



# DEVELOPMENT PLAN APPLICATION

Community Development Department

VILLAGE OF LOS LUNAS

660 Main Street NW  
Los Lunas, NM 87031  
(505) 839-3842

## PACKET FOR CONTRACTOR CONSTRUCTION PERMITS

### 1. APPLICANT CONTACT INFORMATION PERMIT # \_\_\_\_\_

Applicant(s) or Agent(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Email address \_\_\_\_\_

Are you the property owner? yes  no  **If no, please complete the following section:**

Property owner(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

### 2. PARCEL INFORMATION

Property Identification Number (UPC) \_\_\_\_\_

Street Address or Location \_\_\_\_\_

Present land use \_\_\_\_\_

### 3. PROJECT INFORMATION

Proposed Project \_\_\_\_\_ Total Sq Ft \_\_\_\_\_

If a dwelling, please check one:  Site Built  Modular

**UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Village of Los Lunas and the New Mexico Building Code.**

Applicant name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Construction Permits:** Prior to any construction, you are responsible for taking all plans and documents to New Mexico Construction Industries Department (NMCID) in Albuquerque to obtain a building inspection permit.  
5500 San Antonio Ave, NE Albuquerque (505)222-9800

**THE STATE OF NEW MEXICO WILL BE RESPONSIBLE FOR ALL INSPECTIONS AND FINAL OCCUPANCY CERTIFICATE**

**Additional Permits:** The applicant is responsible for obtaining any additional permits required by other agencies.  
**If the development is in the SFHA Flood Zone, a Final Elevation Certificate or proof of floodproofing is required to be submitted by the applicant to the Village of Los Lunas at the end of the project.**

**REMEMBER TO CALL 811 BEFORE YOU DIG. Visit [nm811.org](http://nm811.org) for more information.**

### TO BE FILLED OUT BY STAFF DATE RECEIVED: \_\_\_\_\_ PERMIT # \_\_\_\_\_

Zoning: \_\_\_\_\_ Area Plan: \_\_\_\_\_ Required Setbacks: Front: \_\_\_\_\_ ft Rear: \_\_\_\_\_ ft Side: \_\_\_\_\_ ft

Floodplain Permit Required:  Yes  No Maximum Height Allowed: \_\_\_\_\_ ft

NOTES \_\_\_\_\_

APPROVED  DENIED REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*For Cashier's Use Only*

PLAN REVIEW FEE	\$
WATER IMPACT FEE	\$
WATER CONNECTION FEE	\$
WATER USAGE DEPOSIT	\$
SEWER IMPACT FEE	\$
SEWER CONNECTION FEE	\$
PARK SERVICE FEE	\$
DRAINAGE PLAN FEE (COMMERCIAL ONLY)	\$
WATER CONSUMPTION REVIEW FEE (COMMERCIAL ONLY)	\$
<b>TOTAL FEES</b>	<b>\$</b>

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Multi-Purpose State Building Application

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State of New Mexico Regulation and Licensing Department Construction Industries Division
Santa Fe 2550 Cerrillos Rd Santa Fe, NM 87505 Phone: (505) 476 - 4700 Fax: (505) 476 - 4685
Albuquerque 5500 San Antonio NE Albuquerque, NM 87109 (505) 222 - 9800 (505) 765 - 5670
Las Cruces 505 S. Main St. Ste. 118 Las Cruces, NM 88004 (575) 524 - 6320 (575) 524 - 6319

Building Permit (Commercial includes electrical/mechanical/plumbing reviews) Residential Commercial Pre-Bid Trade Review Only
New Construction Alteration/Repairs/Demolition Additions Foundation only Reroof Electrical Review
wood metal frame masonry adobe rammed earth metal structure other Mechanical/Plumbing Review

Description of work:

THE FOLLOWING INFORMATION MUST BE PROVIDED

Physical Address of job site (must provide a physical address) Nearest City/Town/Village Zip Code County
GPS Coordinates optional X Coordinate Y Coordinate

MUST provide written Directions

Property Owner or Homeowner Information:

First Name Last Name E-mail address:
Address No. & Street / PO Box / Rural Route City State Zip Code Phone

Contractor Information (must provide proof of contract):

Company Name NM State License # and classification
Address No. & Street / PO Box / Rural Route City State E-Mail Address:
Contact Information (Name) Phone Fax

Design Professional Information:

Company Name NM State License #
Address No. & Street / PO Box / Rural Route City State
Contact Information (Name) Phone E-mail address:

Type of Construction I II III IV V A B Energy Compliance: Prescriptive Trade-off Performance Climate Zone: 1 2 3 4 5 6 7
Occupancy Group A B E F H I M R S U
Division 1 2 3 4 5
Square Footage: Valuation / Sign Contract: Fire Sprinklers Apply Y / N LP gas Appliance Apply Y / N

APPLICANT MUST READ AND SIGN THE FOLLOWING: 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 for 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.

X Signature Date

Official Use Only
Date Issued: Processed By: Tracking Number:
Received By: Total Fees Due:
Walk In Mail E-Mail: Partial Payment:
Paid By: Balance Due:
Check Money Order Credit Card Purchase Order

PLANNING/ZONING APPROVED BY: Signature Date:
FLOOD PLAIN APPROVED BY: Signature Date:
GENERAL BUILDING APPROVED BY: Signature Date:
UPC/UMC APPROVED BY: Signature Date:
NEC APPROVED BY: Signature Date:

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# Residential Development Checklist

New, Additions, Sheds, etc.

## WHAT DO I NEED FROM THE VILLAGE OF LOS LUNAS WHEN SEEKING A BUILDING PERMIT?

- Zoning Determination
- Floodplain Determination
- Business Registration *\*ALL contractors and sub contractors*

## WHAT DO I NEED TO SUBMIT TO THE VILLAGE OF LOS LUNAS?

### COMMUNITY DEVELOPMENT - 660 Main St NW - 505-839-3842

- Elevation Certificate (If in SFHA)
- Site Plan

### PUBLIC WORKS DEPARTMENT - 660 Main St NW - 505-839-3840

- Drainage Plans (If new construction)
- Roll-Off Bin Verification
- Placement of Utility Connections
- Driveway / Curb Cut Plans

## WHAT WILL BE HANDLED BY NEW MEXICO CID

- Structural
- Mechanical
- Electrical
- Plumbing
- Gas

## CONTACT INFORMATION

- |  |              |  |
|--|--------------|--|
| <input type="checkbox"/> New Mexico CID Inspections        | 505-660-3752 | <a href="http://www.rld.state.nm.us">www.rld.state.nm.us</a> |
| <input type="checkbox"/> Los Lunas Comm Dev Inspections    | 505-839-3842 |  |
| <input type="checkbox"/> Los Lunas Pubic Works Inspections | 505-839-3840 |  |

# Commercial Development Checklist

## New, Tenant Improvement, and Substantial Improvement

### WHAT DO I NEED FROM THE VILLAGE OF LOS LUNAS WHEN SEEKING A BUILDING PERMIT?

- Zoning Determination
- Floodplain Determination
- Water Consumption Review
- Business Registration *\*ALL contractors and sub contractors*

### WHAT DO I NEED TO SUBMIT TO THE VILLAGE OF LOS LUNAS?

#### COMMUNITY DEVELOPMENT - 660 Main St NW - 505-839-3842

- Certified Floodproof Plans (If in SFHA)
- Elevation Certificate (If in SFHA)
- Site Plan
- Sign Permit Application
- Sign Permit Plans

#### FIRE DEPARTMENT - 465 Sand Sage Rd NW - 505-352-7616

- Certified Fire Plans
  - Certified Sprinkler Plans
  - Certified Kitchen Hood/Suspension
  - Certified Clean Agent Plans
- Plans must be under 2015 Fire Code and certified by NICET 3 or higher.

#### PUBLIC WORKS DEPARTMENT - 660 Main St NW - 505-839-3840

- Certified Drainage Plans
- Roll-Off Bin Verification
- Landscape Plans
- Parking Plans
- Lighting Plans
- Placement of Utility Connections
- Dumpster Placement/Access
- Grease Trap Placement/Access
- Driveway / Curb Cut Plans

Approved Franchise Haulers	
AC Disposal Services, Inc	505-866-1010
Universal Waste Systems	505-629-3072
Waste Management	505-891-6978
Dumpster Express LLC	505-899-3867
Western Disposal Services	505-450-7671

### WHAT WILL BE HANDLED BY THE STATE OF NEW MEXICO

- Environmental/Food Handling - New Mexico Environmental Department
- Structural - New Mexico CID
- Mechanical - New Mexico CID
- Electrical - New Mexico CID
- Plumbing - New Mexico CID
- Gas - New Mexico CID
- Driveway / Curb Cut Permit (Main St, Highway 314, Highway 47, Courthouse Rd.) - NMDOT

### CONTACT INFORMATION

- |   |                   |  |
|---|-------------------|--|
| <input type="checkbox"/> New Mexico CID Inspections                   | 505-660-3752      | <a href="http://www.rld.state.nm.us">www.rld.state.nm.us</a> |
| <input type="checkbox"/> Los Lunas Comm Dev Inspections               | 505-839-3842      |  |
| <input type="checkbox"/> Los Lunas Fire Inspection                    | 505-352-7616      |  |
| <input type="checkbox"/> Los Lunas Pubic Works Inspections            | 505-839-3840      |  |
| <input type="checkbox"/> Close Out Elevation Certificate (If in SFHA) | Licensed Surveyor |  |
| <input type="checkbox"/> New Mexico Environmental Department          | 505-841-5280      |  |
| <input type="checkbox"/> New Mexico DOT                               | 505-934-0354      |  |