

REQUEST FOR A BUILDING PERMIT



CONTRACTOR'S APPLICATION

Commercial / Residential Construction:

*New Construction, Additions, Alterations, Wall, Fence,
Stucco, Demo, Excavation & Grading*



RESOLUTION NO. R2004-40

A RESOLUTION ESTABLISHING FEES TO BE ASSESSED FORM REVIEW ISSUANCE AND INSPECTIONS REGARDING A BUILDING PERMIT WITHIN THE MUNICIPAL BOUNDARIES

WHEREAS, the City of Gallup has adopted the New Mexico Building Code for building and structure construction, demolition and maintenance; and

WHEREAS, Ordinance No. C2004 - 40 requires the Gallup City Council to adopt a schedule of fees by resolution for the administration of the New Mexico Building Code; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GALLUP THAT:

The following schedule of building, plan check, zoning, and re – inspection fees will be used by the Planning office in the administration of Ordinance No. C2004 - 40

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$15.00
\$501.00 TO \$2,000.00	\$15.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$45.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$252.50 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$3,539 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
OTHER INSPECTIONS & FEES	
PLAN CHECK FEE	75% of building permit fee for new commercial construction
	55% of building permit fee for new commercial additions or remodeling with a building valuation not to exceed \$50,000.00.
	45% of building permit fee for all residential building permits
ZONING CHECK FEE	\$25.00 for ALL Commercial Permits
	\$15.00 for ALL Residential Permits
RE – INSPECTION FEE	\$25.00 per Re – Inspection

INTRODUCTION

Building inspections is a service provided to the public by the Planning Department. Our office is located at:

110 W. Aztec Avenue / P.O. Box 1270
Gallup, NM 87301
Phone: (505) 863-1240 / Fax: (505) 722-5131

Office hours for issuing permits and answering questions are Monday through Friday:
8:00a.m. – 10:00 a.m. 1:00p.m. – 2:00 p.m. 4:30 p.m. – 5:00 p.m.

*****IMPORTANT: 24 Hour Notice Is Required For All Inspection Requests*****

The State of New Mexico provides plumbing, mechanical and electrical inspections. To schedule an appointment, please call: (505) 222 – 9813 or (877) 243 – 0979.

The following criteria are the basis for determining when an Electrical Plan Review is required by CID:

1. Residential projects with a 100 KVA (over 400-amp service) single phase or larger electrical service. A Professional Electrical Engineer is required to prepare and seal the drawing.
2. Commercial projects with a 100 KVA single phase, or 225 KVA (amperage size depends on voltage) three phase or larger electrical service. A Professional Electrical Engineer is required to prepare and seal drawings.

Criteria for determining when mechanical / plumbing plan review is required:

1. Plans, specifications and calculations stamped by a Mechanical Engineer licensed to practice in New Mexico may be required on mechanical permits of \$50,000.00 or more in value and or commercial buildings three stories and higher.

WHEN DO I NEED A BUILDING PERMIT?

Building permits are required for:

1. New Construction – Residential or Commercial
2. Remodeling Work – Residential or Commercial
3. Additions to a Structure – Residential or Commercial
4. Alterations or Repairs to a Structure – Residential or Commercial
5. Fences Greater than Four (4) Feet in Height
6. New Sidewalks and Access Cuts
7. Demolition Work
8. Excavation Work
9. Asphalt / Overlay
10. Roof Overlay, Re-Roof and or Structural Roof Renovations

HOW DO I APPLY FOR A BUILDING PERMIT?

Complete a *Request for Building Permit* application; incomplete applications will not be accepted. Please read all of the information in the application package, and provide the applicable information indicated on the Building Permit Check list (pages 8 thru 11); read and sign page 12.

HOW SOON CAN I START WORK?

Work may be started after submitting for & securing an approved building permit through the City of Gallup Planning Department.

WHEN IS MY PROJECT INSPECTED?

You must call for an inspection at the following stages:

1. Footing / Foundation – prior to pouring concrete (reinforcement in place)
2. Concrete Slab / Under Floor – prior to pouring concrete. Be sure to call for plumbing and or electrical inspection(s) prior to footing & foundation.
3. Framing Inspection – after framing is completed prior to sheetrock. Plumbing top out, mechanical and electrical rough in inspections must be done prior to framing inspection.
4. After Lath / Gypsum Board – prior to stucco
5. Final Inspection – call for plumbing, mechanical and electrical final inspections prior to general construction final inspection.

NOTE: The City inspector will not conduct any general construction inspections until the plumbing, electrical and mechanical inspections have been passed.

