City of Santa Fe

Commercial New Construction/Shell Building Permit Application Checklist

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 at (505) 955-6588. Checklist available at **http://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-REQUISITEAPPROVALS: The following pre-requisite approvals must accompany the building permit application: (if applicable)

- ☐ Address Issuance or Verification - Form A
- ☐ Final Board or Committee Action Including Filing of Appropriate Documents, Plats and Development Plans
- ☐ Water Budget Approval - Form B
- ☐ Driveway Permit – Form C
- ☐ Floodplain Verification – Technical Review Division
- ☐ Historic Preservation District Approval - Form D
- ☐ Escarpment Overlay District Approval - Form E
- ☐ Archeological Clearance Permit – Historic Preservation Division
- ☐ Fire Protection Service Requirement Approval - Form G
- ☐ Prairie Dog Clearance – Form L
- ☐ Evaluation Form for Architectural Design - Form O
- ☐ Waste Water Utility Expansion Charge Approval - Form N

MINIMUM SUBMITTALS/BUILDING PERMIT APPLICATION

Four (4) complete sets of proposed construction plans, pre-requisite compliance documents, and information described below:

_____**1. Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.

_____**2. Legal Lot of Record:** City approved subdivision plat. In the absence of an approved plat, provide a warranty deed and/or survey dated pre 1962 describing the meets and bounds of the property.

_____**3. Property Location/Vicinity Map**: Depict nearest street intersections and north arrow. May be placed on the site plan.

_____**4. Development Plan (if applicable)**: City approved with signatures and Santa Fe County recording data.

_____**5. Title Page:**

a. Project street address and Building/Suite number
b. Project name and tenant name
c. Project size and type
d. Fundamental building code design information, including Type of Construction, Occupancy Group, Occupant Loads, number of stories, floor areas in square feet, whether or not the space/building is equipped with a fire sprinkler system and whether or not there exists such elements as area separation walls (fire walls), occupancy separations (applicable to mixed occupancy), and horizontal exits (a wall constructed for a two-hour occupancy separation, providing a smoke-proof enclosure)
e. Egress/Life Safety Plan, including travel distances, rated wall locations, exit locations and overall key plans
f. Building height and area modifications
g. Effective Building Codes, in accordance with the City of Santa Fe's Ordinances
h. Provide complete name, address and telephone number of person or firm submitting the building plans, including the seal and signature of the Registered Design Professional.

_____**6. Site Plan:** (Minimum scale 1"=20')

a. North arrow
b. Official property address
c. Zone district and proposed use of property
d. Street names
e. Lot Dimensions, meets and bounds
f. Lot area and acreage
g. Existing and proposed improvements
h. Setbacks: Label distances from all existing and proposed structures to property lines and distances between multiple buildings. Include roof overhangs, portals, trellis structures, posts, columns, canopies, sidewalks, and patios.
i. Parking layout. *(Reference Article 14-8.6 SFCC)*
   1) Table demonstrating required parking including formulas and calculations. *NOTE: Net Leasable is gross building area minus bathrooms, mechanical rooms and stairwells.*
   2) Type, size, and dimension of parking spaces, back up aisle and vehicle maneuverability.
   3) Ingress/egress
   4) Parking barriers
   5) Spaces for Disabled, ramps, and signage
   6) Parking lot construction

7) Slopes/contours
8) Bicycle spaces
9) Loading docks
10) Ground mounted equipment screening
11) Fire hydrants, if any
12) Interior landscape islands

j. On-site building mounted and parking lot lighting. A separate isometric plan may be necessary.
k. Easements including any and all encumbrances; access, public utility, private, etc.
l. Existing and proposed impervious areas
m. Existing and proposed wall and fences
n. Required open space and landscape areas
o. Flood zones and other drainage discharges
p. Label pre-existing structures, driveways, etc. as **"EXISTING";** label all proposed development **"PROPOSED".**

_____**7. Landscape Plan (Minimum scale 1"=20")** *(Article 14-8.4 SFCC)*

a. Location, quantity, sizes and botanical names of all plant materials.
b. Location and description of walls, fences, mulches, etc.
c. Common open space
d. Automatic irrigation system, if applicable

_____**8. Terrain Management Requirements (if applicable)** *(Article 14-8.2 SFCC)*

☐ **Minor Development Project.** All of the following four criteria must exist for a project to be considered "Minor Development". *(Article 14-8.2, SFCC 1987).*

1. No more than 3,500 square feet of new impervious surface proposed;
2. No more than 5,000 square feet of total disturbance on the legal lot;
3. No more than 10% slopes disturbed, and
4. Drainage pattern is maintained (any new impervious surface means that the drainage pattern is NOT maintained).

