



**BUILDING PERMIT APPLICATION**  
**OFFICE OF BUILDING OFFICIAL**  
**1203 N. HUDSON/PO Box 1188 SILVER CITY, NM 88062**  
**(575) 534-6351 FAX (575) 534-6381**

**PERMIT#** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE FILLING OUT THIS APPLICATION**

A Zoning Permit is required prior to the issuance of a Building Permit for new commercial or residential structures or the expansion of an existing commercial or residential structure. New commercial developments require review and approval by all Town Departments, as well as other agencies (see Commercial Checklist and Packet). Roof replacements, internal renovations and renovations that do not alter the physical footprint of the structure are exempt from the zoning permit.

**PLEASE PROVIDE THE FOLLOWING INFORMATION (Type or Print in Black Ink Only)**

Project Address \_\_\_\_\_ Owners Name \_\_\_\_\_  
 Lot \_\_\_\_\_ Blk. \_\_\_\_\_ Subdivision: \_\_\_\_\_ Property code: 3- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Located in floodplain?  No  Yes: FEMA map # \_\_\_\_\_  
 New \_\_\_ Addn \_\_\_ Remodel \_\_\_ Alts \_\_\_ Repair \_\_\_ Move \_\_\_ Demo \_\_\_ Alternative Materials \_\_\_ Re-roof \_\_\_ Stucco \_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Business Name \_\_\_\_\_ Business Address \_\_\_\_\_ License # \_\_\_\_\_  
 Principal Party's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT / ENGINEER INFORMATION:**

Architect's or Engineer's Name \_\_\_\_\_ Business Address \_\_\_\_\_ Phone # \_\_\_\_\_ License # \_\_\_\_\_

Building Used for: \_\_\_\_\_ Total Floor Space of Project \_\_\_\_\_ sq. ft. **Year Structure was Built** \_\_\_\_\_  
 Occupancy: \_\_\_\_\_ Set Back From Property Lines: Front \_\_\_ Side \_\_\_ Side \_\_\_ Back \_\_\_  
 ( If Apartments, Hotels, Motels, etc. indicate No. of units)  
 Type of Construction: I, II, III, IV, V; FR, 1hr., HT, Non \_\_\_\_\_ Occupancy Group: A, B, E, H, I, M, R, / Division: 1, 2, 2.1, 3, 4, 5, 6, 7  
 (Circle All That Apply) (Circle All That Apply)

VALUATION: \$ \_\_\_\_\_ DATE to START: \_\_\_\_\_ DATE to COMPLETE: \_\_\_\_\_

I hereby acknowledge that I have read this application and state that the above is true and correct. I agree to comply with all specifications denoted on the approved building permit as well as with the existing laws and codes pertaining to building, plumbing, gas piping, mechanical and electrical wiring. I agree to notify the building inspection department for an inspection at each stage of construction, as outlined in the Building Permit Guidelines, and give 48 hours notice for such inspection. I understand that any change in the scope of work submitted must be reviewed by the Building Inspector. I understand that review and issuance of a Certificate of Occupancy by the Building Inspector may take up to 3 business days from time of final inspection.

**Builder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AFFIDAVIT BY HOMEOWNER** - Must be signed by **Property Owner** and notarized

I/We \_\_\_\_\_ certify that I/we shall hire only licensed contractors on this project, or will furnish tax withholding numbers, state and federal, to the Building Official if I/we hire persons on a payroll. Payroll records will be kept and made available for inspection by the Building Official. Tax information is available from New Mexico Taxation and Revenue Department at (505) 827- 0700.

\_\_\_\_\_  
**HOMEOWNER SIGNATURE**

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Signature \_\_\_\_\_ Notary

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**FOR STAFF USE ONLY**

Bldg Permit Fee: \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Plan Review Fee: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

**Criteria:** The Building Permit is in conformity with the Land Use Code, the IBC, NMBC and any other applicable building codes, as adopted by the Town.

Permit Issued By: \_\_\_\_\_

Building Official

Zoning: \_\_\_\_\_

Setbacks: \_\_\_\_\_

Sidewalks: \_\_\_\_\_

Driveway: \_\_\_\_\_

Planner: \_\_\_\_\_

Asst. Town Engineer \_\_\_\_\_

Grading and drainage permit required

Grading and drainage permit not required

**Improvements Reviewed and Approved by:**

Planner

Utilities

Public Works

Police Department

Fire Department

Meter Department

Assistant Town Engineer