



**TAOS COUNTY  
PLANNING DEPARTMENT  
105 ALBRIGHT STREET SUITE H.  
TAOS, NM 87571  
(575) 737-6440 FAX (575) 737-6449**



**APPLICATION FOR BUILDING PERMIT – MINOR PROJECTS:  
RE-ROOF, RE-PLASTER, OR FENCE PROJECTS ONLY**

**OFFICE USE ONLY**

<b>Date Issued</b>	<b>Approved By</b>	<b>FEE:</b> \$ _____	<b>Type of Const.</b>	<b>Occupancy</b>	<b>Building Permit No.</b>
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**SECTION I**

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

Contractor Company Name: \_\_\_\_\_ License expiration date: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ State License #: \_\_\_\_\_

\_\_\_\_\_ Main Phone #: \_\_\_\_\_

City, State, Zip

Email Address: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

**SECTION II**

PROPERTY OWNER: \_\_\_\_\_ Main Phone #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ Alt Phone #: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

City, State, Zip

**SECTION III**

ARCHITECT/ENGINEER NAME: \_\_\_\_\_ Email Address: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ License #: \_\_\_\_\_

City, State, Zip

**SECTION IV**

**PHYSICAL ADDRESS/LOCATION:** \_\_\_\_\_  
(Must have a house or street number assigned by the Taos County Planning Department)

Directions to Building Site \_\_\_\_\_

**SECTION V**

**VALUATION OF PROJECT:** \$ \_\_\_\_\_ (Must be filled out, if contractor involved submit copy of contract)

**PROJECT TYPE:**     Re-Roof     Re-Plaster     Fence

**DESCRIPTION:**     Single Family Residential     Garage/Storage     Other (Explain): \_\_\_\_\_

**PROJECT FLOOR AREAS (in square feet):** \_\_\_\_\_ Roof    \_\_\_\_\_ Re-Plaster    \_\_\_\_\_ Fence (linear feet)

**SECTION VI**

**Owner Number:** \_\_\_\_\_ **Property Code Number:** \_\_\_\_\_ **Community:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot No.:** \_\_\_\_\_ **Block No.:** \_\_\_\_\_

**Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Kit Carson Electric Approval:** \_\_\_\_\_ Date: \_\_\_\_\_

**Taos County Treasurer's Office:** \_\_\_\_\_ Date: \_\_\_\_\_

**Taos County Solid Waste Dept.:** \_\_\_\_\_ Date: \_\_\_\_\_

**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, and will not hire a licensed contractor for any portion of the structural work. 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. I also certify that I will call for the required inspections at the appropriate times, and failure to call in such inspection may result in automatic termination of this Homeowner-builder permit, at which time a licensed contractor must be hired to complete this project.

\_\_\_\_\_  
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 Taos County Ordinance 1993-5, as amended. This is a NON-REFUNDABLE fee.
2. In order to determine the cost of the permit, applicant is required to provide a total value of the project for which the permit is being sought. The valuation must include the value of the labor and materials to be used for the project. A copy of the contract between the property owner and contractor shall be submitted indicating said valuation. The building official has the right to determine the final valuation assigned to a project for the purposes of establishing the permit fee.
3. Other building and zoning fees may apply depending on the type of project.
4. A fee of \$80.00 will be charged for all re-inspections.

