





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



## **HOMEOWNER'S RESPONSIBILITIES AND LIABILITIES ACKNOWLEDGEMENT FORM**

**Obtaining this permit allows you as the homeowner to self-perform the general construction or to act as the prime (general) contractor.**

Homeowner responsibilities and liabilities are strictly monitored and must be adhered to by a homeowner seeking a homeowner's permit. Please read each of the following statements as each pertains to your application for a homeowner's permit. **If you agree, you must place your initials on the line adjacent to the statement.** If you have hesitation or cannot agree to each of the conditions you will be denied a permit.

After initialing each item, sign the acknowledgement before a Notary Public. Present this document, proof of identity and ownership of the real property, completed zoning clearance application, and the completed building permit application package in person to the Taos County Planning Department. The signed and notarized acknowledgement shall be kept on record with the permit application as proof of the responsibilities and liabilities you have assumed by applying for and obtaining a homeowner's permit. Based on the scopes of work you have stated you shall self-perform and subcontract; the building official shall make a determination as to whether a homeowner's permit is applicable for this project and whether you qualify to perform the work to entitle you to a Homeowner's Permit.

**THIS FORM MUST BE COMPLETED BY THE HOMEOWNER PRIOR TO SUBMITTAL. ALL PORTIONS MUST BE INITIALED OR THIS ACKNOWLEDGEMENT IS DEEMED INCOMPLETE AND UNACCEPTABLE.**

Initial adjacent to the appropriate category for obtaining a homeowner's permit:

\_\_\_\_\_ I plan to build/construct a single-family primary residence that will be owned and occupied by me. I understand that I cannot rent or sell this property after a Certificate of Occupancy has been issued and if I do it can result in denial of future additional homeowner permits and/or initiation of criminal (unlicensed contracting) charges in accordance with the requirements of the Construction Industries Licensing Act § 60-13-52.

\_\_\_\_\_ I plan to alter, repair or make improvements to a home owned and occupied by me

\_\_\_\_\_ I plan to build or improve a freestanding storage building located on my residential property.

**In order to obtain a homeowner permit, I acknowledge that I shall be by myself or with the assistance of my direct employee's, be self-performing a significant portion of the construction work. Read each statement and initial ONLY if you fully agree and acknowledge you will abide by and understand each responsibility and accompany liability.**

\_\_\_\_\_ I understand that the building official shall determine whether or not I am qualified to perform the work and whether I qualify for the Homeowner Permit.

\_\_\_\_\_ I understand that, by requesting and obtaining a Homeowner's Permit as a homeowner, I am acting as my own general builder, electrician or plumber and acknowledge I am solely responsible for my project.

\_\_\_\_\_ I understand that my entitlement to this Homeowner's Permit is premised on this single-family dwelling being owned and occupied by me as required by statute and rule.

\_\_\_\_\_ I understand that I am personally applying for this Homeowner's Permit and cannot delegate this task to anyone.

\_\_\_\_\_ I understand that I must comply with all provisions of the Construction Industries Licensing Act, all regulations, building standards and codes, as well as all Taos County Ordinances, and acknowledge having sufficient familiarity with these laws, standards and codes to do the construction, alter and repair of my own personal residence.

\_\_\_\_\_ I understand that my Homeowner's Permit is only for the general construction portion of the work and that any electrical, mechanical or plumbing work must be performed by a properly licensed contractor unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by Construction Industries Division.

\_\_\_\_\_ I understand that I must submit plans and all other required submittals for approval including my acknowledgement of my responsibilities to fulfill all the requirements in connection with my homeowner's permit.

