



TOWN OF TAOS BUILDING PERMIT APPLICATION



Date: _____ Zone: _____ Building Permit No. _____

SECTION I

For a residential project, a homeowner may complete this section if homeowner is building without a contractor. For a commercial project, a licensed contractor MUST complete this section.

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

Contractor Company Name: _____ License expiration date: _____
APPLICANT NAME: _____ State License #: _____
MAILING ADDRESS: _____ Main Phone #: _____
_____ Alt. Phone #: _____
City, State, Zip

SECTION II

PROPERTY OWNER: _____ Phone # (h): _____
MAILING ADDRESS: _____ Phone # (w): _____
_____ Phone # (c): _____
City, State, Zip

SECTION III

ARCHITECT/ENGINEER
COMPANY NAME: _____
MAILING ADDRESS: _____ Phone #: _____
_____ License #: _____
City, State, Zip

SECTION IV

PHYSICAL ADDRESS/LOCATION: _____
(Must have a house or street number assigned by the Town of Taos Planning Department)

- PROJECT TYPE:** New Building Retaining Wall Addition Alteration
- DESCRIPTION:** Single Family Residential Multi-Family Residential Multi-Tenant Duplex
 Condominium Commercial Industrial/ Manufacturing Mixed Use Other _____
- 2a. EXPLANATION _____
- 2b. For Commercial Projects, State the Name of the Business: _____
3. WILL THIS PROJECT REQUIRE CONNECTIONS TO TOWN UTILITIES? Yes No
4. **PROJECT FLOOR AREAS (in square feet):** _____ Heated Area _____ Porches _____ Basement
_____ Storage _____ Carport _____ Garage _____ Other (Explain): _____
5. CONSTRUCTION MATERIAL: _____
6. CONSTRUCTION VALUATION OF PROJECT: _____

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. 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.

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 THE TOWN OF TAOS LAND USE DEVELOPMENT CODE "APPENDIX A - APPLICATION FEES." THIS IS A NON-REFUNDABLE FEE.
2. 65% OF THE BUILDING PERMIT FEE IS REQUIRED AT TIME OF SUBMITTAL. THIS IS A NON-REFUNDABLE FEE.
3. A \$35.00 FEE WILL BE IMPOSED ON ALL APPLICATION REQUIRING A NEW 911 ADDRESSES
4. AN ADDRESSING REVIEW FEE of \$10.00 will be applied to all zoning and building applications.
5. OTHER BUILDING AND ZONING FEES MAY APPLY DEPENDING ON THE TYPE OF PROJECT.
6. A FEE OF \$47.00 WILL BE CHARGED FOR ALL RE-INSPECTIONS.
7. WHEN THE PROJECT IS COMPLETED A FINAL INSPECTION PACKET MUST BE SUBMITTED IN ORDER TO OBTAIN A CERTIFICATE OF OCCUPANCY. IF THE FINAL INSPECTION PACKET IS COMPLETE AND ALL DEPARTMENTS HAVE APPROVED THE RELEASE OF A CERTIFICATE OF OCCUPANCY, THEN THE CERTIFICATE OF OCCUPANCY WILL BE ISSUED WITHIN 2 WORKING DAYS.
8. Final approval for a Certificate of Occupancy for any structure or building erected or repaired shall be withheld until permanent and proper structure numbers have been posted in accordance with the requirements of the 911 addressing ordinance.



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.

REQUIRED SUBMITTALS:

- Completed Town of Taos Building Permit Application with original homeowner or contractor signatures
- Completed Homeowner's Responsibilities Form (for homeowners projects only) with original signatures
- Completed Residential Land Use Application (for all residential projects only)
- Completed Site Threshold Assessment Form (for commercial, industrial, & large scale residential projects only)
- Septic Tank and Well Permit or the completed Town of Taos Water/Sewer Hookup Application
- Warranty deed with legal description or a Notice of Valuation obtained from the Taos County Assessor's office
- Vicinity Map
- 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"
- Any construction within 150 feet from the centerline of an established arroyo shall require a Drainage Plan prepared by a Registered Licensed NM Engineer

3 COMPLETE SETS OF PLANS TO INCLUDE THE FOLLOWING:

SITE PLAN

- Accurate true north arrow and minimum scale of one-inch equals twenty feet (1:20)
- Surveyed boundaries with legal descriptions of all property included in the development
- Location, size, arrangement, and use of all proposed structures, buildings, and development
- Distance of each structure to each property line in feet (setbacks)
- Location, design, and size of any proposed or existing signs, fences, and walls
- Location and description of all existing overhead and underground easements on the property and within 300 feet of the property, noting purpose and grantee of the easement
- Location of existing and proposed underground and overhead public utilities including but not limited to sewer, water, electrical lines telephone lines, cable, etc.
- Locations and size of all watercourses, drainages, etc. (arroyos, ditches, rivers)
- Documentation that all acequia right-of-ways shall be respected with locations indicated
- Landscape treatment, including existing trees and shrubs

