

County of Los Alamos

Building Safety Division

Policy: Sign Requirements

Effective Date: August 06, 2018

Approved By: Michael Arellano (August 06, 2018)

Revised: 
Elias Isaacson, CDD Director

10/27/2025
Date

Policy: Building department sign requirements:

1. Details and Dimensions (all signs)
2. Foundation details (monument signs)
3. Wall signs attachment details that clearly show number, spacing, size, type, and length of fasteners and anchors.
4. Construction drawings of the sign that bear the stamp of an architect or engineer licensed by the state of New Mexico, with a design statement to include wind (90 mph), snow (30 psf),
 - a. **Exception to #4:** A licensed New Mexico design professional is not required if the sign is a monument sign not over 4 feet above grade, not wider than 8 feet, or wall signs that are not over 50 LBS.

1. Purpose

The purpose of this policy is to ensure that all permanent and temporary signs installed within the jurisdiction meet structural, safety, and design standards consistent with state law and local building codes. This policy aims to protect public safety, ensure structural integrity against environmental conditions, and maintain consistent documentation and professional accountability in sign construction.

2. Scope

This policy applies to:

- all individuals, businesses, property owners, sign contractors, and design professionals involved in the design, fabrication, and installation of signs requiring a building permit within the jurisdiction of the Building Department.
It covers **all sign types**, including wall-mounted, freestanding (monument), and structurally supported signage.

3. Eligibility

This policy applies to:

Any applicant submitting for a sign permit must:

- Be the property owner, authorized agent, or licensed contractor.
- Provide required design documents and structural details.
- Utilize a licensed New Mexico design professional when required by this policy.

Exceptions apply only as specifically noted under the “Requirements” section.

4. Procedures

- **Permit Application Submission**

- Submit a completed sign permit application with all required drawings and documentation to the Building Department.
- Include site plan showing the proposed sign location, property lines, and nearby structures.

- **Plan Review**

- The Building Department reviews submittals for compliance with applicable building codes, zoning ordinances, and this policy.
- If revisions are needed, the applicant must provide updated drawings or calculations before approval.

- **Permit Issuance**

- Upon approval, the Building Department issues a building permit authorizing fabrication and installation.

5. Requirements

To comply with this policy:

All sign submittals must include the following:

- **Details and Dimensions (All Signs)**

- Provide fully dimensioned drawings of the sign structure, including height, width, depth, and materials.

- **Foundation Details (Monument Signs)**

- Include footing and foundation design, showing depth, width, reinforcement, and anchorage consistent with local soil and wind conditions.

- **Wall Sign Attachment Details**

- Provide drawings that clearly show the **number, spacing, size, type, and length of fasteners and anchors** used to attach the sign to the wall or structure.
- **Professional Design and Structural Drawings**
 - Construction drawings must bear the **stamp and signature of a New Mexico licensed architect or professional engineer.**
 - Drawings must include a **design statement specifying structural loading** for:
 1. **Wind:** 90 mph
 2. **Snow:** 30 psf

6. Exception

A New Mexico licensed design professional is **not required** if the sign meets all of the following criteria:

- Monument sign not over **4 feet above grade** and not wider than **8 feet, or**
- Wall sign with a total weight **not exceeding 50 pounds.**

7. Enforcement

- **Permit Requirement:**
Installation of any sign without an approved permit and stamped drawings (if applicable) is a violation of building code regulations.
- **Inspection Compliance:**
Signs installed without required inspections or in deviation from approved plans are subject to correction or removal at the owner's expense.
- **Penalties:**
Violations may result in permit suspension, fines, stop-work orders, or refusal of future permits until compliance is achieved.
- **Authority:**
The Building Official or their designee has the authority to enforce this policy and to require compliance with all applicable codes and ordinances.