



# Check list for Residential New Construction Single Family Homes

1. Signed application.
2. Engineered Stamped plans (Structural & Foundation)
3. WPI-1
4. Site Plan – Showing setbacks.
5. Drainage Plan
6. Plumbing plan – ISO – DWV- Gas Riser
7. Electrical Plan - 1- line service diagram- Load calculation
8. HVAC Plan – J/S Manual- Distribution diagram
9. ResCk
11. Septic System approval letter (If applicable)
12. Transfer Switch approval letter from CenterPoint (If applicable)
13. Elevation Certificate (If in a flood zone)

**\*\*\* Submission of documents is the responsibility of the applicant, failure to submit all required documents in a timely manner will result in a delay of review or denial (all paperwork must be submitted at the same time) Please note that incomplete submissions are subject to additional fees for repeated review.**

**\*\*\* MEP's applications will not be approved or issued without building permit being approved / issued.**

**\*\*\* No inspections will be done without the approval / issue of the building permit**

**\*\*\* Starting a job before permits are approved and issued for will result in double fees**

**NO EXCEPTIONS**

**\*\*\* Properties must be platted and have an address to obtain a primary structure permit. If you are unsure about your property being platted, please consult with staff. Primary structure permits will not be issued without a recorded plat per *Chapter 8, subdivisions, section 3.2 of the City of Santa Fe Code of Ordinances.***

Please plan accordingly.

Thank you,  
City of Santa Fe Plan Review Dept.