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 contact our office for more information.

Submit to: or electronically to: communitydev@ruidoso-nm.gov

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<th>In Person:</th>
<th>Mail to:</th>
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<tbody>
<tr>
<td>Village of Ruidoso Planning &amp; Zoning</td>
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<tr>
<td>313 Cree Meadows Drive</td>
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<tr>
<td>Ruidoso, NM 88345</td>
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<td>Phone: 575-258-6999</td>
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For Residential (2 or less units) Building Permit Applications

New Construction, Additions, and Alterations:

- TWO (2) SETS 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 download 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)
- DRIVEWAY APPROVAL (Village of Ruidoso Street Department)
- LEGAL DESCRIPTION
- COMPLETE DRAWINGS (ALL DRAWINGS DIMENSIONED AND TO SCALE)
- 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)
- Plot plan is to be stamped by a New Mexico licensed design professional (in many cases).
- 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: