

New Mexico MainStreets' Property Owner Toolkit

The Property Owner Toolkit is provided as a resource document to help property owner's navigate requirements of "Activating a Building" in New Mexico. The toolkit is divided into four categories- 1) Building Use & Application Requirements, 2) Architectural Drawings 3) Residential Activation, and 4) Business Operations. Requirements are subject to change and resources should be verified with the local authority prior to any property development.

Zoning / Building Permits

Overall process for commercial developments:

1. Verify zoning & permissible building use
2. If listed on historic register or within the historic district, consult with **New Mexico State Historic Preservation Office** for design approval
3. Submit building permit application with architectural (building) plans to local municipality
- or -
4. Submit mechanical, plumbing, electrical and / or building drawings for permit to **New Mexico Construction Industries Division**

Building permits are required for:

- New Construction
- Remodeling Work
- Additions to a Structure
- Alterations / Repair to a Structure
- Fences / Retaining Walls
- Accessory Structures
- Demolition Work
- Excavation Work
- Asphalt/Overlay
- Roof Overlay / Re-Roof / Roof Renovations

Useful Resources

- **New Mexico State Historic Preservation Office (NM SHPO)** (505) 827-6320 or nmshpo@state.nm.us. For information on tax credit programs, contact Harvey Kaplan (505) 827-3971 or havey.kaplan@state.nm.us

Information on historic building architectural review and tax credits.

- **State of New Mexico Construction Industries Division (NM CID)** (505) 222-9800 or www.rld.state.nm.us/construction

Information on required permits and inspections for mechanical, electrical and plumbing system modifications.

- **Local County Assessor's Office** can provide property information and legal description, countyoffice.org/nm-assessor

Legal property description(s) are required for building code review and all permit applications.

Other applications that may be required:

- **Conditional Use** - A permit for a proposed use that would otherwise not be allowed.
- **Variance** - Permission granted by local jurisdiction to depart from literal provisions of a zoning ordinance where strict adherence would cause undue hardship.

Links

State & National Register Documents

<http://www.nmhistoricpreservation.org/documents/state-and-national-register.html>

FEMA Flood Maps

<https://msc.fema.gov/portal/home>

Forms & Applications | NM CID

<http://www.rld.state.nm.us/construction/forms-applications.aspx>

Federal Tax Credits Introduction

<https://www.nps.gov/tps/tax-incentives/taxdocs/intro-main-street.pdf>

State Tax Credits Introduction

https://www.novoco.com/sites/default/files/atoms/files/new_mexico_state_guide_080115.pdf

New Mexico Construction Industries Division Commercial Property Permit Requirements

Below is a summary of requirements for commercial property construction, addition, alteration or renovation, as well as mechanical, electrical and plumbing when work needs to be reviewed and permitted through New Mexico Construction Industries Division (NM CID).

NM CID Permits

■ Multi-Purpose State Building Application

- Requires Property Owner, Contractor and Design Professional Information (NM License required for both)
- Construction documents prepared stamped by licensed Design Professional and Engineers
- Plan review submittal includes site plan, foundation plan, floor plan, framing plans, elevations, sections, mechanical system, plumbing system, electrical system, structural calculations, specifications, and any revisions
- Building permit issued upon plan review approval
- Ongoing system inspections will occur during construction
- Building official will issue Certificate of Occupancy

■ Mechanical / Plumbing Permit Application

- Required for new systems or if any modifications to the system
- Requires Property Owner, licensed contractor and engineer information
- Mechanical plan review submittal includes mechanical / plumbing plans, and equipment/fixture schedules with specifications

■ Electrical Permit Application

- Required for projects with a 100 KVA single phase or 225 KVA three phase or larger electrical service size, if any modifications to the system
- Requires Property Owner, licensed contractor and engineer information
- Electrical plan review submittal includes site electrical plan, one-line riser plan, load calculations, available fault current calculations, panel schedules, floor plan, power plan, lighting plan, lighting power calculations, grounding details, and wiring methods

■ Commercial Re-Roof Submittals

- Submit Multi-Purpose State Building Application with Building Permit for Reroof checked.
- Requires Property Owner, Contractor and Design Professional Information (NM License required for both)
- Plan review submittal includes, sealed site plan, existing roof plan, new roof plan, and details to ensure structure, drainage and attachments are sufficient

What are the most common problems and how can they be avoided?

- Using unlicensed contractors for work.
- Failure to conform to all applicable codes.
- Failure to pay all applicable permit costs. City ordinances can determine the fees due for your project.
- Red Tagging. The Building Inspector will stop work when the project is not in compliance or if the required permit(s) are missing on a job.
- Non-compliance with zoning ordinances. All permits must comply with the city zoning ordinances.

