



Retaining Wall / Fences over 6ft

Los Alamos County Community Development Department
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Application Checklist

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

Code Cycle: 2021 International Building Code / 2021 International Residential Code	Provided	Required	Not Applicable
Permit Application completed and signed			
Commercial: Completed and signed notarized owner's affidavit from property owner.			
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).			
Engineer Stamp Retaining Wall Detail Including: * 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.			
Fence over 6ft detail: * Type of fence. * Footing details (depth 36" Los Alamos / 24" White Rock). * Wind Speed (mph) 90 with 3-second gusts. * Seismic Design Category C. * An Engineer Stamp is required on details.			
Scaled Site Plan to include: * Graphic Scale and North Arrow * Property Lines according to recorded survey * Existing and proposed fencing or retaining wall * Existing and proposed easements * Existing and proposed setbacks * Existing and proposed utility lines * NM One Call ticket number- NM One Call 1-800-321-2537.			
Certificate of approval from Planning Division if applicable			

Retaining walls require a permit when it is more than 3-ft from finished grade to top of wall, have more than 3-ft of unbalanced fill, or is more than 4-ft from bottom of footing to top of wall.

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

Reviewed by Permit Tech: _____

Revised 1/12/24