

# CITY OF LAS VEGAS

## BUILDING PERMIT APPLICATION



PLAN REVIEWS MAY ROUTER TO OTHER DEPARTMENTS  
OR DIVISIONS WITHIN THE CITY OR THE STATE OF NM.  
TURN-AROUND TIME IS GENERALLY 1 DAY UP TO 30 DAYS MAX.

## Community Development Department



# **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

## **State of New Mexico, City of Las Vegas 2009 NM Building Code**

**Please Provide the (2) sets of drawings and when required acquire Professional Seals per State requirements.**

**1. Building Plans provide scaled drawings at one-fourth scale. Use grid paper when needed.**

- Legal description
- Foundation plans/Footing Details
- Floor plan/Label all rooms
- Framing Plan/Floor Plan/Roof Plan ---Please include Engineered Truss shop drawings when used---
- Typical Wall Sections/Building Sections
- Const. Details/Stair/Guards/Rails etc.
- Elevations: Front Side/Right or Left Side/Back Side. Show Ht. of Structures
- 2009 NM Building Codes or visit; <http://www.rld.state.nm.us/cid/rules-and-law.htm> to access NM Elec./Plumbing/Mech. codes.
- ICC/ANSI A-117.1 2003
- 2003 IFC & NFPA---Per NM State Fire Marshalls Office
- Occupancy/Occupant load/Type of Const.

**2. Site plans (1"=20' Scale) with:**

- Easements/Existing Utilities
- Property Boundaries/Parking & ADA
- Setbacks
- Roadways that front the property
- Access to the property (existing & proposed)
- Topography. Contour intervals 2 foot max
- Placement of Dumpster/Septic tank
- Location of propane tank
- Location, Dimension of Proposed Structures
- North Arrow
- Professional Seal all Commercial

### **INSPECTIONS**

Please notify the Building Division with a request for inspection within (24) hours. The work to be inspected shall be clear of obstructions and all wall framing shall be exposed for inspection at least on one side.

#### **Required Inspections:**

##### **1. Site Inspection**

- a. Soils report all commercial projects

##### **2. Footing & Stem Wall**

- a. Footings / Monolithic slabs/
- b. Stem Wall Dampproofing and Drain Installation
- c. Floor gypcrete systems prior to pouring

##### **3. Framing Inspections**

- a. Walls, Roof (provide engineered truss shop drawing at site)
- b. Insulation Inspection
- c. Drywall
- d. Lath and Weep Screed Inspections
- e. Chimney Chase Inspection to include Fire blocking & Fire stopping

##### **4. Final Inspection**

A re-inspection fee may be required when special inspections are required. Approved plans must be at the jobsite at all times during construction including engineered shop drawings. Other inspections may be required.



## REQUIREMENTS FOR ALL BUILDERS & CONTRACTORS

- ◆ **Prior to receiving a Certificate of Occupancy.**
- ◆ **Permit Card issued by City of Las Vegas Building Division shall be posted on the job site.**
- ◆ **Sign-offs required by these trades: Building, Electrical, Plumbing, Mechanical & Fire**
- ◆ **Additional sign-offs may be required such as LP Gas and Septic case specific.**
- ◆ **On all graded sites greater than 1 acre a Storm Water Protection Plan is required**
- ◆ **Please refer to Grading Permit requirements.**

### Inspector Contact List:

- |                                |   |  |
|--------------------------------|---|--|
| ◆ Building Inspector           | Benjamin R. Maynes C.B.I.<br>1700 N. Grand Ave<br>Las Vegas, NM 87701 | 505-454-1401 ext. 3278                   |
| ◆ Electrical Inspector         | C.I.D.<br>Pat Galligan  | Cell 505-490-2974                        |
| ◆ Mechanical Inspector         | C.I.D.<br>Michael Cole  | Office 505-387-5040<br>Cell 505-470-4089 |
| ◆ New Mexico Environment Dept. | Monica Steinberger<br>1243 South Second Street<br>Raton, NM 87440     | 575-445-3621                             |
| ◆ LP Gas Inspector             | George Watkins/Albuquerque<br>C.I.D.<br>Joe Fernandez/Taos            | 505-269-6828<br>505-795-1631             |



City of Las Vegas

## Building Permit Fee Schedule

2009 NM Building Code

Ordinance No. 99-38

<b>Total Project Valuation:</b>	<b>Fee:</b>
\$1.00 to \$500.00	\$10.00
\$ 501.00 to \$2,000.00	\$10.00 for the first \$500.00 plus \$1.50 for each additional \$1000.00, or fraction thereof, to and including \$2,000.00
\$ 2,001.00 to \$25,000.00	\$32.50 for the first \$2,000.00 plus \$6.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$ 25,001.00 to \$50,000.00	\$170.50 for the first \$25,000.00 plus \$4.50 for each additional \$1000.00, or fraction thereof, to and including \$50,000.00
\$ 50,001.00 to \$100,000.00	\$283.00 for the first \$50,000.00 plus \$3.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.00
\$ 100,001.00 and up	\$433.000 for the first \$100,000.00 plus \$2.50 for each additional \$1000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	
Fence/Wall Permit	\$10.00
Mobile Home Parking	\$25.00
Flood Plain Development Permit	\$15.00
Other Building or Alterations that are exempt in the 2009 NM Building Codes	\$10.00