## REQUIRED SUBMITTALS:

**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.**

- If a contractor is involved then Section I of the application must be filled out and the qualifying party (contractor) must sign page 2.
- A copy of the contract showing contract price ( show estimation if working as cost plus) will be required with both property owner and contractor signatures.
- If application is a homeowner builder then property owner must sign page 2 and the grey section must be notarized.
- A Homeowners Responsibilities Form must also be submitted, which shall be signed and notarized by the property owner, with every statement initialed. The original form is required. **If the property owner is a Trust or a company (LLC or Inc.) a Homeowners Permit cannot be obtained and a contractor must be hired.**
- Copy of Warranty deed or Real Estate Contract. If a Real Estate Contract is provided, then a notarized letter from the owner of record must be submitted giving permission to make improvements to the property. (Copies can be obtained from Taos County Clerk's Office 575-737-6380)
- Copy of deed restrictions or covenants when applicable. Please note Taos County does not enforce deed restriction or covenants, although and applicant may be subject to civil litigation for enforcement of said deed restrictions or covenants by neighbors or other interested parties. (Copies can be obtained from Taos County Clerk's Office 575-737-6380)
- Copy of Tax Assessment (Copies can be obtained from Taos County Assessor's Office 575-737-6360)
- Signature from Taos County Solid Waste is required for all projects (575-737-6331)
- Signature from Taos County Treasurer's Office is required for all projects (575-737-6340)
- Plans must be illustrated and clearly legible on a minimum paper size of 11" x 17" or a maximum paper size of 24" x 36" The Building Official has the right to refuse plans and require plans on a larger scaled paper size

## ADDITIONAL REQUIREMENTS:

### **Re-roof projects:**

- Rural Addressing Application - please fill out and email to [rural.addressing@taoscounty.org](mailto:rural.addressing@taoscounty.org). Please indicate that you are in the process of applying for a building permit for re-roof. The tax assessment or tax bill for the property must also be attached. Once this form has been accepted and reviewed someone will email you back the approvals which must be included with your submittal package. To schedule appointment to meet with an Addressing Technician in the office please call 575-737-6445 (Please note: Walk-ins are welcome, although appointments are preferred.)
- Plans may be required to be stamped by a design professional (architect or engineer) certified in the State of New Mexico at the discretion of the Building Official.
- A Roof plan and a scope of work must be submitted (2 copies) Must include slope and all materials to be used.

### **Re-Plaster projects:**

- Rural Addressing Application - please fill out and email to [rural.addressing@taoscounty.org](mailto:rural.addressing@taoscounty.org). Please indicate that you are in the process of applying for a building permit for re-plaster. The tax assessment or tax bill for the property must also be attached. Once this form has been accepted and reviewed someone will email you back the approvals which must be included with your submittal package. To schedule appointment to meet with an Addressing Technician in the office please call 575-737-6445(Please note: Walk-ins are welcome, although appointments are preferred.)
- A scope of work indicating all material to be used.

### **Fence projects:**

- Site plan showing where fence will be located and length.
- Site Triangle Areas – Any fence proposed where an intersecting street or driveway exists cannot exceed 3' in height within 20' from the intersection or driveways in both directions. See attached example.

- If more than one person is named on the warranty deed then a notarized letter from each additional owner must be submitted giving the person signing the application permission to apply for this building permit.
- Signature from Kit Carson Electric (575-751-9064) is required for clearance of utility easement(s). (Signature is valid for up to 3 months prior to submittal)
- Signature from Taos County Public Works Department (Please call 575-737-6470 for hours of operation)
- Rural Addressing Application& Flood Plain Permit Application- please fill out and email to [rural.addressing@taoscounty.org](mailto:rural.addressing@taoscounty.org). Please indicate that you are in the process of applying for a building permit for a fence (as addressing may not be required). The tax assessment or tax bill for the property must also be attached. Once this form has been accepted and reviewed an Addressing Technician will email you back the approvals which must be included with your submittal package. To schedule appointment to meet with an Addressing Technician in the office please call 575-737-6445 (Please note: Walk-ins are welcome, although appointments are preferred.)
- Flood Plain Permit Application - Additional requirements may need to be meet if property is found to be within a Floodplain, or wetlands area, if so, items must be submitted.
- A wetlands review will be conducted with the flood plain permit application. If the property is found to be within a wetlands area additional items may be required. Final approval must be obtained and submitted.
- Plans must include an elevation showing the height of fence and materials to be used (i.e. latilla, block, railroad ties, etc.). Plans must also show depth of posts and length of sections including type of material for runners. (2 sets of plans)
- If retaining walls are proposed and are in excess of 4' in height, then plans must be stamped by a design professional (architect or engineer) certified in the State of New Mexico.

