



**TAOS COUNTY
PLANNING DEPARTMENT
105 ALBRIGHT STREET SUITE H.
TAOS, NM 87571
(575) 737-6440 FAX (575) 737-6449
APPLICATION FOR BUILDING PERMIT**



OFFICE USE ONLY

Date Issued	Approved By	FEE: \$ _____	Type of Const.	Occupancy	Building Permit No.
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SECTION I

Please check which permit you are applying for: Licensed Contractor Permit or Homeowner-Builder Permit

Contractor Company Name: _____ License expiration date: _____

MAILING ADDRESS: _____ State License #: _____
 _____ Main Phone #: _____
 _____ City, State, Zip

Email Address: _____ Alt. Phone #: _____

SECTION II

PROPERTY OWNER: _____ Main Phone #: _____

MAILING ADDRESS: _____ Alt Phone #: _____

_____ Email Address: _____
 _____ City, State, Zip

SECTION III

ARCHITECT/ENGINEER NAME: _____ Email Address: _____

MAILING ADDRESS: _____ Phone #: _____

_____ License #: _____
 _____ City, State, Zip

SECTION IV

PHYSICAL ADDRESS/LOCATION: _____

(Must have a house or street number assigned by the Taos County Planning Department)

Directions to Building Site _____

SECTION V

CONSTRUCTION MATERIAL: _____

VALUATION OF PROJECT: \$ _____ (Must be filled out, if contractor involved submit copy of contract)

PROJECT TYPE: New Building Addition Alteration

DESCRIPTION: Single Family Residential Duplex Garage Carport Storage
 Commercial Retaining Wall Fence Other (Explain): _____

PROJECT FLOOR AREAS (in square feet): _____ Heated Area _____ Porches _____ Basement
 _____ Storage _____ Carport _____ Garage _____ Other _____

SECTION VI

Owner Number: _____ **Property Code Number:** _____ **Community:** _____

Subdivision: _____ **Lot No.:** _____ **Block No.:** _____

Township: _____ **Range:** _____ **Section:** _____

ZONING APPROVAL: _____ **Date:** _____

CERTIFICATION

I hereby certify that I have read and examined the information contained on this application and know the same to be true and correct. All provisions of codes and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local law regulating construction or the performance of construction.

I also acknowledge that the Building Official is authorized and directed to enforce the provisions of any federal, state, and/or local codes, and shall have the authority to render interpretations of these codes and to apply policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of any federal, state, and/or local codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in these codes.

THE FILING OF THIS APPLICATION SHALL NOT IMPLY OR DEEM APPROVAL OF SAID APPLICATION.

PRINT NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

TO BE COMPLETED BY HOMEOWNER-BUILDER APPLICANTS ONLY

I, _____ certify that as a homeowner-builder I shall hire licensed electrical, mechanical, and plumbing contractors on this project, and will not hire a licensed contractor for any portion of the structural work. I also certify that I am familiar with the construction process, I know enough about building to be my own builder, and I will comply with all codes and ordinances. I also certify that I will call for the required inspections at the appropriate times, and failure to call in such inspection may result in automatic termination of this Homeowner-builder permit, at which time a licensed contractor must be hired to complete this project.

Homeowner-Builder Signature

Notary Public Seal

Sworn to before me this _____ day of _____ 20____.

Signed: _____ My commission expires: _____

COST OF PERMIT:

1. The building permit fee is based on the fee schedule of Taos County Ordinance 1993-5, as amended. This is a NON-REFUNDABLE fee.
2. In order to determine the cost of the permit, applicant is required to provide a total value of the project for which the permit is being sought. The valuation must include the value of the labor and materials to be used for the project. A copy of the contract between the property owner and contractor shall be submitted indicating said valuation. The building official has the right to determine the final valuation assigned to a project for the purposes of establishing the permit fee.
3. Other building and zoning fees may apply depending on the type of project.
4. A fee of \$80.00 will be charged for all re-inspections.

REQUIRED SUBMITTALS:

Please read the following general submittal requirements for obtaining a building permit. Additional submittals may be required. It is the applicant's responsibility to comply with all codes and ordinances. Building permit applications will not be accepted if all submittals on this checklist are not provided.

- Completed Taos County Building Permit Application with original homeowner or contractor signatures
- Completed Homeowner's Responsibilities and Liabilities Form (for homeowner's projects only) with original signatures
- Completed Taos County Zoning Clearance Application with original signatures and all required documents

If a Taos County Residential Zoning Clearance Application is not required then the following items must be submitted:

- Copy of Warranty deed with legal description
- Notice of Valuation obtained from the Taos County Assessor's office
- Site Plan
- Plans must be illustrated and clearly legible on a minimum paper size of 8.5" x 11" or a maximum paper size of 24" x 36"
Plans for a new residence shall be submitted on a minimum paper size of 11" x 17"
The Building Official has the right to refuse plans and require plans on a larger scaled paper size

2 COMPLETE SETS OF PLANS TO INCLUDE THE FOLLOWING:

FOUNDATION PLAN

- Indicate size, location and depth below grade of all footings, piers and stem walls
- Indicate the size and spacing of all steel reinforcements
- If necessary, provide a geotechnical report, including soil-bearing capacity for the proposed structure at the site.