Architectural Drawings

The section provides a list of drawings required for plan review by local municipalities and/or NM CID, as well as resources for finding an architect, design team, and the architectural design process required to submit a building permit application. A licensed general contractor will be required to perform the work once the building permit is issued.

Drawings

All drawings to be prepared by an architect and/or engineer licensed in the state of NM.

For Historic Property Modifications

Schematic Design drawings should be reviewed by the NM SHPO prior to proceeding with construction documents.

Schematic drawings may include site plan, building plans, & exterior elevations

For Building Permit

Construction documents prepared by an architect should be submitted to the local building inspector or CID for review & permitting

For MEP Permit

Construction documents prepared by an engineer for mechanical, electrical and / or plumbing (MEP) systems should be submitted to NM CID

If all permits are required, it is common for an architect to coordinate & oversee the design team that includes engineers & other consultants.

The Construction Document set for permit review is typically the set distributed to General Contractors for bidding / pricing.

Useful Resources

■ Finding an Architect

The American Institute of Architects (AIA) provides a listing of architects registered with the organization, nationally and locally. Contact AIA New Mexico, (505) 328-3969 or visit www.aia.org/firm_directory.

■ Construction & Costs

The owner is responsible for hiring the contractor. The architect may suggest general contractors to bid on the project and can provide cost estimates throughout the project to confirm design conforms to the owner's budget.

■ Design Team

The architect will propose a design team to complete the required documents. The design team could include structural, mechanical, plumbing, and electrical engineers, as well as other consultants necessary for the scope of work. The architect typically provides the owner a proposal for services, including fees for the other design team members, and a timeline for document completion.

An architect will generally include public reviews, hearings, and other meetings in the proposal. The architect may also include coordination with the state historic office and other agencies to get the project design approved.

Links

AIA Firm Directory

<https://www.aia.org/firm-directory>

NM Architect Registration Verification

<https://www.bea.state.nm.us/s/roster>

NM Engineer & Surveyor License Verification

<http://verification.rld.state.nm.us/>

Guide to Hiring an Architect

<https://www.bea.state.nm.us/s/consumers>

Historical Consultant List | NM SHPO

<http://www.nmhistoricpreservation.org/assets/files/consultants/Architectural%20Historical%20Consultant%20List.pdf>

Secretary of Interior's Standards for Treatment of Historic Properties

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

Architectural Drawings - Examples

The section provides information that should be included on architectural drawings as well as examples of a site plan and floor plan. The drawings will continue to develop as the project moves through the project timeline phases. Additional drawings, including engineer drawings will be included in reviews and construction permitting to provide detail on the design intent, constructability, and life & safety code compliance.

Drawing Types

Site Plan

Shows the location & orientation of a building on a plot of land, including property boundaries, streets, parking, drainage, & adjacent properties

Floor Plan

Shows the shapes & dimensions of spaces, the locations of doors & windows, including any objects attached to the walls or floor

Exterior Elevations

Shows the exterior conditions, materials, location & size of windows & doors, height of building, & any signage