- \_\_\_\_\_ I understand that, under no circumstances, can I perform HVAC or natural gas under my Homeowner's Permit and that I must contract appropriately licensed subcontractors to perform such work. These appropriately licensed subcontractors must obtain their own permits and call for their own inspections.
- \_\_\_\_\_ I understand that, as the homeowner obtaining the building permit, I may physically perform the work myself or hire employees to assist in the performance of the work.
- \_\_\_\_\_ I understand that if I obtain a homeowner plumbing or electrical permit, only I can perform the work. I am not entitled to hire employees to assist nor may I subcontract any of the plumbing or electrical work and acknowledge that I must be approved by Construction Industries Division and take a test in order to perform this work.
- \_\_\_\_\_ I understand that any portion of the construction work that I subcontract must be to licensed contractors and that each of these subcontractors must permit each scope of work separately from the Homeowner's Permit. Licensed contractors are licensed business entities not individuals.
- \_\_\_\_\_ I understand that before I subcontract any scope of work, I must verify with the Construction Industries Division that the subcontractor is duly licensed in New Mexico to perform the type of work for which the I intend to subcontract.
- \_\_\_\_\_ I understand that if I contract with a GB-2 (licensed residential contractor) or GB-98 (licensed residential/commercial contractor) contractor to supervise my work, to act in the capacity of a general contractor or project manager, or to perform work in a capacity other than a legal employee or subcontractor who shall obtain all appropriate permits, the homeowner's permit is automatically VOIDED requiring the licensed contractor to permit the project under the contractor's license. Any violation of this requirement by the licensed contractor shall subject the contractor to disciplinary action against the contractor's license.
- \_\_\_\_\_ I understand that if I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, that individual must be my employee, I will pay the employee hourly wages and no other form of compensation, the employee shall work strictly under my direction and I shall be responsible to comply with all tax and worker's compensation legal requirements.
- \_\_\_\_\_ I understand that if I hire an individual to assist me in this construction, I shall pay this employee strictly hourly wages, no other form of compensation and be responsible for complying with all tax and worker's compensation legal requirements.
- \_\_\_\_\_ I understand that I must provide my state and federal employee tax numbers and payroll records to Taos County, upon request.
- \_\_\_\_\_ I understand that I must withhold and report all state and federal taxes, including social security taxes from the wages I pay to my employee(s).
- \_\_\_\_\_ I understand that if I do not carry Workers' Compensation Insurance, I may be financially responsible if any of my employees are injured while working on my premises. The financial liability will include employee(s) for whom I may not be required to carry Workers' Compensation Insurance or injured workers hired by a subcontractor I subcontract, who does not carry his/her own Workers Compensation Insurance.
- \_\_\_\_\_ I fully understand that I must call for each and every required inspection, except those inspections permitted by my subcontractor(s). I shall make the premises accessible to all inspectors.
- \_\_\_\_\_ I understand that if an inspection results in a cited code violation, such violation must be cured within ninety (90) days. Failure to correct is a violation of CID rules and may result in disciplinary action.
- \_\_\_\_\_ I understand that for new construction all appropriate inspections, including the final inspection must be passed by the inspector in order to obtain a Certificate of Occupancy. The Certificate of Occupancy must be issued prior to my occupation.
- \_\_\_\_\_ I understand that if I occupy my home (or addition) prior to a final inspection, no Certificate of Occupancy shall be issued. Failure call for a final inspection or obtain a Certificate of Occupancy shall result in a permanent record of such failure which may present issues in the future if I desire to refinance or sell my home.
- \_\_\_\_\_ I understand the Certificate of Occupancy shall state my home (or addition) was built under a Homeowner's Permit.
- \_\_\_\_\_ I understand that if I am building my own home and during the process of building, I decide not to own and/or occupy the home when it is completed, I am no longer eligible for the Homeowner's Permit. At that time, I shall immediately notify Taos County who shall cancel my Homeowner's Permit and I shall hire a licensed contractor to complete the work.
- \_\_\_\_\_ I understand that if I don't require each of my subcontractors to obtain their own permits, each of their contractor's bonds will not cover the work performed and I will have limited remedies available to me through Taos County and Constructions Industries Division and/or the Construction Industries Commission. Because I have assumed the responsibility for this project that would normally have been assumed by a licensed contractor. I also assume all liabilities as to this project.
- \_\_\_\_\_ I understand that if I do not want to be responsible for the quality and completion of all work on my home and for compliance with all building standards, codes and construction requirements, I should not obtain a Homeowner's Permit but rather I should hire a licensed general contractor to be responsible for all work.

