Questions may be directed in person or by phone.(505) 955 6588. Checklist available at www.santafenm.gov

Applications will be accepted only after full completion of the items herein once verified by the City Building Permit Specialist. Contents herein are minimum compliance requirements for applicable federal, state and local ordinances and standards including the 2006 New Mexico Commercial Code. For specifics, contact a Building Plan Reviewer at (505) 955-6588.

PRE-REQUISITE-APPROVALS: The following pre-requisite approvals must accompany the building permit application: (if applicable)

- ☐ Address Issuance or Verification
- ☐ Final Board or Committee Action Including Filing of Appropriate Documents, Plats and Development Plans
- ☐ Floodplain Verification – Technical Review Division
- ☐ Historic Preservation District Approval-Form D
- ☐ Escarpment Overlay District Approval-Form E
- ☐ Archeological Clearance Permit – Historic Preservation Division

FREE STANDING AND WALL MOUNTED SIGN

_____1. **Completed Building Permit Application:** Please read the entire application carefully, answer all questions and fill in all required blanks. Please use only blue or black ink

_____2. **Legal Property Description Verification:** Approved subdivision plat **or** survey plat **and** warranty deed dated prior to 1962

_____3. **Property Location Map**: Please provide a map of your property/building site (may be placed on the site plan) including the nearest street intersections and north arrow

_____4. **Development Plan (if applicable)**: City approved with signatures and Santa Fe County recorded data

_____5. **Site Plan:** (Minimum scale 1"=20') Must include the property showing the proposed sign location, existing sign location, clear visibility triangle when applicable, the existing structures, street location and name. If free-standing sign is proposed, designate setback distance from the front property line and required landscaping at the base of the sign

_____ 6. **Floor Plan:** Include floor plan of store showing lineal store frontage measurement, (if applicable as determined by (Article 14-8.10, SFCC 1987)

_____ 7. **Elevations:** Include scaled sign elevation showing size of the sign, lettering styles, colors, details of construction, materials used, method of installation, height and type and depth of foundation (when applicable). **Existing Signage** – elevations and/or photograph of existing signage showing square footage per existing sign

_____8. **Placement:** Include photograph of area in which proposed sign will be placed

_____ 9. **Release of Liability:** Signage proposed within City right-of-way, a license agreement must first be obtained through the Land Use Department

_____10. **Grading & Drainage Plan:** Indicate all proposed grading and drainage patterns (applicable to free-standing signs), If new impervious surface is being added, stormwater requirements apply.

TEMPORARY SIGN

Temporary and portable signs are allowed when advertising an event, function, or activity of a civic, political or religious nature. Advertising for one-time special events shall be reviewed on a case by case basis by the Building Permit Division. Temporary Permits are permitted for a period not exceeding 30 days or the duration of the event plus one week, whichever is shorter.

_____1. **Completed Building Permit Application:** Please read the entire application carefully, answer all questions and fill in all required blanks. ***Please describe the nature of the event and proposed dates of sign placement.*** Please use only blue or black ink

_____2. **Legal Property Description Verification:** Approved subdivision plat **or** survey plat **and** warranty deed dated prior to 1962

_____ 3. **Site Plan:** (Minimum scale 1"=20') must include the property showing the proposed sign location, existing sign location, clear visibility triangle when applicable, the existing structures, street location and name. If free-standing sign is proposed, designate setback distance from the front property line and required landscaping at the base of the sign

_____ **4. Floor Plan:** floor plan of store showing lineal store frontage measurement, (if applicable as determined by (Article 14-8.10 SFCC 1987)

_____ **5. Elevations:** scaled sign elevation showing size of the sign, lettering styles, colors, details of construction, materials used, method of installation, height and type and depth of foundation (when applicable). **Existing Signage –** elevations and/or photograph of existing signage showing square footage per existing sign

_____ **6. Placement:** photograph of area in which proposed sign will be placed

_____ **7. Release of Liability:** if the sign is proposed within City right-of-way, a license agreement must first be obtained through the Land Use Department

PRICE REDUCTION SIGN

Price reduction signage in the Historic District is permitted only when expressing a price reduction or a dollar amount reduction. Each business is limited to one sign, six (6) times per calendar year not to exceed two (2) week durations for each permit and there shall be a minimum of two (2) weeks between each duration of permitted signs.

_____**1.**_**Completed Building Permit Application:** Please read the entire application carefully, answer all questions and fill in all required blanks. Please use only blue or black ink

_____**2. Sign:** submit sign (18" x 24" maximum) to the Building Permit Division where staff will approve and issue sign through the over-the-counter (OTC) permit process, a sticker will be affixed to the sign. Applicant will pay a one - time fee of $47.00. Applicant may return to the Building Permit Division each time after initial approval for issuance of a new sticker for the remainder of the five (5) two week periods

IMPORTANT INFORMATION ABOUT SUBMITTAL

Submittal: Three (3) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted in person to the Building Permit Division, 200 Lincoln Avenue, Santa Fe, NM 87504, First Floor, West Wing.

Fees: Plan check and building permit fees are based on Resolution No 2008.83 which is available upon request or at http://www.santafenm.gov/index.asp?nid=167 A plan check fee will be collected at application, the remainder plus any impact fees will be collected at permit issuance.

Application Tracking: Monitor the status of the application using the City's Voice Inspections/Permit System **(VIPS).** (505) 955-6110, Option 4. The pass code is the application tracking **#**.

Revisions: Plans will be reviewed for compliance and either approved or rejected. Rejected plans must be corrected for compliance and resubmitted after the initial review cycle has been completed. The applicant will receive a phone call from the Building Permit Expeditor when revisions can be accepted.

General Contractor Licensing: General contractor must obtain valid Santa Fe City Business License and a valid New Mexico State Contractor's License before a permit will be issued.

Permit Notification and Inspections: Once a building permit is issued, it is the responsibility of the permittee to immediately post the Building Permit Poster in a conspicuous place visible from the public way, to place the approved perforated plans and supporting documents at the site for inspectors and to schedule required inspections.

Permit Expiration/Extensions: A building permit is valid for one year from date of issuance provided construction has commenced within 180 days, otherwise, the permit becomes invalid. An extension may be granted by the Building Permit Division if requested in writing by the applicant before the permit expires.

Appeals: Appeals may be filed by any person aggrieved by any decision made by officials administering Article 14-3.17, SFCC 1987. Such appeals must be filed within thirty (30) days of issuance of the building permit.