Grading and Drainage Plan (Minimum scale 1"=20') must include:

- Location of all impervious surfaces with square footage identified;
- Calculation of storm water requirement. New impervious surface square footage multiplied by 16% (.16) equals the cubic feet of storage required;
- Stormwater storage capacity based on the calculation above. Detention pond, retention pond, infiltration device, active water harvesting or passive water harvesting are all acceptable;
- Sufficient topographic information to show that there are no slopes greater than 10% disturbed. Include sea level datum at two foot contour intervals. This can be obtained from the City's interactive website;
- If a retaining wall or yard wall is proposed, the top and bottom of wall elevations must be included along with the soil elevation on each side of the wall;

- One percent (1%) chance event floodplain (100 year floodplain) if located on the legal lot. This must be stamped and sealed by a licensed New Mexico surveyor and must be based on the best available data.
- All proposed grading, new final contours, slope limits, spot elevations including all surfaces as per *(Article 14-8.2, SFCC 1987);*
- All easements.
- Erosion protection of all disturbed areas indicating methods to be used *(Article 14-8.2, SFCC 1987).*

☐ **All Other Development Projects:** Projects not meeting the four criteria above for "Minor Development" are classified as "All Other Development" *(Article 14-8.2, SFCC 1987).* All "Other Development" projects require a separate grading permit if doing any earthwork more than clearing and grubbing. *(Article 14-3.10(E)SFCC)* A separate building permit application will be required for grading with the same set of submittal drawings as the structural building permit. The same form is used, but application type is labeled by the Building Permit Specialist as "GRAD".

Grading and Drainage Plan (Minimum scale 1"=20') must include:

- Calculation of stormwater requirement stamped and signed by a licensed New Mexico Engineer. All calculations are to be based on the pre and post development 1% chance event (100% year storm). The applicant will be required to provide on-site storage for the difference between the pre and post development run off;
- Stormwater storage capacity based on the engineer's calculations. Detention pond, retention pond and infiltration device are all acceptable for All Other Development;
- Proof that the stormwater will dissipate within 24 hours must be included on the plan;
- One Percent (1%) chance event floodplain (100 year floodplain) if located on the legal lot. Must be stamped and sealed by a licensed New Mexico surveyor and must be based on the best available data;
- All existing and proposed final grading contours; and
- If a retaining wall or yard wall are proposed, the top and bottom of wall elevations must be included along with the soil elevation on each side of the wall.

☐ **Certified Topographic and Slope Analysis** if slopes greater than 10% are disturbed, provide the following:

- Topography based on every two feet of elevation change. The slope analysis should include three different slope ranges (0-19.99%, 20-29.99% and 30% and greater). This must be stamped and sealed by a licensed New Mexico surveyor and must be based on the best available data.
- Slopes greater than 30% can be shown based on every 5' of elevation change.

☐ **Short Term and Long Term Erosion Control Plan**
- Show compliance with SFCC Section 14-8.2(D)(1)(d).
- If a Stormwater Pollution Prevention Plan is required by the EPA NPDES Program, the map of temporary and long term Best Management Practices can be submitted to meet the City requirement.

