City of Santa Fe

One- and Two- Family Dwellings Building Permit Checklist (New Construction and Accessory Units)

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 Residential 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 – Form A
- ☐ Final Board or Committee Action including filing of appropriate documents plats and development plans – Current Planning Division
- ☐ Water Budget Approval – Form B
- ☐ Driveway Permit – Form C
- ☐ Residential Green Building Code Compliance – Checklist available at www.santafenm.gov
- ☐ Flood Plain Verification/Flood Hazard Report (if applicable) – Technical Review Division
- ☐ Historic Preservation District Approval - Form D
- ☐ Escarpment Overlay District Approval – Form E
- ☐ Archeological Clearance Permit – See Historic Preservation Division
- ☐ Affordable Housing Certification – Form F
- ☐ Notarized Guesthouse Affidavit – Form H
- ☐ Accessory Use Affidavit – Form I
- ☐ Liquid Waste and/or Well Permit w/two percolation tests – New Mexico Environmental Department - NMED
- ☐ Notarized Zoning Affidavit – Form J
- ☐ Homeowner's Affidavit – Form K

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 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. 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, 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.

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

☐ **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.
- Building length
- Finish grade
- Natural grade at building perimeter
- Wall and Fence typical

☐ **Floor Plan:**

- Label and dimension all rooms and spaces
- Detail references
- Location of doors & windows, smoke detectors, stairs, fireplace etc.
- Indicate egress windows
- Locate posts, columns, slabs, portals, canopies and roof overhangs, plumbing fixture layout and mechanical room locations
- Stair plans & details (if applicable) to include fully dimensioned width, landing depths, riser, treads, winders, handrails, guardrails, railing spindles, etc
- Stories above ground level, indicate heated and unheated gross square footage

☐ **Structural Framing, Roof Framing and Foundation Plans:**

- Design loads for roof, decks, and floors
- Foundation plan to indicate all grade breaks and finished floor elevations at topographic datum
- Sizes of all framing, footing & structural members including spacing, spans, & materials
- Connection details and material design when applicable
- Typical wall sections showing all components labeled and specified
- Prefabricated truss drawings (if applicable) to include signature and seal of New Mexico licensed structural engineer
- Door & window schedules for new or modified doors & windows
- TJI manufactured specifications/engineered products and specifications (if applicable)

_____ **8. Plumbing Plan: (more than 3,600 sq. ft. of roofed area) must include:**

- Fixture schedules
- Plumbing fixture layout
- Riser diagrams (4,000 sq. ft. or more)
- Ejector basin and sump pump locations
- Drain fields
- Septic system layout as applicable
- Isometric layout of plumbing path
- Solar and radiant heat diagrams

_____ **9. Mechanical Plan (more than 3,600 sq. ft. of roofed area) must include**:

- Mechanical room layout
- Supply, return, exhaust to include cfm supplied, returned or exhausted
- equipment location
- Mechanical systems valued over $50,000 must be engineered and stamped by a New Mexico registered mechanical engineer

_____ **10. Electrical Plan (more than 3,600 sq. ft of roofed area) must include:**
(Electrical Engineer required on all services over 300 AMPS)

- Panel board location
- lighting & power plan
- equipment schedules
- panel schedules
- load calculations
- wiring methods, specifications

IMPORTANT INFORMATION ABOUT SUBMITTAL

Submittal Intake
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.

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 #.

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.

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.

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.