

## **INSTRUCTIONS FOR PERMITTING BY EMAIL**

### **1. ALL PRIMARY PERMITS OTHER THAN EXPRESS**

#### **PERMIT PROCESSING WEEKLY SCHEDULE:**

- Monday, Tuesday & Thursday: Process Permit Applications
- Wednesday & Friday: Issue approved Permits

#### **APPLICATION PROCESS:**

APPLICANT – Email permit requests to [buildingpermits@santafenm.gov](mailto:buildingpermits@santafenm.gov) and include the following:

- Brief narrative describing the project
- Completed application (available at [https://www.santafenm.gov/building\\_permits](https://www.santafenm.gov/building_permits) under “How do I submit a Construction Permit Application”)
- Digital copies of all required documentation, legal lot, approval letters and affidavits (checklists are available at [https://www.santafenm.gov/construction\\_permit\\_submittal\\_checklists](https://www.santafenm.gov/construction_permit_submittal_checklists))
- Digital plans scalable when printed on 11x17 and/or including a graphic scale and including all critical dimensions (dimensions required for code compliance, zoning compliance including setbacks, etc.)

This preliminary submittal will be evaluated for completeness and then Building Division Staff will contact you with a status and provide additional directions as required.

CITY – Once the submittal is finalized, a Permit Specialist will process the application.

- Enter permit application into Energov and create permit folder.
- Prepare plans and distribute to routing station boxes if there are hard copy documents needing review.
- Email digital copy of permit application and digital documents (if there are no hard copies) for review to each required plan reviewer.

CITY - Email invoice for payment to Contractor. Include the permit number in the Subject line and Cc [cashier@santafenm.gov](mailto:cashier@santafenm.gov):

APPLICANT – Contact Cashiers by phone or email to arrange for payment of plan review fees:

- Clarence Romero, Accounting Supervisor 505-955-6547 [clromero@santafenm.gov](mailto:clromero@santafenm.gov)
- Lorraine Lovato, Cashier 505-955-6457 or [cashier@santafenm.gov](mailto:cashier@santafenm.gov)
- Kenia Ordóñez, Cashier 505-955-6557 or [cashier@santafenm.gov](mailto:cashier@santafenm.gov)

CITY – Once payment is processed, Cashiers will provide a receipt to Building Permit Staff and to the Customer via email.

CITY - Receive receipt through email, print and attach to approved permit in folder.

CITY - Review plans. Last reviewer email Permit Expeditor when first round of review is complete.

CITY – Prepare the permit package and invoice, contact applicant to schedule issuance and direct the Customer to pay remaining fees, or coordinate for the Applicant to provide additional information or revisions. Approved permit issuance and revision and amendment intake will be strictly by appointment only and as directed by authorized Staff.

APPLICANT –

Option 1: Receive approved plans, permit and permit board as scheduled and directed (by appointment only). Permit must be signed and returned by email or in-person by appointment only prior to starting construction.

Option 2: Email or drop-off revisions to Permit Expeditor for process.

CITY – Permit Specialist print and attach signed permit to folder.

#### **ISSUANCE PROCESS FOR PERMITS APPROVED PRIOR TO 4/6/20:**

Email [permitcounter@santafenm.gov](mailto:permitcounter@santafenm.gov) to schedule an appointment.

## **2. ALL TRADE AND SECONDARY PERMITS**

(In the coming weeks, Land Use anticipates that applications for Trade/Secondary permits will be processed online at <https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home>. Instructions will be available at [https://www.santafenm.gov/building\\_permits](https://www.santafenm.gov/building_permits).)

#### **APPLICATION PROCESS:**

CONTRACTOR - Email permit requests to [tradepermits@santafenm.gov](mailto:tradepermits@santafenm.gov) and include the following:

Complete Contractor information

Homeowner information

Address(s) that work is taking place

Associated primary permit number(s), if applicable

Type of permit(s) required (electrical, plumbing, mechanical, gas or sewer)

List of items needed for inspection.

CITY – Receive Contractor’s emailed permit request for processing.

CITY - Email invoice for payment to Contractor. Include the permit number in the Subject line.

CONTRACTOR – Contact Cashiers by phone or email to arrange payment processing:

- Clarence Romero, Accounting Supervisor 505-955-6547 [clromero@santafenm.gov](mailto:clromero@santafenm.gov)
- Lorraine Lovato, Cashier 505-955-6457 or [cashier@santafenm.gov](mailto:cashier@santafenm.gov)
- Kenia Ordonez, Cashier 505-955-6557 or [cashier@santafenm.gov](mailto:cashier@santafenm.gov)

CITY – Once payment is processed, Cashiers will provide a receipt to Building Permit Staff and to the Customer via email.

CITY - Receive receipt through email, print and attach to approved permit in folder.

CITY - Print PDF or scan of permit and email to Contractor.

CONTRACTOR - Sign permit and email back to Permit Specialist.

CITY – Permit Specialist print and attach signed permit to folder.