**Note:**

When required by the City of Las Vegas for the purposes of determining a permit fee, the applicant for a permit shall provide such information as the building official or plan review official shall require in order to establish the total value of the project for which the permit is being sought. The information shall include the value of the labor and materials to be used on the project. If the information supplied is insufficient, or indicates that the value of the project is lower than the minimum value of the project derived by applying any schedule of costs established by the City of Las Vegas, the permit shall be denied unless the applicant submits credible written estimates, of sufficient detail, to support the value asserted by the applicant. The City of Las Vegas shall determine the ultimate valuation assigned to a project for purposes of establishing the permit fee.



# BUILDING PERMIT APPLICATION

*Will not process if Incomplete*

PERMIT NO: \_\_\_\_\_ - \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DESCRIPTION OF WORK:**

New Construction     Addition     Alteration/ Repair     Demolition     Other \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot# \_\_\_\_\_ Blk# \_\_\_\_\_ Legal Description Attached: Y N

**ZONING DISTRICT:**

R-\_\_\_\_  C-1     C-2     C-3     M-1     M-2     M-3     O-1     CH-Historic     Other \_\_\_\_\_

**Square Footage:** Living: \_\_\_\_\_ Garage: \_\_\_\_\_ Basement: \_\_\_\_\_  
Decks: \_\_\_\_\_ Existing: \_\_\_\_\_ Storage: \_\_\_\_\_ Total: \_\_\_\_\_

**Building Material:**  Wood     Masonry     Metal/Steel     Adobe     Alternative     Other \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  City     ETZ (pending)

**Construction Valuation:** \$ \_\_\_\_\_ **Permit Fee:** \$ \_\_\_\_\_ Make payment to: City of Las Vegas

**Owner/Agent:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
NM Contractor Lic. # \_\_\_\_\_ NM Certificate # \_\_\_\_\_ NM Handyman # \_\_\_\_\_

**ARCHITECT/ ENGINEER:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
NM Professional Seal # \_\_\_\_\_

**PLEASE READ AND SIGN THE FOLLOWING: (Contractors or Homeowner):**

I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements of the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for purpose of determining whether the work of building or structure on the premises complies with the New Mexico Building Code. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code and the City of Las Vegas Zoning Code.

**SIGNED BY:** \_\_\_\_\_ Date \_\_\_\_\_

**Official Use Only:**

Type of Construction	Occupancy Group	Division	OccupantLoad
I II III IV V A B	A B E F H I M R S U	1 2 3 4 5	_____

Single Family Dwelling Unit:       Two-Family Dwelling Unit:       Multi-Family Dwelling Unit:

**Building Official:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Flood Zone Official:** \_\_\_\_\_ **Flood Zone:** Y N \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Zoning Official:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_



# CITY OF LAS VEGAS BUILDING PERMIT APPLICATION

## Additional Form

### SUBCONTRACTORS:

	Company Address	NM Contractor #	Phone #	Remarks
ELECTRICAL				
PLUMBING				
MECHANICAL				
LP GAS				
SEPTIC INSTALLER				
EXCAVATOR				
ROOFING				
DRYWALL				
INSULATION				
PAINTER				

Notes:



# City of Las Vegas Refund Policy

## **Building Permit Fee Refunds**

- ◆ The building permit fee charged includes plan review. The building official may authorize refunding of up to 80% of the permit fee if the project is never started after the permit is issued. Please submit a letter to Community Development requesting a building permit fee refund with a short explanation.
- ◆ No refund will be granted after 6 months from the permit date.
- ◆ Abandoning a project for over 6mo. will forfeit your building permit an extension will need to be requested.
- ◆ Contractors who pull out of agreements and abandon a project shall do so in writing to the Building Division.
- ◆ A 2-year maximum limit is given on any permit issued by the City of Las Vegas, NM.

## **Extension Request of Permit**

- ◆ Unless approved by Planning & Zoning Director and/or Building Official. Depending on certain circumstances, the Extension Request may have to go before the Planning & Zoning Commission for approval.
- ◆ 180 days with no activity voids permit. Permittee/Applicant pays one half of original fee to renew.
- ◆ Changes to approved drawings could disqualify applicant from receiving an extension. A new permit might be in order

## **Change Orders/Addendums:**

Special Note:

Section 106 Deviation from the approved plans is a violation of the 2009 NM Building Codes.

- Submit (2) sets of drawings to the Building Division for approval along with the original approved documents.
- Inspections may not be called for during this process, being that original sets are in-house for approval
- Building Division will attach amended drawings to originals, where they will become part of the original.
- An adjustment to the