



## BUILDING DIVISION

### NEW RESIDENTIAL /ADDITIONS/ACCESSORY STRUCTURES -PERMIT APPLICATION CHECK LIST-

Project Type (check one):

- New Residential Construction
- New Residential Addition
- New Residential Accessory Building
- (check when read) Please Note: **ALL WORK NEEDS INSPECTED**; A **MINIMUM** OF 24 HOURS IS REQUIRED FOR AN INSPECTION NOTIFICATION; THERE IS A **MINIMUM** OF ONE (1) WEEK ON PLAN REVIEW

Applicable Building Codes:

- 2015 NM Commercial & Residential Building Code
- 2015 International Residential Code
- 2015 International Building Code
- 2015 International Existing Building Code
- 2009 NM Energy Conservation Code
- ICC/ANSI A117.1-2009 Accessible and Usable Buildings and Facilities
- 2015 NM Plumbing and Mechanical Code
- 2015 Uniform Mechanical Code
- 2015 Uniform Plumbing Code
- 2017 National Electric Code
- 2017 NM Electrical Code
- 2012 Uniform Solar Energy Code
- 2012 NM Swimming Pool, Spa and Hot Tub Code
- 2017 NFPA 58
- 2015 NFPA 54

Please provide the following items below for plan review where applicable:

NOTE: Use this check list for One-and Two-family Dwelling, Townhouses and Accessory structures. More than Two-Family dwellings (i.e. apartments) use commercial plan application check list. Also note, detached storage sheds and/or garages are regulated as "Residential Accessory Structures". All others (i.e. homes, habitable pool houses, mother in-law suites, etc....) are regulated as New Residential.

**General** – All Plans Shall Include at Minimum:

- \_\_\_\_\_ 1. Two (2) sets of drawings minimum (18" x 24") or larger.
- \_\_\_\_\_ 2. Scale on all sheets/details.
- \_\_\_\_\_ 3. (Heated and Unheated) square footage.

**Site Plan**

- \_\_\_\_\_ 1. Address of proposed structure as assigned by San Juan County, City of Bloomfield or City of Aztec.
- \_\_\_\_\_ 2. Show dimensions of lot or tract.
- \_\_\_\_\_ 3. Show North Arrow and Scale.
- \_\_\_\_\_ 4. Show and label all easements on the property to be developed. Provide width of easements.
- \_\_\_\_\_ 5. Show and label all structures. Indicate distances to property lines and distances between existing and proposed structures.

**Building Plans**

- \_\_\_\_\_ 1. Footing and Foundation plan with interior footings shown. (Rebar size & spacing indicated).
- \_\_\_\_\_ 2. Floor plan with the use of each room or space clearly indicated, location of windows, doors and interior partitions.
- \_\_\_\_\_ 3. Typical load bearing wall detail or post and beam sizes and spacing.
- \_\_\_\_\_ 4. Roof and floor framing (material, size, spacing, span, engineered truss drawings.)
- \_\_\_\_\_ 5. Elevations----Front, side and rear
- \_\_\_\_\_ 6. Foundations exceeding greater than 60 ft must be structural engineered
- \_\_\_\_\_ 7. Residential Energy Code Compliance Form
- \_\_\_\_\_ 8. Roofing systems and manufacturers specifications
- \_\_\_\_\_ 9. Planning/Zoning Approvals (City of Aztec or City of Bloomfield)
- \_\_\_\_\_ 10. Flood Plain approval
- \_\_\_\_\_ 11. Structural Drawings or Letter of Certification from the MBM for minimum structural design loads.

Applicant's Name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Applicant's Phone Number (s): \_\_\_\_\_

Owner(s) name: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_

**NOTE:**            **Contact the New Mexico Environmental Department  
(505-566-9741) for confirmation that your project will accommodate a private  
sewage disposal system**