Failure to obtain all required inspections will result in the permit becoming null & void, and a Certificate of Occupancy or Certificate of Completion will not be issued.

WHAT ARE THE MOST COMMON PROBLEMS ENCOUNTERED DURING THE PERMIT / ENFORCEMENT PROCESS & HOW CAN I AVOID THEM?

1. Unlicensed contractors being used for work: there is numerous liability issues for the owner should something go wrong in this type of situation. Using a licensed contractor ensures the use of licensed journeymen as required by law.
2. The International Building Codes, in addition to local codes and ordinances shall be utilized for all building permits issued.
3. Permit Cost: fees are set by City Resolution. Payment is required for all permits. Also, there is an additional charge for Plan Checking and a Zone Check Fee included in the Permit Fee.
4. Red Tagging: the Building Inspector will stop work when the project is not in compliance or no permit has been obtained, you'll avoid a work stoppage by obtaining a permit. Any project that has been red tagged shall be assessed a "double fee" when a permit has been acquired.
5. Zoning Ordinance: all permits must comply with the Zoning Ordinance. Call ahead to find out specific requirements and avoid disappointment.
6. There is a Sign Ordinance; all signs require a separate Sign Permit Application.
7. Cancelled permit applications will require a written letter requesting the cancellation and the plan check fee will be assessed.

USEFUL PHONE NUMBERS:

CITY OF GALLUP:

Planning Department: (505) 863 – 1240

Fire Inspector: (505) 726 – 5448

Engineering Department: (505) 863 – 1290

Gallup Joint Utilities (GJU): (505) 863-1289

Electrical Department

Water Systems

Wastewater Department

Solid Waste Department

OTHER AGENCIES:

NM State Highway & Transportation Department (NMSHTD)

District VI / (505) 285 – 3200 / 1(800) 361 – 3596

New Mexico One Call (before you excavate) 811 / 1(800) 321 – 2537

New Mexico Asbestos Hotline / (800) 224 – 7009

McKinley County Assessor's Office / (505) 863 – 3032

Century Link: *Small Business Customers* 1(800) 603 – 6000

Large Business Customers 1(800) 777 – 9594

New Mexico Gas Company: (888) NMGASCO / 1(888) 664 – 2726

Comcast: (505) 863 – 9334



REQUEST FOR A BUILDING PERMIT

PERMIT #: _____

ZONING: _____

1. **CONTRACTOR:** _____ **LIC#:** _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE #: _____ FAX #: _____ EMAIL: _____

2. **SITE ADDRESS:** _____ **BLDG SQ. FT:** _____

3. **TENANT:** _____ **PHONE #:** _____

ADDRESS: _____ CITY/STATE/ZIP: _____

4. **PROPERTY OWNER'S NAME:** _____ **PHONE #:** _____

ADDRESS: _____ CITY/STATE/ZIP: _____

5. **LEGAL DESCRIPTION:** LOT(S) _____ BLK(S) _____ SUB. _____

6. **ARCH. / ENGINEER:** _____ **LIC #:** _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE #: _____ FAX#: _____ EMAIL: _____

7. **DESCRIPTION OF WORK (Check One):**

____ NEW CONSTRUCTION ____ ADDITION ____ ALTERATION / REPAIR ____ DEMOLITION

____ STUCCO ____ FENCE ____ OTHER: _____

8. **EXISTING USE OF BUILDING:** ____ RESIDENTIAL ____ COMMERCIAL ____ OTHER: _____

9. **VALUATION:** (Total Cost of Construction Improvements) \$ _____

Depending on the nature of the project, building permit applications may require any of the following: 2 sets of plans & 1 pdf, a property survey, a scope of work, and or a list of materials. It is important to see our staff on what documents you will need to submit along with your permit application and all applications must have original signatures. Faxed and or scanned copies will not be accepted. *Please note property markers must be visible at all times.*

In order to review projects in a timely manner, all submitted plans must be a minimum of 18" x 24" up to the preferred size of 24" x 36". All Site Plans must be drafted to an engineer's scale; all Building Plans must be drafted to an architect's scale. Requests for building permits will require 8 working days to process commercial permits and 5 working days to process residential permits. Plans that require revision(s) will be returned to the applicant and a new revised set will be required with a PDF.

Every permit issued shall become invalid unless work authorized by such is commenced within 6 months after approval. **All inspections require a 24 hour notice from the permit holder or his / her agent. Field inspections will be conducted between 10:00 a.m. to 12:00 p.m. and from 2:00 to 4:30 p.m. It is unlawful to use, occupy or permit the use, or change the use of any premises until the Building Inspector has issued a Certificate of Occupancy or Completion.**

Applicant's Name (Please Print)

Phone #

Signature

Date

GENERAL NOTES:

1. Plans and specifications must be kept at the building or worksite at all times while the authorized work is in progress.
2. City approved street and alley top of curb elevations, shall be used when establishing lot grades at front and rear property lines. Should these approved elevations not be used, the City assumes no responsibility for loss of access to property or damage to property line walls upon construction of street and alley curb-gutter paving.
3. Separate State issued permits are required for plumbing, mechanical and electrical work.
4. The issuance of a building permit does not constitute the guarantee of water and sanitary sewer service. Such availability is determined by the Utilities Division.
5. For Foundation Permits ONLY: foundation plans must be submitted for approval before plumbing or electrical work is started. Include proposed use and type if known.

ZONING:

1. Zoning approval is given for a structure site exactly as specified on the plans. The front setback is measured from the lot line (property line), which is not necessarily the curb or the edge of the sidewalk.
2. Around the perimeter of the off-street parking areas, wheel stops, curb or some similar barrier shall be installed at the ends of parking spaces.
3. Sidewalk, curb and gutter are required for all new construction and built to city standard drawings.

TERRAIN MANAGEMENT:

1. A storm drainage plan shall be submitted and approved by the City Engineer prior to the issuance of a building permit. This requirement may be waived by the City Engineer for residential development that contains an area less than one (1) acre after a determination is made that a storm drainage plan is not necessary in order to carry out the intent of this section.

INTERNATIONAL BUILDING CODES:

1. The International Building Code and the City of Gallup Land Development Standards shall be utilized for all building permits issued.
2. Water conserving fixtures are required in all construction.
3. Commercial projects shall require a single or multiple seal by a licensed New Mexico engineer or architect, depending on valuation and occupant load, as required by State Statute.

PUBLIC SAFETY DIVISION:

1. The Architect shall determine an occupancy classification for and identify the intended use of each structure.
2. All hazardous materials and or chemicals used or stored on site shall be reported to the Fire Inspection Department prior to issuance of the Certificate of Occupancy.
3. Design plans for all fire protection and alarm systems, as required by the National Fire Code, shall be submitted for review to the Fire Inspector prior to installation.

BUILDING PERMIT CHECKLIST

Property Owner Name: _____

Construction Address: _____

Description of Work (check one):

- _____ New Residential – Go to Section I
- _____ Residential Remodel – Go to Section II
- _____ New Commercial – Go to Section III
- _____ Commercial Remodel – Go to Section IV
- _____ Demolition Permit – Go to Section V
- _____ Asphalt / Paving / Overlay – Go to Section VI
- _____ Excavation Permit – Go to Section VII
- _____ Other (Fence / Stucco / Re-Roof) – Go to Section VIII

This form will assist you in determining what construction plans and information must be submitted along with your application for a building permit. All submittals for a building permit shall be accompanied by a *Request for Building Permit* application (page 6). All items on the request must be completed.

The Planning Department will NOT accept incomplete applications. Refer to Section 10-4M-2 of the Land Development Standards to determine whether a building permit is required.

NOTE: All construction, regardless of construction type, fronting along a State Highway shall contact the New Mexico State Highway Transportation Department (NMSHTD) to determine the permit requirements for work along a Highway Right-of-Way. **The final inspection and Certificate of Occupancy may be held up, if all NMSHTD requirements and inspections have not been met.**

SECTION I – New Residential (including additions)

1. A site or plot plan (drawn to scale) containing the following information:
 - Title of the project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Location of residential dwelling with actual set backs from each property line
 - Off-street parking area
 - Design and location of access cut
 - Location of curb, gutter and sidewalks
 - Landscaping
 - Street names on all frontages

2. A utility site or plot plan containing:
 - Location of existing utilities main lines, services and appurtenances
 - Water meter location and size
 - Sewer main and manhole location
 - Electrical service entrance location
 - Electrical service size and voltage
3. Building floor plan and elevations drawn to scale
 - Floor framing plan
 - Roof framing plan
 - Foundation plan
4. Storm drainage and grading plan.
5. Plans requiring revision will be returned & a new revised set will be required.

SECTION II – Residential Remodel (Interior / Exterior)

1. Building floor areas and elevations drawn to scale
2. Location of curb, gutter and sidewalks
3. A utility site or plot plan containing:
 - Size and location of exiting utilities services and proposed connection points
 - Electrical service entrance location
 - Electrical service size and voltage
4. Plans requiring revision will be returned & a new revised set will be required.

