



BUILDING PERMIT GUIDE FOR COMMERCIAL CONSTRUCTION

TAOS COUNTY PLANNING DEPARTMENT BUILDING DIVISION

105 Albright Street Suite H, Taos, NM 87571

(575) 737-6440 www.taoscounty.org/420/Building-Permit-Information

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

PERMIT APPLICATION DATA

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

ZONING APPROVAL

You must submit obtain zoning approval before applying and for the building permit. Copy of zoning approval letter will be required to be submitted along with all required documentation. Incomplete applications will not be accepted.

VALUATION AND FEES

The valuation of your project is based on the signed contract between the project owner and contractor and NM 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.

PLAN SUBMISSION

Submit two complete sets of plans with a minimum dimension of $\frac{1}{4}'' = 1'$, 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 commercial construction, additions, and remodels (also see required submittals on building permit application). This can be used as a checklist when preparing your submittals:

I. Cover Sheet

- A. Project identification
- B. Project address and location map
- C. All design professional identified
- D. The principal design professional (the professional responsible for project coordination) must be identified.
- E. Applicable Codes annotated on cover sheet
- F. Design Criteria list:
 - I. Type of building construction (IBC Chapter 6)
 - II. Square Footage area of each floor or wing and total building square footage
 - III. Group or use and occupancy (IBC Chapter 3) including mixed occupancies if applicable
 - IV. Occupant load (IBC Chapter 10, Table 1004.1.2)
 - V. Allowable area calculations
 - VI. Exiting requirements
 - VII. Plumbing fixture requirements based on IBC Chapter 29
 - VIII. Fire suppression systems
 - IX. Height and number of stories
 - X. Land use zone
 - XI. Location of property
 - XII. Seismic location

2. **Site Plan.** Show the proposed new structure(s) and any existing buildings or structures on the site, all 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 all required parking per NM Building Code, including accessible parking, access aisles, and ramps per ANSI. Show drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate, include a topographical survey. Show north arrow.

3. **Foundation Plan.** Show all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report, including soil-bearing capacity, for the proposed structure at that site.

4. **Floor Plan.** Show all floors including basements. Show all the rooms, with their use, overall dimensions, and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, door label ratings, area and occupancy separations, and draft stops shall be shown. Include exiting requirements.

5. **Floor & Roof Framing Plans.** Show all structural members, their size, methods of attachment, location, and materials.

6. **Roof Plan.** Indicate roof slope and roofing material to be used.

7. **Commercial Energy Conservation Code.** The 2021 Commercial Energy Conservation Code, 14.7.9 NMAC, shall be complied with for all commercial structures. When required, an inspection checklist documenting the building component characteristics of the proposed design as specified in Table C407.5.1(1) shall be submitted.

8. **Exterior Elevations.** Show all views. Show all vertical dimensions and heights. Show all opening and identify materials and show lateral bracing where applicable.

9. **Building Sections and Wall Sections.** Show & label materials of construction, non-rated assemblies, and fire-rated penetrations. Show dimensions of all heights.

10. **Mechanical System.** Show the entire mechanical system. Include 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. Please note: All fire suppression system submittals shall be reviewed and approved by the Fire Marshall having jurisdiction (Town of Taos of Taos County Fire Marshall) Plans shall be reviewed and approved by the Fire Marshall prior to submitting to Taos County for building permit. All mechanical systems shall be reviewed and approved by the CID Plumbing & Mechanical Bureau. Plans shall be reviewed and approved by CID prior to submitting to Taos County for building permit. All Energy Code calculations submitted shall comply with the requirements of the 2021 NM Energy Conservation Code. See 14.5.2.10 L NMAC regarding submittal documents.

11. **Plumbing System.** Show the entire plumbing system including pipe riser elevations, fitting placement, and direction of flow and fixture locations. Please 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. Please note: All plumbing systems shall be reviewed and approved by the CID Plumbing & Mechanical Bureau. Plans shall be reviewed and approved by CID prior to submitting to Taos County for building permit.

12. **Electrical System.** Show electrical riser diagrams, all electrical fixtures (interior, exterior, and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current, load calculations, and fixture schedules. Show lighting calculations and point of connection to utility. All electrical systems shall be reviewed and approved by the CID Electrical Bureau. Plans shall be reviewed and approved by CID prior to submitting to Taos County for building permit.

13. **Structural Calculations.** Where required, provide structural calculations for the entire structural system of the project. Include wind, roof, and floor design loads.

14. **Specifications.** Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes, and all pertinent equipment. Schedules may be incorporated into a project manual in lieu of drawings.

15. **Addenda and Changes.** It shall be the responsibility of the individual identified on the cover sheet as the prime design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations, and other appropriate documents prior to actual construction.

16. **Revisions.** For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.

REQUIREMENTS FOR PROFESSIONAL SEALS

When any professional seal is required for a building permit, every standard page of the construction documents must bear a professional seal with original signature and date, certifying professional responsibility for every aspect of the project. Referenced serial drawings do not require a seal.

SINGLE SEAL REQUIREMENT

The single seal of either a NM registered engineer or architect meets the requirement for professional certification on projects that do not exceed a construction valuation of \$600,000.00 and do not exceed an occupant load of 50 Nonresidential buildings, as defined in the 2021 NM Commercial Building Code, or additions having a total occupant load of 10 or fewer and not more than 2 stories in height, which shall not include E-3, H, or I occupancies, will not require the seal of either an architect or engineer, unless CID determines such seal is necessary to protect public life, safety, and welfare.

Plans, specifications, and calculations stamped by an Electrical Engineer licensed to practice in NM shall be required for any installation with a calculated service capacity over 100 kVA single-phase or over 225 kVA three-phase. Or if the project value is greater than \$600,000. This requirement shall NOT apply to remote installations such as irrigation pumps.

Plans specifications, and calculations stamped by a Mechanical Engineer licensed to practice in NM may be required on mechanical permits of \$200,000.00 or more in value and/or commercial buildings 3 stories or higher.

MULTIPLE SEALS REQUIREMENT

The professional seal of both an architect and an engineer (or engineers) are required on projects with either a construction valuation greater than \$600,000.00 or a total occupant load greater than 50. Occupant load shall be in accordance with Table 1004.1.2 of the International Building Code as referenced in the 2021 NM Commercial Building Code.

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 INSPECTION.** 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.
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-RESISTIVE BARRIER INSPECTION.** 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 NM Environment Department must also be conducted for all septic systems, as well as a final inspection from the Fire Marshall having jurisdiction. 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. At final inspection with the building official, a Planner will also inspect to ensure that all conditions of approval for the zoning permit have been met. A Certificate of Occupancy will be issued to the contractor if all inspections have passed.
7. **OTHER INSPECTIONS.** 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.

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.

COMMERCIAL RENOVATION

When performing renovations to a commercial building, 2 sets of plans are required which shall include an existing floor plan and a proposed floor plan, both complying with the requirements above. If you suspect this work will entail the handling of asbestos containing materials, call the Air Pollution Control Bureau at 1-800-224-7009 at least 10 days in advance for information regarding the handling of asbestos containing materials. All projects including the removal or handling of asbestos containing material must include verification of compliance with Air Pollution Control Bureau requirements.

COMMERCIAL 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.

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 – 2009
- 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/

ACCESSIBILITY

Accessibility requirements are detailed in Chapter 11, Accessibility of the NM Building Code, and supersede Chapter 11.11 of the International Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1-2017 “Accessible and Usable Buildings and Facilities”.

CONTRACTOR LICENSE LOOK-UP

A license “view only” website has been developed at 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.