\_\_\_\_\_ I understand that my remedies for code violations are limited to the permitted work of my subcontractors who obtain permits and inspections as I have assumed responsibility as prime contractor for the project at my primary residence.

\_\_\_\_\_ I acknowledge that I must submit the appropriate completed permit application and comply with all the conditions, requirements, documents and plan submittals listed in the "Building Permit Guide for Residential Construction", which is being provided with this document. I have reviewed this Building Permit Guide for Residential Construction and understand and accept all the included responsibilities.

I, \_\_\_\_\_, stipulate, acknowledge and certify that I have read each of the above statements and I understand each requirement, responsibility and liability that accompanies a Homeowner's Permit. I agree to be bound by all applicable laws, regulations, codes, standards, requirements and responsibilities. I understand that I must obtain separate permits to self-perform general building, plumbing, and/or electrical work. I understand I am required to substantiate my plumbing and/or electrical knowledge to the satisfaction of the Construction Industries Division. I further understand that I cannot perform HVAC or mechanical work pursuant to a homeowner's permit. If I subcontract a licensed contractor to any portion of this project, the contractor will apply for his/her own portion of the work and ensure all inspections are conducted.

\_\_\_\_\_  
*Signature of Homeowner must be signed and acknowledged before a Notary Public.*

**SWORN AND ACKNOWLEDGED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_



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



**APPLICATION FOR HOMEOWNER BUILDING PERMIT**

**OFFICE USE ONLY**

<b>Date Issued</b>	<b>Approved By</b>	<b>FEE:</b> \$ _____	<b>Type of Const.</b>	<b>Occupancy</b>	<b>Building Permit No.</b>
--------------------	--------------------	-------------------------	-----------------------	------------------	----------------------------

**SECTION I**

PROPERTY OWNER: \_\_\_\_\_ Main Phone: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Alt Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 \_\_\_\_\_ City, State, Zip

**SECTION II**

ARCHITECT/ENGINEER NAME: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 \_\_\_\_\_ License #: \_\_\_\_\_  
 \_\_\_\_\_ City, State, Zip

**SECTION III**

**PHYSICAL ADDRESS/LOCATION:** \_\_\_\_\_  
 (Must have a house or street number assigned by the Taos County Planning Department)

Directions to Building Site \_\_\_\_\_  
 \_\_\_\_\_

**SECTION IV**

**CONSTRUCTION MATERIAL:** \_\_\_\_\_

**VALUATION OF PROJECT:** \$ \_\_\_\_\_

**PROJECT TYPE:**     New Building         Addition         Alteration

**DESCRIPTION:**     Single Family Residential     Carport     Garage     Storage

**PROJECT FLOOR AREAS (in square feet):**    Heated Area: \_\_\_\_\_    Porches: \_\_\_\_\_    Basement: \_\_\_\_\_

Storage: \_\_\_\_\_    Carport: \_\_\_\_\_    Garage: \_\_\_\_\_

Homeowner work to be self-performed:        **NOTE: Electrical & Plumbing work are not included in this application. Must apply with CID.**

Footing/foundation/Slab	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Framing	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Insulation	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Drywall	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Exterior Finish	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Roofing	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Windows	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Doors	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A
Millwork	<input type="checkbox"/>	Self-Performed	<input type="checkbox"/>	Subcontracted	<input type="checkbox"/>	N/A

**SECTION VI**

**Owner Number:** \_\_\_\_\_ **Property Code Number:** \_\_\_\_\_ **Community:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot No.:** \_\_\_\_\_ **Block No.:** \_\_\_\_\_

**Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Section:** \_\_\_\_\_

## 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: \_\_\_\_\_

## 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. 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
- Signed Instructions for Obtaining a Homeowner Permit
- Completed Homeowner's Responsibilities and Liabilities Form
- Completed Residential Zoning Clearance Permit Application with original signatures and all required documents
- Plans must be illustrated and clearly legible on a minimum paper size of 11" x 17" or maximum paper size of 24' x 36" with minimum dimensions of  $\frac{1}{4}" = 1'$ . 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:

### 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 ½" 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 and provide overall dimensions and locations of all structural elements and openings
- Provide 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 a design professional seal, the seal must be signed and dated on every page and original signatures must be submitted



# BUILDING PERMIT GUIDE FOR RESIDENTIAL CONSTRUCTION

TAOS COUNTY PLANNING DEPARTMENT

105 Albright Steet, Suite H Taos, NM 87571

(575)737-6452 [www.taoscounty.org/420/Building-Permit-Information](http://www.taoscounty.org/420/Building-Permit-Information)

**TO REQUEST A BUILDING PERMIT IT IS CRITICAL THAT THE APPLICANT BE VALIDLY LICENSED WITH THE APPROPRIATE LICENSE CLASSIFICATION THAT COVERS THE WORK FOR WHICH A PERMIT IS REQUESTED.**

## WHEN BUILDING PERMITS ARE REQUIRED

Except as specified in 14.5.2 NMAC, Permits, no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a permit has first been obtained.

## WHEN BUILDING PERMITS ARE NOT REQUIRED

(Refer to Section R105.2 of the IRC except as provided below)

1. One story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
2. Retaining walls that retain less than 36 inches of unbalanced fill, and have a total height equal to or less than 6 feet from top of wall to bottom of footing. Retaining walls supporting a surcharge load or impounding class I, II, or II-A liquids are not exempt from permit.
3. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
4. Sidewalks and driveways no more than 30 inches above adjacent grade and not over any basements or story below.
5. Painting, wallpapering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Prefabricated swimming pools that are less than 24 inches deep.
7. Swings and other playground equipment accessory to one or two-family dwellings.
8. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
9. Decks not exceeding 120 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4 Vertical egress of the IRC.

## PERMIT APPLICATION DATA

To obtain a building permit, the applicant shall fill out an APPLICATION FOR BUILDING PERMIT. Applicant must list property owner's name and address, contractor's company name, address and license number (if applicable), architect's and/or engineer's name, address and license number (if applicable), specific use of building, project address, written directions to the site, description of work, construction material, and total square footage. The qualifying party for the licensed contractor requesting the permit or the homeowner requesting a homeowner construction permit must sign the application.

To obtain a permit for building, altering, repairing or improving a homeowner's primary residence, the homeowner must also read and sign the INSTRUCTIONS TO OBTAIN A HOMEOWNER PERMIT, and read and sign and notarize the HOMEOWNER'S RESPONSIBILITIES FORM. **A homeowner's permit may not be used to permit a project where a GB-2 or GB-98 contractor is acting as a general contractor on the project. Any contractor acting as a general contractor on a project where there is a homeowner's permit must obtain a building permit for his work, and shall be held responsible for any work performed at this site. Further, licensed subcontractors will be held responsible for their work, which also must be permitted separately.** A homeowner may not perform electrical, plumbing or mechanical work unless the homeowner applies for and passes the required CID exam for such work. Call (505) 476-4869 for more information on the homeowner electrical and plumbing permit process.

## ZONING APPROVAL

You must submit the RESIDENTIAL ZONING CLEARANCE PERMIT APPLICATION with your APPLICATION for BUILDING PERMIT, along with all required documentation. Incomplete applications will not be accepted.

## VALUATION AND FEES

Valuation of your project is based on the signed contract between the project owner and contractor and New Mexico Construction Laws. To obtain a permit submission of the signed contract between the project owner and contractor is required. The fee, which covers plan review, the permit, and certain required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. Before the permit can be issued, you must successfully make payment.

If you are applying for a homeowner construction permit, our office will calculate the valuation based on established valuation tables and calculate the valuation and fee for you.

