



LOS ALAMOS
where discoveries are made

Commercial Sign

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: 2015 International Building Code	Provided	Required	Not Applicable
Permit Application completed and signed			
Signed notarized owner's affidavit from property owner.			
Utility encroachment application			
Division 8 Signage: Refer to Sec. 16-65 for sign standards			
Monument / Free Standing Signs: Code sec. 16-73 (k)			
* A scaled and dimensioned color drawing of all proposed signs that indicates how it will be constructed.			
* A scaled site plan shall indicate the location of the proposed Permanent Freestanding Sign(s),			
* Graphic Scale and North Arrow,			
* Property Lines according to recorded survey			
* Electrical plan for any proposed Electronic Message Center, which includes compliance with Sign Illumination standards of Sec. 16-65(c)			
* Foundation Details			
* NM One Call Ticket Number (1-800-321-2537)			
Wall Mounted Signs: Code sec. 16-73 (k)			
* A scaled and dimensioned color drawing of proposed signs that indicates how it will be constructed.			
* Building elevations showing the locations and dimensions of any proposed Wall Signs.			
* Electrical plan for any proposed Electronic Message Center, which includes compliance with Sign Illumination standards of Sec. 16-65(c)			
* Attachment Details			
Construction drawings of the sign that bear the stamp of an architect or engineer licensed by the state of New Mexico with design statement to include wind (90 mph), snow (30 psf), and seismic (category C: *A licensed New Mexico design professional may not be required if sign is a monument sign not over 4-ft above grade or wall signs are not over 50 lbs. and the weight capacity of fasteners and anchors are supplied.			
Certificate of approval from Planning Division if applicable			

**** 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

Reviewed by Permit Tech: _____

Revised 2-9-23

For Office Use Only



Building Safety

Date: _____

Permit #: _____

Fees Due: _____

Permit Application

Flood Plain: _____

Please complete all areas on this form that apply. Incomplete applications may delay the process.

_____ Residential

_____ Commercial

Project Address: _____

Owner: _____ Address: _____

Phone: _____ Email: _____

Contractor: _____ Phone: _____ Email: _____

Address: _____ License # _____

Design Professional: _____ Phone: _____

Email: _____ License # _____

Type of work

☐ Accessory Structure	☐ Fence	☐ Remodel	☐ Sunroom	☐ Addition
☐ Permanent Sign	☐ Fire Place	☐ New Roof	☐ Re-Roof	☐ Foundation
☐ New Dwelling	☐ Photovoltaic	☐ Window/Door	☐ Siding/Stucco	☐ Demo
☐ Deck/Porch/Carport	☐ Grading/Excavating		☐ Accessory Dwelling Unit	
☐ Occupancy Reclassification		☐ Other: Explain		

Square footage: Heated: _____ Garage: _____ Acc. structures (shed, deck etc.) _____ Total: _____

Valuation of work: _____ Number of Stories: _____ Structure Height: _____

Description of work: _____

Name : _____ Date: _____ Signature: _____

I understand that by entering my name above, it constitutes as a legal signature.

****Easement Encroachment.** This permit authorizes the permit holder to construct/install a non-permanent structure (requires no subsurface foundation or structural member), within the boundaries of an existing public utility easement. Whenever this is the case, permittee shall be fully responsible (at permit holder's cost) for the removal and replacement of such non-permanent structure(s), at any time County personnel or County contractor may deem the structure interferes with work on the public utility for which the easement is in place. Any encroachment to the right of way or easements shall ensure that exiting drainage patterns are being maintained and unimpeded as applicable.

Revised: 8/9/24

1000 Central Avenue, Suite 150
Los Alamos, NM 87544
P 505.662.8120 F 505.662.8363

losalamosnm.us