



BUILDING DIVISION

NEW COMMERCIAL/ADDITION STRUCTURES PERMIT APPLICATION CHECKLIST

DATE: _____ ADDRESS: _____

LANDOWNER NAME: _____ PHONE#: _____

TRADE/BUSINESS NAME: _____ TRADE LIC# _____ EXP DATE: _____

YOUR NAME: _____ PHONE #: _____

YOUR BUSINESS EMAIL: _____

Project Type (check one):

- New Commercial Construction**
- Addition to Commercial**
- (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 TWO-THREE WEEKS ON PLAN REVIEW

Design Criteria for San Juan County

- Ground Snow Load (Pg): 30psf / *ASCE 7-10
- Wind Load - Vult
 - Category I Building: 105 mph
 - Category II Building: 115 mph
 - Category III Building: 120 mph
 - Category IV Building: 120 mph
- Frost Depth: 30 inches below grade
- Seismic: *ASCE 7-10 *American Society of Civil Engineers

Applicable Building Codes:

- | | |
|--|--|
| <ul style="list-style-type: none"> • 2015 NM Commercial & Residential Building Code • 2015 International Residential Code • 2015 International Building Code • 2015 International Existing Building Code • 2018 New Mexico Energy Conservation Code/2018 IECC • ICC/ANSI A117.1-2009 Accessibility • 2021 NM Plumbing and Mechanical Code • 2021 Uniform Mechanical Code | <ul style="list-style-type: none"> • 2021 Uniform Plumbing Code • 2015 International Fire Code • 2017 National Electric Code • 2017 NM Electrical Code • 2012 Uniform Solar Energy Code • 2012 Uniform Swimming Pool, Spa and Hot Tub Code • 2017 NFPA 58 • 2015 NFPA 54 |
|--|--|

General – ALL Plans Shall Include at Minimum:

- _____ 1. One (1) set of drawings minimum **(18” x 24”) or larger.**
“MUST be able to use Scale rule on all sheets/details”
- _____ 2. Each **PAGE** stamped and signed by the professional designer.
(SEE NOTE BELOW)
- _____ 3. Code study to include classification of building, type of construction, occupant load and allowable area.
- _____ 4. Engineering design loads for floor, snow and wind.

Site Plan

- _____ 1. Address of proposed structure as assigned by San Juan County, City of Bloomfield or City of Aztec.
- _____ 2. Show all bearings and 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.
- _____ 6. Show and label accessible parking area.
- _____ 7. Show and label site utility locations and proposed tie-in locations.
- _____ 8. Show and label fire hydrant locations.
- _____ 9. Indicate all gas well locations.

Building Plans

- _____ 1. Footing and Foundation design by New Mexico Certified Engineer (required)
- _____ 2. Structural drawings or letter of certification from the MBM for minimum structural design loads.
- _____ 3. Floor plan with the use of each room or space clearly indicated.
- _____ 4. Wall sections/details both interior and exterior.
- _____ 5. Roof and floor framing (material, size, spacing, span, engineered truss drawings)
- _____ 6. Elevations – front, side and rear.
- _____ 7. Electrical plan design criteria for all buildings must be included with the submittal documents.
(SEE NOTE BELOW)
- _____ 8. Plumbing/Mechanical design criteria for all buildings must be included with the submittal documents. **(SEE NOTE BELOW)**
- _____ 9. Accessibility detail drawings.
- _____ 10. Planning/Zoning approval if required
- _____ 11. New Mexico Energy Conservation Code designed per NMAC 14.7.6.13
- _____ 12. Flood Plain approval

PLEASE NOTE

A prime design professional will be required for any project submitted for permit to the Building Official which requires multiple professional seals (e.g., architectural, structural, mechanical, electrical, and surveying). When submittal documents are required to be prepared by a registered design professional, the permit application shall indicate the registered design professional who shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building. This design professional shall be deemed to be the “responsible design professional.” The permittee shall notify the division in writing within a reasonable period of time, not to exceed 10 business days, if the responsible design professional is changed or is unable to continue to perform the duties required.

If project exceeds \$600,000 dollars OR a total occupant load greater than fifty (50) than Seals of Multiple Professions are REQUIRED.

ELECTRICAL PROJECTS:

Any installation with a calculated service capacity over 100kva single-phase or over 225kva three-phase must be stamped by an New Mexico Certified Electrical Engineer. This requirement shall not apply to remote installations such as irrigation pumps.

MECHANICAL PROJECTS:

The AHJ may require the stamp of a professional engineer, registered in accordance with the New Mexico Engineering and Surveying Practice Act on permits for mechanical or plumbing work with a total value of \$200,000.00, or more, or for commercial buildings three stories and higher.

SPECIAL SUBMISSIONS:

The building official plan review official is authorized to require, before and after, the commencement of a project, the submission of any specification, drawing or diagram necessary to adequately and clearly show the kind, extent, and occupancy of the general building, mechanical or plumbing, and electrical work on the project that is covered by the permit issued, or that is required to be permitted under the CID rules. See Subsection C of 14.5.2.10 NMAC.