## PLAN SUBMISSION

Submit two complete sets of plans with a minimum dimension of 1/4"=1', on paper that is at least 11"x17" and must be sufficiently clear to show the project in its entirety. The following is a minimum standard of required drawings for review for new residential construction, additions, and remodels (also see required submittals on building permit application). This can be used as a checklist when preparing your submittals:

1. **SITE PLAN.** Show the proposed new structure(s) and any existing buildings or structures on the site, including existing adjacent structures within 10 feet of any adjacent property lines, and north arrow. 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 (i.e., lakes, rivers, streams, irrigation ditches, ponds, intermittent arroyos)
2. **FOUNDATION PLAN.** Indicate size, location and depth below grade of all footings, piers, and stem walls, showing the size, thickness of materials and strength of concrete and steel reinforcements. 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.
3. **FLOOR PLAN.** Show all floors including basements. Label all the rooms, provide overall dimensions, and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. Locate smoke detection and carbon monoxide alarms. List the square footage for all heated spaces, garages, carports, decks, and porches.
4. **FLOOR & ROOF FRAMING PLANS.** 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. The sealed trusses engineered specifications must be submitted with the drawings when applying for permit. The manufacturer's instructions on placement and attachment of all wood trusses must be at the job site for the building inspector's review.
5. **ROOF PLAN.** Indicate roof slope and roofing material to be used.
6. **DETAILS.** Include typical interior and exterior wall sections showing floor, wall and ceiling type, size, spacing and insulation required by the NM Residential Energy Conservation Code. Show footing and foundation depth and dimensions; detail anchor bolt size and spacing, and spacing of steel reinforcement in masonry and 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 prefabricated unit, the manufacturer's installation instructions must be at the job site for the building inspector's review.
7. **ELEVATIONS.** Show all views. Show all vertical dimensions and heights and all exterior details of all improvements. Show all opening and identify materials and show lateral bracing where applicable.
8. **RESIDENTIAL ENERGY CONSERVATION CODE.** The 2021 Residential Energy Conservation Code, 14.7.6 NMAC, shall be complied with for all residential structures. Drawings must detail energy conservation code requirements, including sample worksheets, is available, as well as one-page compliance sheets. The building official is permitted to approve specific computer software, work sheets, compliance manuals and other similar materials.

## SPECIAL CONDITIONS

1. **ADDITIONS.** In addition to the above requirements, the floor plan shall also show all existing rooms, doors and windows that will adjoin the addition. Provide distances on all sides of the addition to property lines and existing structures. Ensure that an existing sleeping room's sole means of egress to the exterior is not blocked by the addition.

2. **ALTERATION/REPAIR.** When performing alterations and repairs to an existing residence without performing structural changes, two sets of lists outlining work to be performed and materials to be used will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Pollution Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information.
3. **RELOCATED RESIDENCE.** When relocating an existing residence to new site, the structure will be considered new construction and must comply with all current applicable codes. Submittal shall reflect all the requirements listed under PLAN SUBMITTAL above.
4. **DEMOLITION.** Pictures of the structure to be demolished will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Pollution Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information. All projects including removal or handling of asbestos containing material must include verification of compliance with Air Pollution Control Bureau requirements.
5. **ALTERNATIVE METHODS AND MATERIALS.** Utilizing alternative methods and materials (other than masonry, wood frame, adobe and rammed earth construction) requires submission of the CERTIFICATION FOR ALTERNATIVE METHODS AND MATERIALS FORM with the application for building permit. It is your responsibility to ensure that the certification is recorded with the Taos County Clerk's Office.

#### REQUIRED INSPECTIONS.

TO REQUEST AN INSPECTION PLEASE CALL 575-737-6448. Inspections are conducted within 2-4 working days, Monday – Thursday, 8am -5pm.

