City of Santa Fe

Walls & Fences
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. (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

MINIMUM SUBMITTALS/BUILDING PERMIT APPLICATION

Three (3) 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. **Site Plan:** (Minimum scale 1"=20')

a. North arrow
b. Official property address
c. Zone district
d. Street names
e. Lot Dimensions, meets and bounds
f. Lot area and acreage
g. Existing and proposed improvements
h. Parking layout. *(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
l. Flood zones and other drainage discharges

_____6. **Terrain Management Requirements** *(Article 14-8.2(B) SFCC for applicability)*

☐ **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).*

_____ **7. Structural Plans (Minimum ¼"=1') must include:**

- Wall and fence elevation. Label height
- Wall section/typical

_____ **8. Electrical Plan must include:**

- Lighting & power plan
- Wiring methods, specifications

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.