



**TAOS COUNTY
PLANNING DEPARTMENT
105 ALBRIGHT STREET SUITE H.
TAOS, NM 87571
(575) 737-6440**



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

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: _____

Storage: _____ Carport: _____ Garage: _____ Basement: _____ Other: _____

SECTION VI

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

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

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

CERTIFICATION

I hereby state, acknowledge and affirm, under penalty of perjury that, I am an employee of the contractor requesting this permit, the contractor is an active licensed contractor in New Mexico having the appropriate classification for the scope of work to be completed as noted on the permit. I am authorized to request this permit, all information provided in this application is true and correct and accurate, and if issued the permit, the contractor shall fully comply with all requirements of the Construction Industries Licensing Act, its rules, codes and standards in fulfilling all work to be completed pursuant to this permit.

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: _____

COST OF PERMIT:

1. The building permit fee is based on the fee schedule of Taos County Resolution 2024-39, 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
- Completed Residential Zoning Clearance Permit Application with original signatures and all required documents
- 2 sets of plans that must be clearly legible on a minimum paper size of 11" x 17" or maximum paper size of 24" x 36" with minimum dimensions of 1/4" = 1'. The Building Official has the right to refuse plans and require plans on a larger scaled paper

SITE PLAN:

- Show proposed new structures and any existing buildings or structures on the site, providing a North Arrow
- Include existing adjacent structures within 10 feet of any adjacent property lines
- Show property lines with dimensions, all streets, easements and setbacks
- Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site
- Show general drainage and grading information
- Show location of all water features (lakes, rivers, streams, irrigation ditches, ponds, intermittent arroyos)

FOUNDATION PLAN:

- Indicate size, location and depth below grade of all footings, piers, and stem walls.
- Indicate the size, thickness materials and strengths of concrete and steel reinforcing
- If necessary, provide a geotechnical report, including soil-bearing capacity for the proposed structure at the site
- Where slabs-on-ground are cast monolithically and rigid insulation is used as a forming material, a minimum of 1 1/2" rigid insulation shall be used. Where sandy, silty sand or sandy gravel soils are present, rigid insulation shall not be used as a forming material. Forms must be constructed to prevent the possibility of failure or collapse.

FLOOR PLAN:

- Show all floors including basements
- Label all the rooms with their use and provide overall dimensions and locations of all structural elements and openings
- Provide the location of all doors and windows. Provide a window schedule indicating U-Factor Rating
- Provide location of all smoke detectors and Carbon Monoxide Alarms
- List the square footage for all heated spaces, garages, carports, decks, and porches

FLOOR & ROOF FRAMING PLAN:

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

ROOF PLAN:

- Indicate Roof Slope
- Indicate Roofing Material

CROSS SECTION DETAILS:

- Include typical interior and exterior wall sections showing floor, wall and ceiling type, size, spacing and insulation required by the New Mexico Residential Energy Conservation Code.
- 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 materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations
- 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

ELEVATIONS

- Show all views –i.e., North, South, East, and West
- Show all vertical dimensions and heights (Maximum height 27 feet)
- Exterior details of all improvements
- Show all opening and identify all material and show lateral bracing system, where applicable

OTHER REQUIREMENTS:

- Indicate physical address of project on all sheets
- Provide name and contact information for Designer on each sheet
- When alternative methods and materials are proposed plans must be designed and sealed by a design professional (NM Licensed Architect or Engineer) and the CERTIFICATION FOR ALTERNATIVE METHODS AND MATERIALS FORM must be submitted. It is the responsibility of the applicant to ensure the certification is recorded with the Taos County Clerk's Office prior to submittal.
- If plans require an architect or engineer seal, the seal must be signed and dated on every page

ADDITIONAL REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY PROJECTS:

- Copy of Warranty deed with legal description can be obtained from the Taos County Clerk's Office
- Notice of Valuation obtained from the Taos County Assessor's office
- Copy of approved Commercial Zoning Clearance Permit, Administrative Zoning Clearance Permit, Special Use Zoning Clearance Permit, or Major Development Zoning Clearance Permit
- Approved plans from Construction Industries Division for the Mechanical, Plumbing, and Electrical Plans
- Approved plans from the Fire Marshall having jurisdiction (Town of Taos or Taos County) for the Fire suppression systems and Fire Prevention Plans
- A registered licensed NM Architect or registered licensed NM Engineer's seal is required for projects containing an occupant load less than 50 or a construction valuation less than \$600,000.00
- A registered licensed NM Architect **and** registered licensed NM Engineer's seal is required for projects containing an occupant load greater than 50, or a construction valuation greater than \$600,000.00
- When applicable, provide structural calculations for the entire structural system of the project, including wind, roof, and floor design loads.
- Define construction components, either on the drawings or in booklet form, covering materials and methods of construction, wall finishes, and all pertinent equipment. Schedules may be used.

COVER SHEET:

- Identify project, including project address and location map
- Identify all design professionals and indicate the prime design professional (who is responsible for project coordination)
- List all applicable Codes
- List Design Criteria including the following:
 - Type of building construction
 - Square footage area of each floor or wing and total building square footage
 - Group or use and occupancy, including mixed occupancies, if applicable
 - Occupant load
 - Allowable area calculations
 - Exiting requirements
 - Plumbing fixture requirements
 - Fire suppression systems
 - Height and number of stories
 - Seismic location

SITE PLAN:

- Provide all of the following requirements as indicated above and also include the following:
 - Show all required parking per Taos County Land Use Regulations and the NM Building Code, including accessible parking, access aisles, and ramps per ANSI requirements
 - Indicate drainage flow and outflow locations and specify areas required to be maintained for drainage purposes
 - Provide a topographical survey, when appropriate
 - Show location of all Electric Vehicle (EV) spaces and EV capable spaces as required in 14.7.9.12 NMAC

FOUNDATION PLAN:

- Provide all of the following requirements as indicated above

FLOOR PLAN:

- Provide all of the following requirements as indicated above and also include the following:
 - Show all fire assemblies, door label ratings, area and occupancy separations, and draft stops
 - Include all exiting requirements

FLOOR & ROOF FRAMING PLAN:

- Provide all of the following requirements as indicated above

ROOF PLAN:

- Provide all of the following requirements as indicated above

COMMERCIAL ENERGY CONSERVAIOTN CODE:

- The 2021New Mexico Commercial Conservation Code, 14.7.9 NMAC, shall be complied with
- Provide an inspection checklist documenting the building component characteristics of the proposed design as specified in Table C407.5.1(1) of the 2021New Mexico Commercial Conservation Code

ELEVATIONS:

- Provide all of the following requirements as indicated above

BUILDING SECTIONS AND WALL SECTIONS:

- Include typical interior and exterior wall sections showing floor, wall and ceiling type, size, spacing and insulation required by the New Mexico Commercial Energy Conservation Code.
- 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 materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations

MECHANICAL SYSTEM:

- Show the entire mechanical system, including all HVAC units, sizes, mounting details, all ductwork and duct sizes and mounting details
- Indicate all required smoke and fire damper locations
- Provide applicable equipment schedules
- All Energy Code calculations submitted shall comply with the requirements of the 2021 NM Energy Conservation Code.
- All Fire suppression systems shall be reviewed and approved by the Fire Marshall having jurisdiction (Town of Taos or Taos County Fire Marshall) prior to submittal of the building permit application
- Mechanical Plans shall be reviewed and approved by Construction Industries Division Plumbing & Mechanical Bureau prior to the submittal of the building permit application

PLUMBING SYSTEM:

- Show the entire plumbing system including pipe riser elevations, fitting placement, and direction of flow and fixture locations
- Indicate all pipe materials and sizes
- Indicate all points of connection to site utilities, liquid waste disposal systems, pretreatment systems, plumbing appurtenances and water wells
- Plumbing Plans shall be reviewed and approved by Construction Industries Division Plumbing & Mechanical Bureau prior to the submittal of the building permit application

ELECTRICAL SYSTEM:

- Show electrical riser diagrams, all electrical fixtures (interior, exterior and site), wiring sizes and circuiting, ground, panel schedules, single line diagrams, instantaneous fault current, load calculations, and fixture schedules
- Show lighting calculations and point of connection to utility
- Electrical Plans shall be reviewed and approved by Construction Industries Division Electrical Bureau prior to the submittal of the building permit application