1. **FOOTING/FOUNDATION INSEPTION.** To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards; the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.
2. **CONCRETE SLAB or UNDER-FLOOR INSPECTION.** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor. R-5 rigid insulation is required throughout the entire under-slab when radiant floor is installed. R-Foil (bubble wrap insulation) will no longer be accepted. Pay close attention to spacing of anchor bolts when floor framing is utilized as cuts, notches and holes bored into engineered wood products are prohibited.
3. **FRAME INSPECTION.** To be made after the roof, all framing, fire blocking, and bracing is in place and all pipes, chimneys and vents are complete. Rough-in electrical, and plumbing/mechanical top-out inspections must be conducted prior to calling for a frame inspection.
4. **INSULATION INSPECTION.** To be made after all insulation has been placed into wall and ceiling cavity. All batt insulation must be properly secured with staples. If utilizing blown-in insulation an insulation report showing the thickness of insulation blown-in and total R-Value for walls and ceiling cavity must be available at time of the inspection.
5. **WEATHER-RSEISTIVE BARRIER INSEPTION.** To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.
6. **FINAL INSPECTION.** To be made after finish grading and the building is completed and ready for occupancy. Final electrical, and plumbing/mechanical inspections must be conducted prior to the final inspection. A final inspection from the New Mexico Environment Department must also be conducted for all septic systems. If your property is located within a high designated area within the Wildland Urban Interface area, a final inspection must also be conducted by the WUI Coordinator prior to calling in the final inspection to the building official. A Certificate of Occupancy will be issued to the contractor if all inspections have passed.
7. **OTHER INSEPTIONS.** In addition to the called inspections specified above, the building official may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws, which are enforced by the Taos County. The prime contractor is responsible for coordinating all inspections including plumbing, mechanical and electrical inspections.

#### WHEN PROFFESIONAL SEALS ARE NOT REQUIRED

The following construction projects do not require the seal of an architect and/or engineer unless the building official determines such seal is necessary to protect public life, safety, and welfare:

1. Single family dwellings not more than 2 stories in height.
2. Multiple dwellings not more than 2 stories in height containing not more than 4 dwelling units of wood-frame construction; provided this paragraph shall not be construed to allow a person who is not registered under the Architectural Act to design multiple clusters of up to 4 dwelling units each to form apartment or condominium complexes where the total exceeds 4 dwelling units on any lawfully divided lot.
3. Garages or other structures not more than 2 stories in height which are appurtenant to buildings described above.
4. Nonresidential buildings, as defined in the current adopted code, or additions not more than 2 stories in height.
5. Alterations to buildings or structures which present no unusual conditions, hazards, change of occupancy, or code violations.

#### WHEN PROFESSIONAL SEALS ARE REQUIRED

Plans and specifications for the following construction methods shall be prepared and sealed by a New Mexico Registered Architect or Structural Engineer:

1. Construction utilizing steel studs, structural steel members (red iron) and/or steel pipe.
2. All prefabricated, pre-manufactured and component structures.
3. Residential Construction utilizing a wood foundation
4. Retaining walls that retain less than 36" of unbalanced fill, and have a total height equal to or less than six feet from top of wall to bottom of footing. Retaining walls supporting a surcharge load or impounding class I, II, or III-A liquids are not exempt from permitting.
5. A second story addition to an existing first story (unless proof of previous Taos County approval shows current construction will support additional second story load).
6. Residential construction utilizing an alternate material, design or method in construction.
7. Project that was found to be in violation (i.e. not obtaining a building permit prior to commencement of construction).
8. Tiny homes not built in New Mexico. All Wheels and axels must be removed, and home must be placed on a permanent foundation.
9. Foundations for all modular homes

#### CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until a Certificate of Occupancy has been issued.

#### APPLICABLE CODES

The following codes have been adopted by the State of New Mexico:

- 2021 NM (International) Commercial & Residential Building Code
- 2021 NM Existing Building Code
- 2021 NM Residential and Commercial Energy Conservation Code
- ICC/ANSI A117.1 – 2017
- 2021 NM Earthen Building Materials Construction Code
- 2021 NM Historic Earthen Buildings
- 2012 NM Solar Energy Code
- 2021 NM Plumbing Code
- 2021 NM Mechanical Code
- 2012 NM Swimming Pool, Spa and Hot Tub Code
- 2020 NM Electrical Code
- 2012 NM Electrical Safety Code
- For a complete list of all adopted codes go to:  
[www.rld.nm.gov/construction-industries/rules-law-and-building-codes/](http://www.rld.nm.gov/construction-industries/rules-law-and-building-codes/)

#### CONTRACTOR LICENSE LOOK-UP

A license "view only" website has been developed at [www.publi.psiexams.com](http://www.publi.psiexams.com) This site includes the names, address and telephone numbers of licensed contractors and their license classification. It also includes information on licensing and required qualifications for license examination.