FOUNDATION PLANS

- Indicate size, location and depth below grade of all footings, piers and stem walls
- Indicate the size and spacing of all steel reinforcements

FLOOR PLANS

- Show all rooms and indicate all uses (living room, bathroom, bedroom, etc.)
- Location, size, and type of windows and doors
- Label all smoke detection devices

FRAMING PLANS

- Size, spacing and spans of joists, girders, rafters and headers with wood products specified
- Truss details showing method of attachment to columns, walls, etc. including manufacturer's shop drawings with anchoring methods

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 in accordance with the design standards of Section 5-3 of the Land Use Development Code
- Indicate building height

ADDITIONAL REQUIREMENTS FOR ALL COMMERCIAL, INDUSTRIAL, AND LARGE SCALE RESIDENTIAL PROJECTS, (MUST ALSO SUBMIT 3 COPIES)

SITE PLAN

- Arrangement & dimensions of all spaces to include ADA, and location of ingress/egress & circulation aisles in the parking area
- Location, size, and names of public & private streets & parking areas, public right-of-way, alleys, walkways, & trails on the property
- Location and description of public facilities including proposed schools, dedicated open spaces, and park sites
- Existing improvements on adjacent properties within 300 feet of the proposed development
- Location and size of landscaped areas including a description of existing and significant vegetation and other environmental features
- Description of existing method of treatment or correction of flooding or erosion problems

TOPOGRAPHICAL FEATURES

- Existing topography with elevation contour lines at a maximum of two-foot intervals
- Areas subject to inundation and proposed method of treatment or correction of flooding problems
- Proposed Grading and Drainage Plans, including locations of all existing drainage areas, water bodies, watercourses, floodways, flood fringes, floodplains and proposed water and erosion control structures affecting the property and/or affected by improvements to be constructed on the property

GRADING AND DRAINAGE PLAN

- Must comply with the Town of Taos Storm Drainage & Flood Damage Prevention Ordinances and any other applicable ordinances
- Registered Licensed NM Engineer's certification along with the Engineer's signed and dated seal
- Scale and accurate true north arrow
- Floodway Map
- Offsite topography map of upstream basins contributing flows to the site
- Fencing Statement
- Calculations and details for all proposed hydraulic structures
- Hydraulic Analysis
- Erosion Protection
- Reference to all supplemental reports, calculations, and attachments on the plan
- Road maintenance agreement
- Grading shall be indicated by showing existing and proposed contours
- Cut or fill slopes shall be shown and differentiated by shading, tone color or line weight
- Show the ratio of horizontal to vertical measurement for cut and fill slopes
- Areas of severe soils for the intended use shall be clearly shown

LANDSCAPING PLAN

- Must comply with Chapter 15.12 of the Town of Taos Municipal Code (Landscaping Regulations)
- Minimum scale of one inch per twenty feet (1:20)
- Accurate true north arrow
- Locations, size, surface materials, and color of all structures, parking areas and other man-made elements
- Grading Plan showing the existing and final elevations
- Location, type, and size of existing plants and materials
- Location, type, and quantity of proposed plants and other materials at ¾ mature size in appropriate relation to scale
- Common and botanical names must be identified next to all plant materials or by a clearly understandable legend
- Type and location of proposed irrigation system
- Estimated date for completion of installation of plantings and finished materials
- Estimated cost of materials and installation of the landscaping materials
- Graphic quality must be equal to standard architectural and engineering practices

OTHER REQUIREMENTS

- 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 (condominium ownerships are considered 1 project) Refer to New Mexico Board of Examiners for the correct requirements.
- 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)
- Construction Industries Division Mechanical and Electrical approved plan review (2 original red stamped sets) (for commercial projects only)
- Traffic impact study by a registered licensed NM professional is required for any land use development as determined by the Site Threshold Assessment Form (STH)
- DOT Driveway Permit for projects with access to a state highway
- Must comply with Chapter 15.16 of the Town of Taos Municipal Code (The Solar Rights Regulations)
- Must comply with Ordinance 99-02, as adopted by the Town Council (The Dark Skies Ordinance)
- Must comply with Chapter 15.08 of the Town of Taos Municipal Code (The Sign Code)
- Must comply with the Public Works Standard Manual of the Town of Taos
- Submit Plans in Digital Format on CD Disk (for GIS Planner)

ORDER OF PLANS

EACH SET OF PLANS MUST BE SUBMITTED IN THE FOLLOWING ORDER:

- Site plan
- Grading & drainage plan
- Landscape plan
- Foundation plan
- Floor plan
- Framing Plan
- Roof Plan
- Elevations
- Electrical Plans & Mechanical Plans

