



City of Santa Fe

Residential Rain Water Harvesting 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 4:30 p.m. by the Building Permit Division located at 200 Lincoln Avenue, Santa Fe, New Mexico, 87504.

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 2015 New Mexico Plumbing Code and the City of Santa Fe amendments to the NM Plumbing Code. For specifics, contact a Building Plan Reviewer at (505) 955-6822.

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

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

MINIMUM SUBMITTALS/BUILDING PERMIT APPLICATION

Three (3) complete sets of proposed construction plans, pre-requisite compliance documents, and information described below:

- _____ **1. Completed Building Permit Application:** Please read the entire application carefully, answer all questions and fill in all required blanks. Blue or black ink only.
- _____ **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. This may be 11x17 if legible at that scale.
- _____ **5. 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

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- f. Lot area and acreage
- g. Existing and proposed improvements
- h. Parking layout (if applicable, reference Article 14-8.6 SFCC)
- i. Easements including any and all encumbrances; access, public utility, private, etc.
- j. Existing and proposed impervious areas
- k. Existing and proposed wall and fences (if screening is required for above ground placement)
- l. Flood zones and other drainage discharges

6. Rain Water Harvesting Plan (minimum scale:1"=20').

This information can be included on the Site Plan if all requirements are still legible.
(Rain water harvesting plan is to be coordinated).

- a. North arrow
- b. Plan indicating all roof drainage directed to canales (or if pitched roof, gutters to a discharge point), including cistern sizing calculations.
- c. Types and sizes of catch basins or grates to be used.
- d. Label the type of conveyance system to be used such as location, type, and size of pipes, surface swales and designate direction of flows.
- e. Indicate location of cistern(s). If cistern is to be buried, provide information about the type and the outflow/overflow and a section of the excavation indicating the depth and type of controlled backfill material. If the cistern is to be above ground, provide information about the type and the outflow/overflow. In addition, indicate if the cistern will be enclosed within a structure. Above ground cisterns may require trees for screening.
- f. Provide foundation plans for above ground cisterns, stamped by a licensed architect or engineer.
- g. Demonstrate how the cistern is coordinated with grading and drainage plans. Cisterns cannot be used in lieu of surface storage points for new structures in order to comply with the Terrain and Stormwater Management Requirements of Article 14-8.2 of the City of Santa Fe Code.
- h. Include specifications/cut sheets for tanks and equipment to be installed.

7. Terrain Management Requirements:

Background:

- Minor Development Project.** All of the following four criteria must exist for a project to be considered "Minor Development". (*Article 14-8.2(E), 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 (The drainage pattern is NOT maintained if any new impervious surface is installed.)
- All Other Development.** If the proposed project does not meet all four of the criteria for Minor Development, then the project must meet the criteria for "All Other Development".

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Requirements for all projects: Grading and Drainage Plan (Minimum scale 1"=20')
This information can be included on the Site Plan (above) if all requirements are at a scale large enough to be legible.

- a. North arrow
- b. Official property address
- c. All easements
- d. Existing and proposed grades (two foot contour intervals minimum)
- e. Existing and proposed impervious areas (including locations, exact measurements and square footage)
- f. Stormwater calculations based on SFCC 14-8.2(E) if Minor Development.
 - The 16% rule allows for the calculation of the new impervious surface square footage multiplied by .16 to equal the amount of cubic feet required for stormwater storage.
 - Example: 100 square feet of new impervious surface x .16=16 cubic feet of stormwater storage required, note that one cubic foot equals 7.48 gallons.
- g. Stormwater storage compliance based on the calculation above. Provide dimensions.
 - For Minor Development projects, stormwater storage can be active water harvesting, passive water harvesting, retention basin (less than 6" deep) or detention basin (greater than 6" deep. If this option is used, there must be an engineer's statement (stamped) that the pond will drain within 24 hours.)
 - For All Other Development projects, storm water storage can be retention, detention or infiltration. Stormwater management must be calculated based on the 100 year 24-hour event and must meet the standards as identified in 14-8.2(F)(2).
- h. Existing and proposed walls, retaining walls and fences. 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.
- i. All drainage from roof to storage
- j. Flood zones and other drainage discharges.

Requirements for projects considered "All Other Development": Certified Slope and Topography Map containing the following information:

- a. 0-19.9%, 20-29.9% and 30% and greater slopes identified
- b. Two foot contour intervals minimum
- c. 30% slope can be identified based on a five foot contour interval
- d. Certification by a licensed New Mexico Engineer

8. Construction Plans (Minimum 1/4"=1') must include:

- Structural Design**
 - a. Foundation Plans
 - b. Footing Details
 - c. Concrete Tank Pads and Anchoring Patterns
 - d. Concrete Drainage/Retaining Structures

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- e. Imbedded Concrete Pole Mount Supports
- f. Wall and fence elevation and typical sections (dimension height)

Architectural Design Standards

- a. Wall and fence elevation and typical sections (dimension height)
- b. Color Samples
- c. Label equipment screening on site plan

9. Electrical Plan

- a. Location of any and all electrical equipment such as but not limited to:
 - Over current protection
 - Pumps
 - Motors
 - Switches
 - Receptacles
- b. All wiring installed underground must be in an approved raceway and in accordance with the table 300.5 of the NEC.
- c. Ground fault circuit protection shall be required for all 120/240 volt pumps, motors, receptacles and similar equipment that is associated with the system.

10. Plumbing Plan

- a. All plumbing work must be conducted by a licensed plumbing contractor.
- b. The plumbing system design must show all locations of all plumbing equipment such as valves, unions, pumps, backflow preventers, air gaps, vents and approved overflows.
- c. If potable water is used to re-charge the cistern, an approved backflow preventer shall be used and installed above all overflows and protected against freezing. Potable water shall enter the cistern with a one inch minimum air gap.
- d. All roof drains and vertical rain water piping shall be in compliance with the 2015 New Mexico Plumbing Code.
- e. Include required signage and lock per the City of Santa Fe amendments to the 2015 NM Plumbing Code (SFCC 7-1.8 and 7-1.9)

11. Affidavit for Abandonment If the owner of a rain water harvesting system elects to cease use of, or fails to properly maintain such system, they shall abandon the system. To abandon the system one shall remove the system entirely:

- a. Replace the rain water harvesting pipe system with an approved potable water supply pipe system. Where an existing potable pipe system is already in place, fixtures may be re-connected to the existing system; and
- b. Record the abandonment in the County Clerks Office noting the deletion of the system. A copy of the recorded document shall be supplied to City Staff.

Rain water harvesting system abandonment and potable water installations require permit and inspection(s).

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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/document_center/document/1393. A plan check fee will be collected at application, the remainder plus any impact fees will be collected at permit issuance.

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.

Application Tracking: Monitor the status of the application at <http://www.santafelanduse.com/>

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.