



BUILDING DIVISION

NEW RESIDENTIAL /ADDITIONS/ACCESSORY STRUCTURES -PERMIT APPLICATION CHECKLIST-

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-TWO (1-2) WEEKS ON PLAN REVIEW AFTER SUBMISSION OF ALL DOCUMENTS**

Please sign that you have read the above: _____

Applicable Building Codes:

2015 New Mexico Commercial & Residential Building Code
2015 International Building Code
2015 International Existing Building Code
2015 International Residential Code
2012 Solar Energy Code (IAPMO)
2018 NM Energy Conservation Code
ICC/ANSI A117.1-2009
2015 New Mexico Plumbing and Mechanical Code
2015 Uniform Mechanical Code (IAPMO)
2015 Uniform Plumbing Code (IAPMO)
2012 Uniform Swimming Pool, Spa and Hot Tub Code
2012 Uniform Solar Energy Code
2017 New Mexico Electrical Code
2017 National Electrical Code
2012 NMESC
2012 National Electrical Safety Code
Liquefied Petroleum Gas Standards
2017 NFPA 58
2012 NFPA 57
2015 NFPA 54
2010 NFPA 52
2011 NFPA 1192

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 40 ft must have structural engineering
- _____ 7. 2018 IECC 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.

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 the building official has issued a certification of occupancy as provided.

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

WHEN PROFESSIONAL SEALS ARE REQUIRED

The Construction Industries Division requires, as provided under 2015 IRC Section 106. Plans and specifications for the following construction methods 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, premanufactured and component structures.
3. Residential construction utilizing a wood foundation.
4. All retaining walls over four feet in height measured from the bottom of the footing to the top of the wall.
5. A second story addition to an existing first story (unless proof of previous approval shows current construction will support additional second story load).
6. Residential construction utilizing an alternate material, design or method in construction.

WHEN PROFESSIONAL SEALS ARE NOT REQUIRED

(New Mexico Residential Code 106.1)

The requirement for plans and specifications to be prepared by an architect and/or engineer shall not be required of the following unless, at the discretion of the building official, exception is not in the best interest of public safety or health:

- A. Single-family dwelling not more than two stories in height.
- B. Multiple dwellings not more than two stories in height containing not more than four dwelling units of wood-frame construction and provided this paragraph is not construed to allow a person who is not an architect to design multiple clusters of four dwelling units each where the total exceeds four dwelling units on each lawfully divided lot.
- C. Garages or other structures not more than two stories in height, which are appurtenant to buildings described in paragraphs A or B of this Section.
- D. Alterations to buildings or structures that present no unusual condition or hazards or change in occupancy.