



LOS ALAMOS
where discoveries are made

Commercial Remodel/Renovation

Los Alamos County Community Development Department
1000 Central Avenue, Suite 150, Los Alamos, NM 87544
*Office 505-662-8120 *Fax 505-662-8363 *Email: permit.techs@lacnm.us

Application Checklist

**If not applying electronically 2 Copies of all documentation is required*

Code Cycle: 2021 International Building Code / 2021 International Conservation Code	Provided	Required	Not Applicable
Los Alamos Design Criteria (wind 90 mph, snow 30 psf, and seismic category C)			
Plan Review Fee due upon submittal			
Permit Application completed and signed			
Completed and signed notarized owner's affidavit from property owner.			
Commercial plans require a NM Design Professional stamp (stamp required on each individual page).			
Is this a change of use? If so, indicate current and proposed use. A conditional use permit may be required. Planning review may be required:			
If a Planning review is required, please provide a site plan and parking analysis to include: * A scaled site plan which shall indicate, label, and dimension all access and parking related to the site. * proposed and existing easements, existing utility lines on the site, existing and proposed buildings and structures.			
Reference the permitted Uses by zone district in the LA Development Code, Sec. 16-14, table 26. Provide documentation that shows compliance with the applicable provisions of the Development Code and other adopted County plans or policies, such as: zone district standards (Art. II, Div. 2) , use-specific standards (Art. III, Div.2), and Development Standards (Art. IV). Examples of such elements include: setbacks, building heights, landscaping, access, parking and lighting.			
Code Analysis Including, but not limited to: * Reference Codes * Occupancy Classification * Seismic Zone * Project Scope * Occupant Load Factor * Occupant Load Calculations * Indicate whether building is sprinkled. * Identify complete exiting system and path of egress			
Existing Floor Plan with rooms labeled.			
Proposed Floor Plan to include: * Show complete floor layout including equipment, tables, etc. * Provide occupancy classification of all adjacent spaces in same building. * Fire assembly rating of all shared walls and roof floor assemblies, if applicable * Provide dimensions of rooms, corridors, doors, etc. * Wall Section Detail and Wall Schedule to identify new bearing/non-bearing walls, and different wall heights. * Identify fire rated assemblies and provide architectural details, if applicable. * Provide floor/wall finish schedule. * Indicate any windows/doors that are being added or replaced. * Emergency Lighting, Exit Signs, Fixture Count * Must comply with the 2021 IECC			
Path of travel from building to handicap parking spaces			
Handicap Details: * Striping and Signage * Number of handicap spaces			
Fire Alarm System Plan, (if applicable)			
Certificate of approval from Planning Division if applicable			
Sprinkler Plan (if applicable)			
Certifications for Inspectors conducting special inspections, (if applicable)			
ComCheck (if applicable)			
Elevation Drawings including heights (from grade to highest point of roof), (if applicable)			
Foundation Plan to include footing details and vapor barrier, (if applicable)			
Wall, Floor, and Roof Framing Plans to include lumber dimensions, spacing, and spans, (if applicable)			
Location of braced wall lines and location and detail of braced wall panels, (if applicable)			
If using trusses: Information from manufacturer on truss details including Engineer stamp (roof snow load 30psf, wind 90mph, 3 second gusts, reviewed under the 2021 IRC/IBC), (if applicable)			
Engineered lumber Calculation sheets required for the following: * TJI, LVL, Microllam, Parallam, etc.			

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Continue - Page 2	Provided	Required	Applicable
Wall Section detail showing the following:			
* Insulation details: * R Values * Type * Thickness * Location			
* Stucco: Gauge of Wire (17/20 Gauge) / Stucco system (2 coat, 3 coat) / Weep screed detail (if using synthetic/acrylic color coat) / If other than traditional three coat system, an ICC ES report must be submitted.			
*Soffits, Fascia, and Siding must be Class I ignition construction (refer to section below)			
Manufacturer specifications for Class I Ignition-Resistant Construction per County Ordinance			
* Los Alamos County Class A Roof Assemblies Only			
* Soffits, Fascia, and Siding:			
a. Ignition resistant/Non-combustible material			
b. Material approved for not less than 1-hour fire-resistance-rated construction, and must comply with WUI Sec. 504.3			
c. Facias are required and shall be protected on the backside by ignition resistant material or by materials approved for not less than 1-hour fire-resistance-rated construction, and must comply with WUI Sec. 504.3. Exposed roof rafters/joists are prohibited.			
Stair Detail to include, (if applicable): * Rise and Run * Guard and Handrail Detail			
* Decks, (if applicable):			
a. Minimum 6x6 wood posts allowed, (if applicable)			
b. Guard/handrails must be non-combustible or fire rated lumber. Specs required			
b. Walking surfaces must be non-combustible or have a flame spread identified as Class A / I			
c. Flame retardant applied to all wood joists, beams, stringers and ledger boards. Specs required, (if applicable)			
Windows/Skylights must comply with 2021 IECC: Manufacture specification indicating U-Factor and tempered glass. Skylights are required to be tempered glass.			
Grading and Drainage Plan, (if applicable)			
Copy of Electrical, Mechanical, and Plumbing plans that will be submitted to Construction Industries			
Retaining Walls Details to Include (Engineer Stamp required) (if applicable):			
* Thickness of Footing and Wall * All Reinforcement			
* Height from bottom of footing to top of wall * Height of unbalanced fill			
* Height from finished grade to top of wall * Indicate if there is a surcharge			

For commercial projects, a NM design professional stamp is required on the entire set of plans.

** This list is not all inclusive, additional information may be required depending on scope of project**

Business Licenses are non-transferable and a Business License/new Business License will be required prior to opening

*A separate sign permit is required if changing or installing a new sign.

Reviewed by Permit Tech: _____

Revised 9-10-25