



# BUILDING DIVISION NEW RESIDENTIAL PERMIT APPLICATION CHECKLIST

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 LANDOWNER NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
 CONTRACTOR BUSINESS NAME: \_\_\_\_\_  
 CONTRACTOR TRADE LICENSE # \_\_\_\_\_ EXP DATE: \_\_\_\_\_  
 YOUR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 YOUR BUSINESS EMAIL: \_\_\_\_\_

Project Type (**check one**):

- New Residential Construction**
- New Residential Addition**
- New Residential Accessory Building**
- Other specify** \_\_\_\_\_ **PROJECT VALUATION** \_\_\_\_\_
- Please Note: ALL WORK NEEDS INSPECTED; A MINIMUM OF 24 HOURS IS REQUIRED FOR AN INSPECTION NOTIFICATION; THERE IS A MINIMUM OF TWO (2) WEEKS ON PLAN REVIEW AFTER SUBMISSION OF ALL DOCUMENTS**
- Please note:** Per 2021 Residential Energy Code Requirements: In-floor heat piping requires R-5 (1") insulation approved for under-slab application.

For permit fee questions please contact the building department at 505-334-4313

**ALL FEES ARE NON-REFUNDABLE**

**By signing you acknowledge the above information:** \_\_\_\_\_

Applicable Building Codes:

- |   |                                 |
|---|---------------------------------|
| 2021 New Mexico Commercial Building Code    | 2021 New Mexico Plumbing Code   |
| 2021 New Mexico Residential Building Code   | 2021 New Mexico Mechanical Code |
| 2021 International Building Code            | 2021 Uniform Mechanical Code    |
| 2021 International Existing Building Code   | 2021 Uniform Plumbing Code      |
| 2021 International Residential Code         | 2020 New Mexico Electrical Code |
| 2012 Solar Energy Code (IAPMO)              | 2020 National Electrical Code   |
| 2021 NM Energy Conservation Code            | 2021 International Fire Code    |
| 2021 International Energy Conservation Code | 2017 NFPA 58 LP Gas Standards   |
| ICC/ANSI A117.1-2017 ADA Accessibility      | 2018 NFPA 54 NG Standards       |

Revised 07/19/2023 rv

Please provide the following items below for plan review where applicable:

NOTE: Use this check list for One-and Two-family Dwelling, Townhouses and Accessory structures. More than Two-Family dwellings (i.e. apartments) use commercial plan application check list. Also note, detached storage sheds and/or garages are regulated as "Residential Accessory Structures". All others (i.e. homes, habitable pool houses, mother in-law suites, etc....) are regulated as New Residential.

**General** – All Plans Shall Include at Minimum:

- \_\_\_\_\_ 1. ONE (1) set or PDF of drawings minimum (18" x 24") or larger.
- \_\_\_\_\_ 2. Scale on all sheets/details.
- \_\_\_\_\_ 3. (Heated and Unheated) square footage.

**Site Plan**

- \_\_\_\_\_ 1. Address of proposed structure as assigned by San Juan County, City of Bloomfield or City of Aztec.
- \_\_\_\_\_ 2. Show dimensions of lot or tract.
- \_\_\_\_\_ 3. Show North Arrow and Scale.
- \_\_\_\_\_ 4. Show and label all easements on the property to be developed. Provide width of easements.
- \_\_\_\_\_ 5. Show and label all structures. Indicate distances to property lines and distances between existing and proposed structures.

**Building Plans**

- \_\_\_\_\_ 1. Footing and Foundation plan with interior footings shown. (Rebar size & spacing indicated).
- \_\_\_\_\_ 2. Floor plan with the use of each room or space clearly indicated, location of windows, doors and interior partitions.
- \_\_\_\_\_ 3. Typical load bearing wall detail or post and beam sizes and spacing.
- \_\_\_\_\_ 4. Roof and floor framing (material, size, spacing, span, engineered truss drawings.)
- \_\_\_\_\_ 5. Elevations----front, side and rear
- \_\_\_\_\_ 6. Foundations exceeding 40 ft must have structural engineering (Metal Buildings Only)
- \_\_\_\_\_ 7. 2021 IECC Residential Energy Code Compliance Form
- \_\_\_\_\_ 8. Roofing systems and manufacturers specifications
- \_\_\_\_\_ 9. Planning/Zoning Approvals are required for City of Aztec, City of Bloomfield and Town of Kirtland, rural areas of San Juan County have no zoning requirements.
- \_\_\_\_\_ 10. Flood Plain approval
- \_\_\_\_\_ 11. Structural Drawings or Letter of Certification from the Metal Building Manufacturer for minimum structural design loads with engineered foundation and footing design.

Revised 07/19/2023 rv

## **CERTIFICATE OF OCCUPANCY**

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

**NOTE:**        **Contact the New Mexico Environmental Department (505-566-9741) for confirmation that your project will accommodate a private sewage disposal system**

### **WHEN PROFESSIONAL SEALS ARE REQUIRED**

The Construction Industries Division requires, as provided under 2021 IRC Section 106. Plans and specifications for the following construction methods be prepared and sealed by a New Mexico Registered Architect or Structural Engineer:

1. Construction utilizing steel studs, structural steel members (red iron) and/or steel pipe.
2. All prefabricated, pre-manufactured, and component structures.
3. Residential construction utilizing a wood foundation.
4. All retaining walls over four feet in height measured from the bottom of the footing to the top of the wall.
5. A second story addition to an existing first story (unless proof of previous approval shows current construction will support additional second story load).
6. Residential construction utilizing an alternate material, design or method in construction.

### **WHEN PROFESSIONAL SEALS ARE NOT REQUIRED**

(New Mexico Residential Code 106.1)

The requirement for plans and specifications to be prepared by an architect and/or engineer shall not be required of the following unless, at the discretion of the building official, exception is not in the best interest of public safety or health:

- A. Single-family dwelling not more than two stories in height.
- B. Multiple dwellings not more than two stories in height containing not more than four dwelling units of wood-frame construction and provided this paragraph is not construed to allow a person who is not an architect to design multiple clusters of four dwelling units each where the total exceeds four dwelling units on each lawfully divided lot.
- C. Garages or other structures not more than two stories in height, which are appurtenant to buildings described in paragraphs A or B of this Section.
- D. Alterations to buildings or structures that present no unusual condition or hazards or change in occupancy.

## Design Criteria for San Juan County

Setbacks are 10' side and rear and 25' front

- Ground Snow Load (Pg): 30psf / \*ASCE 7-16
- Wind Load – Vult Category II Building: 115 mph
- Frost Depth: 30 inches below grade
- Seismic: \*ASCE 7-16 \*American Society of Civil Engineers