

## **Information on the Building Permit Application Process**

1. Review the Town of Red River's Planning & Zoning Ordinances.
2. Fill out the Town of Red River's Building Permit Application and submit it to the Town of Red River.
3. Get the State Building Permit Application and their Permit Instructions & Information, if needed at the State of New Mexico Regulation & Licensing Department.
4. Get approvals from the Town of Red River Planning and Zoning Department and the Fire Department.
5. Complete and submit with the Town of Red River's Building Permit Application (3) three copies of plans and layout to include:
  - a. PROPERTY PLAT – showing boundary, dimensions, street names, structure location, dimensions to eave lines, and dimensions from eave lines to nearest property line (EXISTING and PROPOSED), driveway, walkways, utility easements, parking plans, snow stacking areas.
  - b. CONSTRUCTION DRAWINGS – showing floor plans with ingress and egress clearly dimensioned, location of smoke detection and fire protection systems, minimum of (2) two elevations, foundation plan, roof plan, section details; Wall, floor rood, mechanical, architectural style and external materials to be used, number of units, sign locations, as required. (Signage will require a Sign Permit Application).
6. Pay Fees. Application fees are due at the time the approved plans and permit are picked up. The fees are based upon square footage and can be found in Ordinance 2010-05. These fees do not include any Town of Red River water or sewer tap fees, or any State of New Mexico fees for Building, Electrical or Mechanical permits. The Building Permit and Approved Plans will NOT be release until all applicable town of Red River fees have been paid.
7. Be sure to wait for all approvals before you begin any construction.

## **Zoning or Change of Zoning Permit Application**

## **Conditional Use Permit Application**