



City of Santa Fe

Residential Multi-Purpose Building Permit Checklist

(Additions, Carports, Garages, Sheds, Exterior & Interior Remodels, Re-Roofing and Demolitions)

Completed Applications are accepted Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 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 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 codes and standards including the 2015 New Mexico Residential Code. For specifics, contact the Building Plan Reviewer at (505) 955-6624 or ravalentine@ci.santa-fe.nm.us.

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

- Address Issuance or Verification (if applicable) – Technical Review Division
- Final Board or Committee Action including filing of appropriate documents plats and development plans (if applicable) – Current Planning Division
- Water Budget Approval (required) – Technical Review Division
- Impact Fee Assessment – Technical Review Division
- Driveway Permit (required) – Parking Division
- Flood Plain Verification/Flood Hazard Report (if applicable) – Technical Review Division
- Historic Preservation District Approval (if applicable) - Historic Preservation Division
- Escarpment Overlay District Approval (if applicable) – Technical Review Division
- Archeological Clearance Permit (if applicable) – Historic Preservation Division
- Affordable Housing Certification (if applicable) – Housing and Community Development Department
- Notarized Guesthouse Affidavit (required) – Building Permit Division
- Accessory Use Affidavit (required) – Building Permit Division
- Liquid Waste and/or Well Permit w/two percolation tests (if applicable) – New Mexico Environmental Department - NMED
- Notarized Zoning Affidavit (if applicable) – Building Permit Division
- Homeowner's Affidavit (if applicable) – Building Permit Division

MINIMUM SUBMITTALS/BUILDING PERMIT APPLICATION

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

Residential Multi-Purpose Building Permit Checklist

ADDITIONS, CARPORTS, GARAGES AND SHEDS

- _____ **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 data recording data.
- _____ **5. Site Plan:** (Minimum scale 1"=20') must include:
- 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. distances between all structures
 - i. topographical information (contours)
 - j. easements
 - k. location of required off-street parking and parking access – two per dwelling unit, one per guesthouse
 - l. location of existing and proposed utilities
 - m. location of existing and proposed impervious areas
 - n. existing and proposed wall and fences
 - o. required open space requirements
 - p. flood zones and other drainage discharges
 - q. label pre-existing structures, driveways, etc. as “**EXISTING**”; label all proposed development “**PROPOSED**”
- _____ **6. Foundation Plan & Section:** Indicate the type of foundation and the size of footing used
- _____ **7. Framing Plan, Roof Plan and Sections:** Show size and spacing of framing members, methods, typical wall section, and requirements of the energy standards for new heated space

Residential Multi-Purpose Building Permit Checklist

_____ **8. Floor Plan:** Show details and location of walls, supports, size and location of doors, windows, electrical outlets, heaters, plumbing fixtures, smoke detectors, stairs and fireplaces

_____ **9. Elevations:** Show all sides of the proposed structure

_____ **10. Terrain Management Requirements (if applicable):**

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

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. Provide dimensions. 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 Technical Review Division or the GIS office for minor development.
- 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. Please reference the specific flood insurance rate map and effective date.
- All proposed grading, new final contours, slope limits, spot elevations including all surfaces.
- All easements.
- Erosion protection of all disturbed areas indicating methods to be used (*Article 14-8.2, SFCC 1987*).

_____ **11. Additions Only - Green Code Requirements:** (note that additions creating a new dwelling unit are governed by the Residential Green Building Code and require a HERS and WERS rating). For additions over 400 SF, Chapter 11 Checklist with 40 points committed to. For additions under 400 SF, Chapter 12 Checklist, initialed next to the applicable items. Radon details will be required for all additions that increase the overall building footprint.

Residential Multi-Purpose Building Permit Checklist

EXTERIOR AND INTERIOR REMODEL

- _____ 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. **Site Plan:** (Minimum scale 1"=20') Must include the position of the proposed project in relation to the existing buildings, walls/fences, property lines and public utility easements
- _____ 4. **Floor Plan:** Show details of all improvements including door & window schedules for new or modified doors & windows
- _____ 5. **Framing Plan, Roof Plan and Section:** Show/indicate size and spacing of framing members if new walls are being constructed to include typical wall sections
- _____ 6. **Sections:** Include fireplace and stair cross sections, details and specifications when applicable
- _____ 7. **Interior Remodels Only - Green Code Requirements:**
Affecting over 50% of the floor area: Chapter 11 checklist with 40 points committed to
All others: Chapter 12 checklist with initials of contractor or owner next to the applicable items

RE-ROOF

- _____ 1. **Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.
- _____ 2. **Site Plan:** (Minimum scale 1"=20') Must include the position of the proposed project in relation to the existing buildings, walls/fences, property lines and public utility easements
- _____ 3. **Roof Plan:** Include re-roof materials and installation methods/alternative building materials, fireblocking, etc.

DEMOLITION OF STRUCTURES

- _____ 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.

Residential Multi-Purpose Building Permit Checklist

- _____ **3. Site Plan:** (Minimum scale 1"=20') Must include the position of the proposed project in relation to the existing buildings, walls/fences, property lines and public utility easements
- _____ **4. Required/Special Inspections:** Asbestos Abatement required for (4) or more dwelling units

IMPORTANT INFORMATION ABOUT SUBMITTAL

Submittal Intake: 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/>

Homeowner's Permits: The homeowner's permit covers general, residential construction only. No more than one (1) homeowner's permit for a single-family dwelling shall be issued to the same person within any twelve (12) month period. Any person applying for a homeowner's permit must sign an affidavit issued by the State of New Mexico Construction Industries Division and the City of Santa Fe acknowledging responsibility and liability.

An examination may be taken by homeowner's who plan to perform their own electrical and plumbing work. **This applies to residential projects only.** The fee for the electrical exam is \$15.00 and the fee for the plumbing exam is \$10.00. Applicants must pass the exam and submit a copy of the test to the Building Permit Division before the permit can be issued. Please contact the Inspections and Enforcement Division for testing dates, location, and other criteria at (505) 955-6646.

General Contractor Licensing: The General contract 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.