

MINIMUM DEVELOPMENT AND CONSTRUCTION DOCUMENTATION STANDARDS

To enable City staff to adequately check applications for development and construction conformance to the laws and regulations, ensure public safety and health, and minimize confusion and misinterpretation, the following minimum development and construction documents must be submitted to the Community Services Department. Failure to submit documentation to this standard will result in rejection of the application until the minimum documentation is received.

TO AVOID DELAY RESULTING FROM INSUFFICIENT OR ILLEGIBLE DOCUMENTATION, PLEASE CHECK YOUR DOCUMENTATION FOR CONFORMANCE TO THIS STANDARD BEFORE APPLYING FOR PERMITS.

Permits.

All development and construction within the City of Santa Fe must have a DEVELOPMENT PERMIT issued before commencement of any work. The DEVELOPMENT PERMIT replaces the traditional building permit and serves multiple functions:

1. Foremost, it establishes that the proposed development or building meets the minimum requirements of the Santa Fe Zoning Ordinance.
2. It establishes that the proposed construction meets the minimum standards of the Building Codes.

Another permit, the FLOOD DAMAGE PREVENTION PERMIT, will also be required if your construction site is within a flood zone according to the Flood Insurance Rate Map as published by the Federal Emergency Management Agency.

Depending on the complexity and nature of your project other trade permits will also be required as discussed elsewhere in this pamphlet. They include: MECHANICAL, ELECTRICAL, PLUMBING, IRRIGATION, GAS, and DRIVEWAY PERMITS.

Basic information.

Every application for development must clearly call out the use(s) of the building. A DEVELOPMENT PERMIT is required whenever modification, renovation, construction, new construct, a change of use, increase in size, or reconfiguration of use is proposed.

Standard drawing sizes.

All drawings shall be submitted on one of the following standard sized sheets:

8 ½ x 11,
11 x 17 or
24x36 inches.

Large format drawings are discouraged. When projects are larger than can be shown on a 24 x 36 format the project shall be broken into sections and shall show match lines between the sections; a key plan shall also be included. Paper shall be white in color. Envelopes, decora-

tive stationery, napkins, wrapping paper and similar papers are unacceptable.

Drawing Media.

Drawings shall be done in ink, pencil or similar media, black or near black in color, reproducible by xerography and digitalization scanners.

Standard scales.

Standard engineering and architectural scales are acceptable. Drawings composed on graph paper must conform to a ratio of 1, 2, 4, 5, 8, or 10 feet to the grid unit and be clearly marked indicating the scale used. A graphical scale on all drawings is requested. (Digitalization of City records is anticipated in the future)

Site Plan.

A site plan must be submitted with every new structure or addition to an existing structure. If other alterations to a structure cause an increase in the mandatory parking requirement, a site plan is also required. Sites with a maximum dimension under 600 feet must use a scale of no less than 1" = 20'; sites with maximum dimensions greater than 600 feet must use a scale appropriate to the size of the project but no less than 1" = 200'. Very large projects must use a scale approved by the Community Services Department.

Show property dimensions, distances from all improvements to property lines, distances between improvements, dimensions of all improvements, landscaping features, sidewalks, mandatory screening, parking lot layout, size of parking spaces and circulation, drives, road access, paving material and striping.

If project is within the Flood Plain:

Specify intended floor elevations, and use a reference to a known elevation on site. Provide an absolute elevation referenced to the National Geodetic Vertical Datum when within a Flood Zone.

Foundation Plan.

Show plan(s) indicating all dimensions. Show details of construction indicating reinforcing, fastening, vapor barrier, pertinent cross sections and depths of beams and piers.

Structural plans.

Call out sizes and spacing of all structural members, beams, columns. Call out wood species, grade and member size.

Floor Plan(s).

Show all dimensions. Call out room and space uses. Show plumbing fixtures and major plumbing devices, Show electrical switches, outlets, smoke detectors, fixtures, fans and service devices.

Elevation(s) (new construction and additions)

Show heights and key vertical dimensions.

Building and detail sections.

Show sections as required to demonstrate heights, construction methods, framing and support.

NOTE: COMMERCIAL BUILDINGS GREATER THAN 5000 SQUARE FEET IN AREA AND COMMERCIAL REMODELING AND RENNOVATION OF BUILDINGS OR SPACES LARGER THAN 5000 SQUARE FEET MUST CARRY THE SEAL OF A REGISTERED ENGINEER OR ARCHITECT. CERTAIN OTHER BUILDING USES WILL ALSO REQUIRE SUCH SEALS.