SECTION III – New Commercial (Including Additions)

1. A site or plot plan (drawn to scale) stamped by a NM licensed architect/engineer containing the following information:
 - Title of the project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Location of building / structure with actual set backs from each property line
 - Figures on total site acreage
 - Off-street parking
 - Location and design of access cut
 - Location of curb, gutter and sidewalks
 - Street names on all frontages and nearest intersecting streets
 - Off-street loading area
 - Refuse collection area
 - Landscaping site plan with legend
 - Street names on all frontages
 - Storm drainage and grading plan, calculations and detention pond detail drawings performed and stamped by a professional NM Engineer
 - On-site parking lot design and layout, including pavement markings and ADA minimum requirements
 - Traffic Impact Study for commercial development with high traffic volume generation
 - Erosion Control Plan (Large Development)

2. A utility site or plot plan containing:
 - Location of existing utilities main lines, services and appurtenances
 - Water meter location and size
 - Fire line design / location and flow requirements (if applicable)
 - Required domestic flows
 - For domestic water services of over two (2) inches, consult with Gallup Joint Utilities (GJU) for required design standards
 - Existing sewer main and manhole locations
 - Electrical service entrance location
 - Electrical service size and voltage
3. Building floor areas and elevations drawn to scale
 - Floor framing plan
 - Roof framing plan
 - Foundation plan
4. Please see page 3 for electrical & plumbing permit requirements.
5. Plans requiring revision will be returned & a new revised set will be required.

SECTION IV – Commercial Remodel (Interior / Exterior)

1. Building floor areas and elevations drawn to scale (stamped by a licensed NM Architect / Engineer)
2. Location of curb, gutter and sidewalks
3. Size and location of existing utility services and proposed connection points. If new service and or fire line is proposed a utility site plan will be required.
4. Sewer main manhole location
5. Sewer main manhole; new construction if no existing manhole or sampling well
6. Electrical service entrance location
7. Electrical service size and voltage
8. Building floor plan and elevations drawn to scale:
 - Floor framing plan
 - Roof framing plan
 - Foundation plan
9. Plans requiring revision will be returned & a new revised set will be required.

SECTION V – Demolition Permit

1. Complete written scope of work
2. Traffic control plan (if street is to be closed)
3. Dust and debris control plan
4. Commercial demo requires asbestos testing & removal, before a permit can be issued.

NOTE: No dumping permitted within the City or County boundaries. Debris must be deposited at an approved dumping site.

SECTION VI – Asphalt / Paving / Overlay

1. A site or plot plan (drawn to scale) containing the following information:
 - Title of project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Description of existing conditions and scope of new work
 - Typical parking stall, driving aisles
 - Figures on total site acreage
 - Design and location of access cut
 - Location of curb, gutter and sidewalks
 - Identify possible conflicts with existing utilities (water meter, manhole, fire hydrant, etc.)
 - The City Engineer, based on individual and existing circumstances, may waive grading and drainage plan with calculations performed and stamped by a professional NM Engineer.
 - Traffic control plan
 - May require concrete in place of asphalt at refuse location; built per Solid Waste specifications.
 - Plans requiring revision will be returned & a new revised set will be required.

SECTION VII – Excavations / Grading (on – site)

1. A site or plot plan (drawn to scale) containing the following information:
 - Title of project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Design and location of access cut
 - Location of access, curb, gutter and sidewalks
 - Grading and drainage plan with calculations performed and stamped by a professional NM Engineer
 - Sewer construction permits are required prior to performing work on city sewer mains or city manholes.
 - Plans requiring revision will be returned & a new revised set will be required.

NOTE: BEFORE you excavate be sure to call New Mexico One Call 811 or (800) 321 - ALER

SECTION VIII – Other Types of Permits

1. Fence
 - A site plan / survey (drawn to scale) showing location of fence
 - List of fence materials
 - A detailed plan showing fence height, length, & footing details
2. Stucco
 - Complete and submit *Request for Building Permit* application
3. Re-Roofing
 - Complete an application for Re-Roof.

WARNING

ARCHITECTS, CONTRACTORS AND BUILDING OWNERS MUST COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND THE AMERICANS WITH DISABILITIES ACT ARCHITECTURAL GUIDELINES (ADAAG).

BY SIGNING THIS FORM, I AM ACKNOWLEDGING THAT I AM THE OWNER, AGENT, AND OR REPRESENTATIVE OF THE BUILDING OWNER. FURTHERMORE, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS WARNING.

Signature

Date

Print Name