



Commercial Addition

LOS ALAMOS
where discoveries are made

Los Alamos County Community Development Department
1000 Central Avenue, Suite 150, Los Alamos, NM 87544
*Office 505-662-8120 *Fax 505-662-8363 *Email: permit.techs@lacnm.us

Application Checklist

**If not applying electronically 2 Copies of all documentation is required*

| Code Cycle: 2021 International Building Code / 2021 International Energy Conservation Code | Provided | Required | Not Applicable |
|---|----------|----------|----------------|
| Los Alamos Design Criteria (wind 90 mph, snow 30 psf, and seismic category C) | | | |
| Plan Review Fee due upon submittal | | | |
| Permit Application completed and signed | | | |
| Completed and signed notarized owner's affidavit from property owner. | | | |
| Plans require a NM Design Professional stamp (stamp required on each individual page). | | | |
| Code Analysis Including but not limited to: | | | |
| * Reference Codes * Occupancy Classification * Construction Type | | | |
| * Seismic Zone * Project Scope * Occupant Load Factor | | | |
| * Indicate whether building is sprinkled * Occupant Load Calculations | | | |
| * Fixture Count * Identify complete exiting system and path of egress | | | |
| Foundation Plan to include footing details and vapor barrier | | | |
| Wall, Floor, and Roof Framing Plans to include lumber dimensions, spacing, and spans | | | |
| Location of braced wall lines and location and detail of braced wall panels | | | |
| Existing and purposed Floor Plan Showing: Rooms Labeled, equipment, tables, etc. | | | |
| Parking Plan: | | | |
| * Access and parking related to site plan | | | |
| * Parking analysis based on proposed use | | | |
| * Width of aisle(s) | | | |
| * Parking stall dimensions | | | |
| * Handicap Parking Details including striping, signage and number of spaces | | | |
| * Path of travel from building to handicap parking spaces | | | |
| Stair Detail to include: * Rise and Run * Guard and Handrail Detail | | | |
| Elevation Drawings including heights (from grade to highest point of roof) | | | |
| Information from manufacturer on truss details including Engineer stamp (roof snow load 30psf, wind 90mph, 3 second gusts, reviewed under the 2021 IRC/IBC) | | | |
| Engineered lumber Calculation sheets required for the following: * TJI, LVL, Microllam, Parallam, etc. | | | |
| ComCheck, (if applicable) | | | |
| Wall Section detail showing the following: | | | |
| * Insulation details showing: * R Values * Type * Thickness * Location | | | |
| * Stucco: Gauge of Wire (17/20 Gauge) / Stucco system (2 coat, 3 coat) / Weep screed detail (if using synthetic/acrylic color coat) / If other than traditional three coat system, an ICC ES report must be submitted. | | | |
| *Soffits, Fascia, and Siding must be Class I ignition construction (refer to section below) | | | |
| Manufacturer specifications for Class I Ignition-Resistant Construction per County Ordinance | | | |
| * Los Alamos County Class A Roof Assemblies Only | | | |
| * Soffits, Fascia, and Siding: | | | |
| a. Ignition resistant/Non-combustible material | | | |
| b. Material approved for not less than 1-hour fire-resistance-rated construction, and must comply with WUI Sec. 504.3 | | | |
| c. Facias are required and shall be protected on the backside by ignition resistant material or by materials approved for not less than 1-hour fire-resistance-rated construction, and must comply with WUI Sec. 504.3. Exposed roof rafters/joists are prohibited. | | | |
| Windows/Skylights must comply with 2021 IECC: Manufacture specification indicating U-Factor and tempered glass. Skylights are required to be tempered glass. | | | |
| Certifications for Inspectors conducting special inspections, (if applicable) | | | |
| Fire Alarm System Plan, (if applicable) | | | |
| Sprinkler Plan (if applicable) | | | |
| Grading and Drainage Plan | | | |
| Certificate of approval from Planning Division, (if applicable) | | | |

| Continue - Page 2 | Provided | Required | Not Applicable |
|---|----------|----------|-------------------|
| * Decks: | | | |
| a. Minimum 6x6 wood posts allowed, (if applicable) | | | |
| b. Guard/handrails must be non-combustible or fire rated lumber. Specs required | | | |
| b. Walking surfaces must be non-combustible or have a flame spread identified as Class A / I | | | |
| c. Flame retardant applied to all wood joists, beams, stringers and ledger boards. Specs required, (if applicable) | | | |
| Scaled Site Plan to include: | | | |
| * Graphic Scale and North Arrow | | | |
| * Property Lines according to recorded survey | | | |
| * Distance from structure to all property lines | | | |
| * All existing structures with dimensions | | | |
| * Existing and proposed structures | | | |
| * Existing and proposed easements | | | |
| * Existing and proposed setbacks | | | |
| * Existing and proposed utility lines | | | |
| * NM One Call ticket number (1-800-321-2537) | | | |
| Lighting Plan, (if applicable) | | | |
| * Proposed lighting that notes the Correlated Color Temperature, Color Rendering Index, Lumens and all other attributes related to lighting to show compliance with Ch. 16, Division 6: Outdoor Lighting. | | | |
| Landscaping Plan, (if applicable) | | | |
| * Existing plant material, amount and species & size | | | |
| * Proposed plant material, amount and species & size | | | |
| Copy of Electrical, Mechanical, and Plumbing plans that will be submitted to Construction Industries | | | |
| Retaining Walls Details to Include (Engineer stamp required on each individual page): | | | |
| * Thickness of Footing and Wall * All Reinforcement | | | |
| * Height from bottom of footing to top of wall * Height of unbalanced fill | | | |
| * Height from finished grade to top of wall * Indicate if there is a surcharge | | | |

** This list is not all inclusive, additional information may be required depending on scope of project**

Business Licenses are non-transferable and a Business License/new Business License will be required prior to opening

*A separate sign permit is required if changing or installing a new sign.

Reviewed by Permit Tech: _____

Revised 9-10-25