### APPLICATION CHECK LIST

<table>
<thead>
<tr>
<th>Provided</th>
<th>Needed</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Application completed and signed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* 15 Business Days review time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encroachment Permit Application (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of Authorization/Ownership (one of the following needed):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Owners Affidavit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Signed Copy of Construction Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• CID/Homeowners Responsibility Form. (Completed and signed if a Homeowner is doing their own work.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Certified Survey**

If the patio enclosure or sunroom is unheated, then a "non-habitable space agreement" must be filed at the County Clerk's office and a copy provided with the permit application.

If the patio enclosure or sunroom is heated, then show how structure complies with the current energy code.

### Construction Documents (Building Plans to 1/4" scale Minimum)

- Foundation Plan w/footing detail.
- Floor Plan with Rooms Labeled (existing house)
- Floor and Roof Framing Plans

**Information from manuf. on flame spread of all exterior materials:**

- Class of roof (class A for Los Alamos and class B for White Rock)
- Type of skylight (no plastic)
- Soffits, fascia and siding (class II flame spread or better)
- Stair stringers, Joists and decking
- Stucco system and type of color coat (synthetic or cement)
- Include ICCES report # for all 2 coat systems

**Wall Section Detail**

- Information from manuf. on truss details including engineer stamp (if using manuf. trusses)
- Manufactured lumber information to include series, type, and load data. (i.e. 1 joist/micro lam/para lar, etc)
- Elevation Drawings (provide an overall height measured from the existing grade to the peak of roof)

### Site Plan Documents

<table>
<thead>
<tr>
<th>Provided</th>
<th>Needed</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finished Floor Elevation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of Proposed and Existing Structure (labeled as such), showing distances to property line and required setbacks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of all utility lines, mains and meters from property lines to the proposed structure, indicate if existing or proposed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide the New Mexico One Call Work Order Number on the Site Plan. (Existing gas and underground electric service lines need to be located by NM One Call (1-800-321-2537, prior to submittal of this application on all lots w/ existing utilities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and dimension all elements and structures, including but not limited to house, garage, sheds, driveways, sidewalks, fences, landscape areas, property lines, walls, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show and dimension existing and proposed easements. (utility, drainage and recreation)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Residential Building Permit Application
Los Alamos County
Community & Economic Development Dept.
1000 Central Ave. Suite 150
Los Alamos, NM 87544
(505) 662-8120 Fax: (505) 662-8363

County Issued Permit # ________________

Property Information

Project Address: _______________________________________________________

Subdivision: ______________ Lot: ______________ Lot Size: __________ Lot Coverage: __________

Homeowner Information

Name: ___________________________ Phone #: ___________________________

Address: ___________________________ Email: ___________________________

Description of Work

☐ New Dwelling Unit  ☐ Addition  ☐ Interior Remodel  ☐ Photovoltaic System  ☐ Re-Roof  ☐ Large Accessory Structure

☐ New Roof Structure  ☐ Deck, Deck Cover, Porch, Carport  ☐ Window/Door Replacement  ☐ Demolition  ☐ Curb-Cut

☐ Patio Enclosure/Sun Room  ☐ Retaining Wall/Fence (over 6-ft)  ☐ Grading/Excavation  ☐ Amendment  ☐ Siding/Stucco

☐ Fireplaces/Fireplace Insert  ☐ Foundation

Valuation: ___________________________

Lead Design Professional Information (if applicable)

Name: ___________________________ Phone #: ___________________________

Address: ___________________________ Email: ___________________________

Contractor Information or check if homeowner permit ☐

Name: ___________________________ Phone ___________________________

State License # and Type: ___________________________ Email: ___________________________

Signature: ___________________________ Date: ___________________________

For Official Use Only

Plng: ______ Bldg: _______ Util: ______ PW: _______ Other: ______