



## New Dwelling Unit

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 Building Code / 2018 International Energy Conservation Code	Provided	Required	Not Applicable
Permit Application completed and signed			
CID/Homeowners Responsibility Form – If Homeowner is acting as General Contractor (If Assessor’s database does not match owner name on form further proof of ownership may be required. Must be owner’s primary residence).			
Los Alamos Design Criteria (wind 90 mph, snow 30 psf, and seismic category C)			
Easement Encroachment Forms			
Soils Testing Data (by licensed geotechnical engineer for all construction requiring fill and all Cerro Grande fire rebuilds, or when required by the Building Official			
Foundation Plan to include footing details and vapor barrier. Frost depth 36" LA / 24" WR			
Meter Service Request Form			
Curb Cut Application (if applicable)- Permit provided through Traffic & Streets			
Interior and Exterior wall Section Detail			
Floor and Roof Framing Plans to include lumber dimensions, spacing, and spans			
Location of braced wall lines and location and detail of braced wall panels			
Floor Plan Showing: * Rooms Labeled * All Smoke Alarms and Carbon Monoxide Detectors * Windows located in hazardous locations identified as tempered.			
Stair Detail to include: (if applicable) * Rise and Run * Guard and Handrail Detail			
Elevation Drawings including heights			
Information from manufacturer on truss details including NM Engineer stamp and truss layout plan (if using trusses)			
Manufactured lumber information including: * Type (TJI, LVL, Microllam, Parallam), (if applicable). * Load Data.			
Information from manufacturer on flame spread rate of all exterior materials to include: Class II Flame Spread required per LAC Fire Code: * Class of Roof (Class A for Los Alamos, Class B for White Rock) * Type of Skylight (no plastic- Tempered Glass required) * Soffits, Fascia, & Siding (Class II Flame Spread)			

Continue - Page 2	Provided	Required	Not Applicable
* Flame Retardant Paint/Stain (allowed on decks only from the handrails down)			
* Stair Stringers/Joists			
* Composite Decking Material- Manufactured specs required.			
Insulation details including			
* R Values			
* Type			
* Thickness			
* Location			
Fireplace Details (if applicable)- Manufacture Specifications required			
Stucco showing method of attachment:(if applicable)			
* Gauge of Wire (20 gauge or 17 gauge)			
* Thickness of stucco			
* Type of 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			
Energy Code			
* Manufacture specification indicating U Value of Windows (windows cannot exceed .30 / skylights.55). Hazardous locations and skylights must be tempered.			
* Blower Testing Required.			
Grading and Drainage Plan			
Planning Case- Certificate of Approval			
Electrical Plan			
Proposed Retaining Walls Details To Include: (if applicable)			
* Thickness of Footing and Wall			
* All Reinforcement.			
* Height from bottom of footing to top of wall			
* Height from finished grade to top of wall			
* Height of unbalanced fill			
* Indicate if there is a surcharge			
* An Engineer Stamp is required on details			

If not using the prescriptive method, energy calculations are required to be submitted. It is recommended that RESCHECK be used.

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

Reviewed by Permit Tech: \_\_\_\_\_

Revised 1/19/24