

Residential: Addition/New Construction Plan Requirements

- Only the property owner or a licensed contractor can be issued a permit.
- This is a generic form and all items listed below may not apply to your project or addition information may be required.
- Not all Items listed may be required, please provide those items that apply to your project only.
- Additional items may be required depending on scope of work proposed.
- Electronic submittal may be an option for your project, please contacts our office for more information.

Submit to:

Mail or in Person: Village of Ruidoso Planning & Zoning 313 Cree Meadows Drive Ruidoso, NM 88345 Phone: 575-258-6999	Email: Preferred communitydev@ruidoso-nm.gov
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For Residential (2 or less units) Building Permit Applications

New Construction, Additions, and Alterations:

- SET OF PLANS OR ELECTRONIC
- COMPLETED PERMIT APPLICATION
- COUNTY APPROVAL FORM (flood determination, address and driveway approach forms and permits), 575-258-5934 ext. 1 or down load [here](#) and have completed at their office.
- PROFESSIONALLY DESIGNED PLANS- Single-family dwellings more than two (2) stories in height
- ENERGY FORM SIGNED
- ADDRESS AND FLOOD FORM (Village of Ruidoso)
- FORESTRY APPROVAL (Village of Ruidoso Forestry Department)
- DRIVEWAY APPROVAL (Village of Ruidoso Street Department)
- LEGAL DESCRIPTION
- COMPLETE DRAWINGS (ALL DRAWINGS DIMENSIONED AND TO SCALE)
- PROVIDE WATER AND SEWER UTILITY AVAILABILITY FORMS AND/OR SEPTIC PERMIT APPROVAL.
- COVER SHEET
 - Code summary (code editions);
 - Breakdown: Gross floor area in square feet (provide breakdown of air-conditioned and non-air-conditioned space and by Use)
 - Project description
 - Estimated cost of construction or square footage breakdown on permit application
 - Provide a complete index with all plan pages referenced

- ARCHITECTURE - FLOOR PLANS, DETAILS, SCHEDULES** (show existing demolition separate from proposed new construction)
 - Provide a complete floor plan(s), new and existing plans, show all of structure: Indicate firewalls (if any), walls to be removed, Identify rooms, etc.
 - Foundation plan, include details
 - Lateral plan, Brace wall or shear plans with all required calculations and details
 - Roof framing plan, include details (approved truss engineering and layout required at time of submittal)
 - Door and window schedule (include egress, energy req. and identify fire rating, if any)
 - Floor framing, (approved truss engineering and layout required at time of submittal)
 - Exterior elevations, show finish grade at structure, finish materials, etc.
 - Wall details, to match floor plans
 - Provide Wet Signatures/stamps on Professional Stamps if done by Professional Designer

- ENERGY CALCULATIONS, if needed** (2 copies)

- SITE PLAN** (two sets to show items below clearly, must be to scale) (not required for interior alterations)
Include building location(s)
 - Existing and proposed structures on site plan
 - Site area
 - Property boundaries with any easements
 - Street name
 - Property lines, dimensions of lot, setbacks, easements, and building footprint, etc.
 - Proposed driveways
 - Septic tank location and leach fields, if any
 - Location of water well, if any
 - Drainage for property

- MINIMUM RE-SUBMITTAL REQUIREMENTS**
 - Identify clearly all revisions on the drawings (i.e., cloud)
 - Comments - attach written response to all comments, include narrative that lists and explains all revisions.

THE FOLLOWING ITEMS MAY BE REQUIRED PRIOR TO THE ISSUANCE OF PERMITS

- Contractor's License
- Business License
- Additional as needed: _____