

Building Permits

- (1) All submitted plans must comply with the 2003 International and Residential Building Codes and current Building Code, as published by the International Conference of Building Officials.
- (2) Two (2) sets of complete plans must be submitted, for review by the Building Official, at Española City Hall, Planning and Zoning Department.
- (3) All non-structural submittals shall conform to the requirements for submittal for a Zoning Permit.
- (4) Site Plans must comply with proper setbacks and will be reviewed for compliance with the Española Municipal Code, Appendix C – Zoning.
- (5) Legal Description must be submitted, (Survey Inspection Report, Survey Plat, Warranty Deed), provided they are not older than ten (10) years from date of application.
- (6) Construction Plans must include:
 - i. Floor plan (including measurements)
 - ii. Roof plan and design (include drainage and construction)
 - iii. Cross sections of
 1. Footings
 2. Foundations
 3. Walls
 4. Roof
 - iv. Details
 1. Windows
 2. Doors
 3. (3) Sides
 4. Fire Rating Requirements
 - v. Elevations
 1. Front
 2. Rear
 3. Sides
- (7) Contractor Information required:
 - i. New Mexico Tax Number
 - ii. City Business Registration
 - iii. Contractors License Number and verification
 - iv. Mailing Address
 - v. Phone Number
 - vi. Copy of Contract including cost and details, signed by owner and contractor
- (8) Architectural or Engineering stamp required
 - i. Residential – four-plex or larger
 - ii. Commercial – any construction, including structural and non-structural

*Architectural Act Standards authorized in October 1987