_____ **9. Architectural Plans: (Minimum scale ¼"=1') must include:**
Sealed by an architect registered in the State of New Mexico

☐ **Building Elevations (Minimum scale ¼")**
- Building height at the center line of each façade from finish grade to the highest point of the structure.
- Exterior building features, size, location, materials, colors, windows, doors, glazing systems, wall mounted equipment and lighting. Indicate surface area of materials, colors, doors and windows. Complete "Architectural Design Points Sheet" (Form O) from Architectural and Site Design ordinance. *(Article 14-8.7 SFCC)*
- Building length and width
- Finish grade
- Natural grade at building perimeter
- Wall and Fence typical

☐ **Floor Plans, Roof Plans and Reflected Ceiling Plans:**
- Show complete floor layout including equipment
- Identify the use of building spaces
- Identify the complete exiting system, including the occupant load of building spaces
- Provide a wall schedule to identify new bearing/non-bearing walls, and different height walls
- Provide dimension of rooms, corridors, door, etc.
- State the occupancy classification of the building spaces
- Identify fire rated assemblies (if applicable) and provide architectural details
- Show accessibility information to include:
  - the location and dimensions of elevators (if applicable)
- Provide building cross-sectional views
- Provide general architectural details
- Provide wall details (top and bottom connection details with approved listed anchors)
- Provide floor/wall finish schedule

_____ **10. Structural Drawings:**
Sealed by either a structural or civil engineer registered in the State of New Mexico

- General Structural Notes
  - Design Dead Loads
  - Design Live Loads
  - Wind Design Data
  - Seismic Design Data

    - Specific Loads (if applicable) that are specific by the code
    - Identify all Special Inspection and Structural Observation requirements
    - Material Specifications
    - Geotechnical Information, i.e. Soils Class, Allowable Bearing Pressure, other information pertaining to the design
- Foundation Plan
    - Indicate shear wall and hold down locations
    - Footing bearing or top of footing elevations
    - Anchor size and placement
- Floor Framing Plan
    - Indicate shear wall hold down locations
    - Framing floor layout and sizes
    - Section and detail cuts
- Roof Framing Plan
    - Framing roof layout and sizes
    - Section and detail cuts
- Wall Framing Information and Details
- Structural Details
    - General structural details, connection details and all cut structural details called out from structural foundation/framing plans
- Calculations to validate design input loads, output data, connection details, etc.
- Special Reports for Alternative Building Materials

Prefabricated Metal Building:

- Provide separate manufacturer's construction drawing and calculations that are sealed by the structural engineer of record for the prefabricated metal building

_____ **11. Plumbing Plan must include:**

Sealed by a mechanical engineer registered in the State of New Mexico

- Complete on-site water and sewer plans
- Complete plumbing floor plan and roof drainage systems for the entire project area with risers in isometric view
- Minimum plumbing fixture analysis
- Plumbing fixture specifications and connection schedule
- Drain, waste and vent sizing isometrics
- Backflow Devices – Types and Location
- Gas pipe sizing calculations and isometric (if applicable)
    - Identify Gas meter location
    - Show All appliance types and locations
    - Provide one-line gas pipe, sizing diagram
    - All appliance locations and Btu/hr input ratings
    - All branch pipe lengths and sizes
    - Identify all gas pipe materials and locations, i.e., underground, building wall, roof, etc.
    - Specify gas pipe support method and spacing
    - Address gas venting and combustion air

_____ **12. Mechanical Plan must include**:

- Complete mechanical floor plan
- Mechanical layout (ductwork, A/C units, air-handlers, diffusers, etc.)
- Mechanical equipment listings, specifications and weight
- Outside air ventilation calculations
- Air-balance schedule
- HVAC equipment specifications
- HVAC duct detector automatic shutoffs
- HVAC duct detector audible /visual alarms and trouble lights
- Restroom exhaust ventilation systems
- Identify any special inspection items

_____ **13. Electrical Plan must include:**

Sealed by an electrical engineer registered in the State of New Mexico

- Panel board location
- Lighting & power plan
- Equipment schedules
- Panel schedules
- Load calculations
- Wiring methods, specifications

IMPORTANT INFORMATION ABOUT SUBMITTAL

Submittal: Four (4) 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. Refer to professional seals requirements; Handbook for NM Building Officials. http://www.sblpes.state.nm.us

Permit Notification and Inspections: Once a building permit is issued, it is the responsibility of the permitee 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.