FLOOR PLAN

- Show all rooms and indicate all uses (living room, bathroom, bedroom, etc.)
- Location, size, and type of windows and doors
- Label all smoke detection and carbon monoxide devices
- List the square footage for all heated spaces, garage, carport, deck, and porches

FLOOR & ROOF FRAMING PLAN

- Show size, spacing and spans of joists, girders, rafters, beams and headers with wood products specified
- All wood trusses must be pre-manufactured and engineered. **Specification sheets for trusses and joists must be submitted with the plan.**
- Specify grade and species of all wood members

ROOF PLANS

- Indicate roof slope
- Indicate roofing material

CROSS SECTION DETAIL

- Include typical interior and exterior wall sections showing floor, wall and ceiling type, size, spacing and insulation.
- Show footing and foundation depth and dimensions; detail anchor bolt size and spacing, and spacing of steel reinforcement in masonry, concrete footings and stem walls.
- Show stair details showing dimensions of rise and run of steps, handrail location, guardrail spacing, headroom, etc.
- Show fireplace details and section showing masonry reinforcement; if using pre-fabricated unit, the manufacturer's installation instructions must be at the job site for the building inspector's review and uses.

ELEVATIONS

- Grade and elevations at 1/8" with respect to finish floor elevations
- Four Views – North, South, East, and West
- Exterior details of all improvements
- Indicate building height (Maximum height =27 feet)

OTHER REQUIREMENTS

- When alternative methods and materials are proposed, plans must be designed and sealed by a design professional (NM Certified Architect or Engineer)
- If plans required a design professional seal, the seal must be signed and dated and original signatures must be submitted.

ADDITIONAL REQUIREMENTS FOR ALL COMMERCIAL, INDUSTRIAL, AND LARGE SCALE RESIDENTIAL PROJECTS

GENERAL

- Copy of Approved Commercial Zoning Clearance Permit, Administrative Permit, Special Use Permit or Major Development Permit
- Approved plans from Construction Industries Division (CID) must be submitted for Electrical, Plumbing, Mechanical review
- A Registered Licensed NM Architect's or Registered Licensed NM Engineer's seal is required for projects containing an occupant load between 10 and 50 or a construction valuation of less than \$400,000.00
**Occupant loads of less than 10 may require registered licensed professional seal at the Building Official's discretion.*
- A Registered Licensed NM Architect's and a Registered Licensed NM Engineer's seal is required for projects containing an occupant load of 51 or more or a construction valuation of \$400,000.01 or more or more per project.
- All stamped plans by a registered licensed NM Architect or a registered licensed NM Engineer must contain design criteria (Occupant, load, occupant group and construction type)
- Approval from Taos County Fire Marshall for Fire Prevention Plan



**BUILDING PERMIT FEE SCHEDULE
TAOS COUNTY ORDINANCE 1993-5
AMENDED 8/5/11**

BUILDING PERMIT NUMBER: _____ DATE _____

NAME: _____

(Owner)

(Contractor)

(Business Name)

SQUARE FOOTAGE: _____

OFFICE USE ONLY

VALUATION: _____

PERMIT FEE: _____

20% REVIEW FEE: _____

10% COMMERCIAL: _____

PERMIT FEE SUBTOTAL (0101-0000-33300): _____

ZONING CLEARANCE (0101-0000-33810): _____

RURAL ADDRESSING (2017-1)(0101-0000-34989): _____

FLOODPLAIN (Ordinance 2009-1)(0101-0000-33920): _____

GRAND TOTAL: \$ _____

Building Inspector's Signature

CONSTRUCTION COST:

PERMIT FEE:

\$1 TO \$500

\$24

\$501 TO \$2,000

\$24 for the first \$500, plus **\$3** for each additional \$100 or fraction thereof up to and including \$2000

\$2,001 to \$40,000

\$69 for the first \$2,000, plus **\$11** for each additional \$1,000 or fraction thereof, up to and including \$40,000

\$40,001 to \$100,000

\$487 for the first \$40,000, plus **\$9** for each additional \$1,000 or fraction thereof, up to and including \$100,000

\$100,001 to \$500,000

\$1027 for the first \$100,000 plus **\$7** for each additional \$1,000 or fraction thereof, up to and including \$500,000

\$500,001 to \$1,000,000

\$3827 for the first \$500,000 plus **\$5** for each additional \$1,000 or fraction thereof, up to and including 1,000,000

\$1,000,001 to 5,000,000

\$6327 for the first \$1,000,000 plus **\$3** for each additional 1,000 or fraction thereof, to and including \$5,000,000

5,000,001 and over

\$18,327 for the first **\$5,000,000** plus \$1 for each additional \$1,000 or fraction thereof

***FOR COMMERCIAL BUILDINGS, ADD 10% OF THE FEE**

****ADD A 20% PERMIT REVIEW FEE**