

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 permit inspections are a service provided to the public by the City of Gallup Planning & Development.

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:

Monday through Friday from 8:00 am – 5:00 pm

*****IMPORTANT: 24 Hour Notice is Required for Inspection Requests*****

The State of New Mexico provides their own permits and inspections for plumbing, mechanical and electrical. 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 receiving an issued building permit through the City of Gallup Planning & Development.

WHEN IS MY PROJECT INSPECTED?

Depending on the project, there will be various inspections required. Once the permit is issued, our staff will go through all comments with you and notify you of any and all inspections required by our Building Inspector and or other City departments. All projects require a final inspection so that we can issue the homeowner the appropriate certificate.

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 Tag / Stop Work Notice; the Building Inspector will stop work when the project is not in compliance or no permit on a job. You'll avoid a delays to your project by complying with the appropriate codes. Any project that has been red tagged shall be assessed a "double fee" when a permit is 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 & Development: (505) 863 – 1240

Public Works: (505) 863 – 1290

Fire Marshal / Fire Inspector: (505) 726 – 5448

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

Electrical Department

Water Systems

Wastewater Department

Solid Waste Department

OTHER AGENCIES:

NM Department of Transportation (NMDOT)

District VI: (505) 285 – 3206 / 1(800) 361 – 3596

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

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. **BUILDING SITE ADDRESS:** _____

3. **LEGAL DESCRIPTION:** LOT _____ BLK. _____ SUB. _____

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

ADDRESS: _____ CITY/STATE/ZIP: _____

TENANT: _____ BLDG. SQ. FT.: _____

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

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE #: _____ FAX#: _____ EMAIL: _____

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

____ NEW CONSTRUCTION ____ ADDITION ____ ALTERATION / REPAIR ____ DEMOLITION

____ STUCCO ____ FENCE ____ OTHER: _____

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

8. **VALUATION OF PROJECT:** \$ _____

(Valuation is construction cost(s) only, not including technology infrastructure, phone / alarm systems, fiber optics, etc.)

Applications for building permits shall be filed with the City of Gallup with two (2) sets of plans & one (1) PDF, or four (4) sets of plans for commercial, & two (2) sets of plans & one (1) PDF or three (3) sets of plans for single family residential. Requests for building permits will require five (5) working days to process commercial and three (3) 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 six (6) months after issuance. 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. Inspections will be required for the following phases of construction:

- 1. Footing / Foundation 2. Lath / Gypsum Board 3. Concrete Slab / Under Floor 4. Frame 5. Final

Inspections will be conducted with in twenty four (24) hours notice from the permit holder or his / her agent. Field inspection will be conducted between 10:00 a.m. to 12:00 p.m. and from 2:30 to 4:30 p.m.

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 & pdf. 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 is permitted within City or County boundaries. Debris must be deposited at an approved dumping site & copies of dumping tickets must be submitted to our office.

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 - 2537

SECTION VIII – Other Types of Permits

1. Fence
 - A site plan / survey (drawn to scale) showing location of fence
 - List of fence materials
 - Indicate fence height
 - Indicate fence lengths
2. Stucco
 - Complete and submit *Request for Building Permit* application
3. Re-Roofing –
 - Complete a *Request for a Re-Roof* application

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