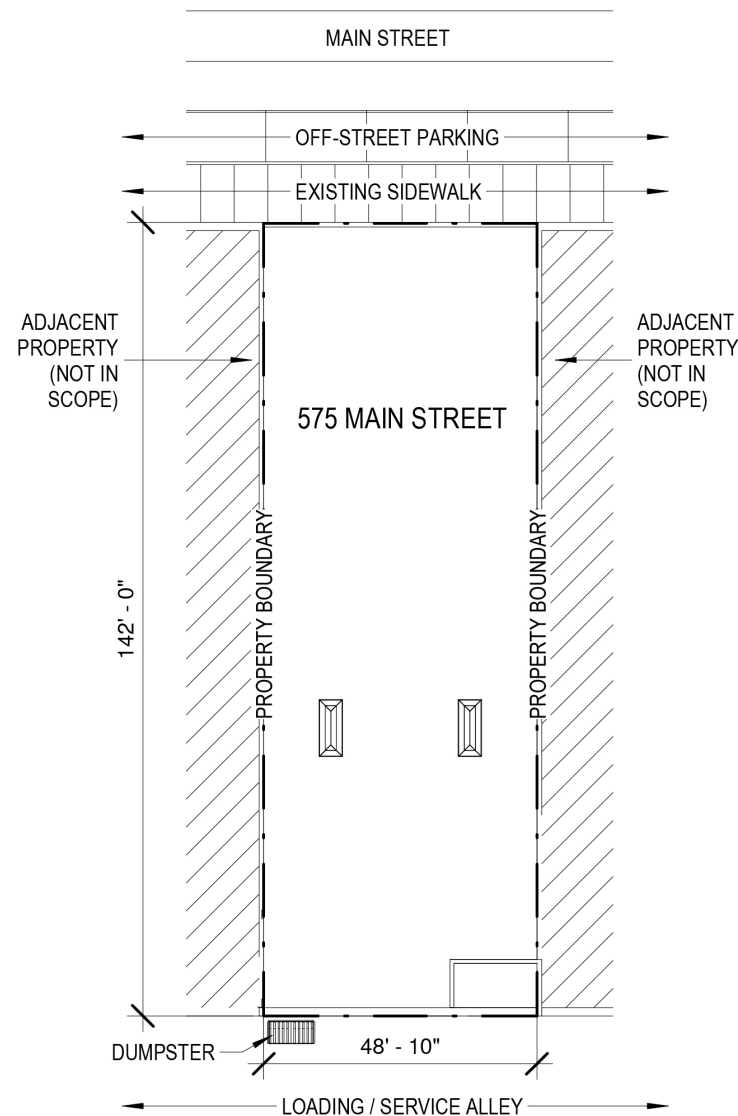
Interior Elevations

Shows the interior conditions, materials, heights of built-in cabinets or counters, & the location of permanently installed equipment

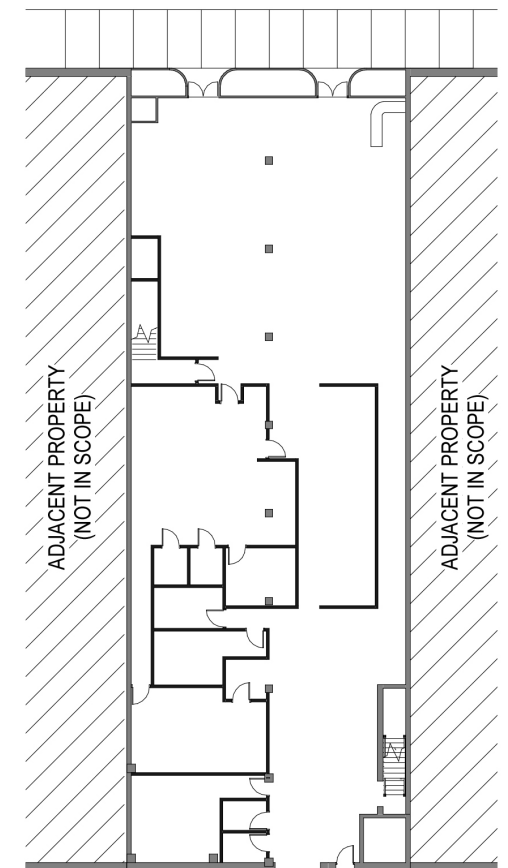
Roof Plan

Shows the type of roof construction, location of roof top mechanical units, roof drains, vents, ladders, skylights, & any other openings

Site Plan Example



Floor Plan Example



Second Floor Activation with Residential

Buildings located near a variety of amenities and sufficient services within walking distance are candidates to be considered for second floor apartment conversions. Many cities have revitalized their once blighted districts by providing housing in vacant buildings. Check to see if your local municipality has adopted the zoning code to allow and encourage mixed-use and residential buildings in your district.

Common Building Code Issues in Older Buildings to Address for Upper Floor Residential

1. Egress & Exits
2. Stairways & Corridors
3. Sprinkler Systems & Firewalls
4. Floor-to-Floor Fire Separation
5. Outdated Electrical Systems
6. Venting of Plumbing & Heating Systems
7. Hazardous Materials such as lead-paint, asbestos & mold

Useful Resources

- **Upper Floor Reuse** Guidebook for Revitalizing Downtown Buildings, City of Steubenville, NY, 2016, defines upper floor revitalization as a catalytic process.
 - Upper floors are rehabbed and reused.
 - Building conditions are improving.
 - More activities and people are present downtown utilizing the improved spaces and supporting existing users.
 - Downtown is becoming stronger and more desirable to live, work and visit.
 - Investors, building owners, and businesses see a growing demand for quality spaces.
- **Upper Floor Residential Rehab Program** is a good precedent for a Community Development Block Grant (CDBG) Program to assist owners of mixed use buildings with the redevelopment of upper floor vacant space into quality rental housing.
- **Come Home to Downtown** program assists owners of small properties to redevelop their under utilized buildings into housing above commercial space.
- **Upstairs Downtown** is an initiative created to help owners reclaim and reuse vacant upper floors, and turn them into income-producing properties. The link contains a list of successful case studies

Links

Upper Floor Reuse

<http://cityofsteubenville.us/wp-content/uploads/2016/11/Upper-Floor-Reuse-Guide-Book.compressed.pdf>

Upper Story Housing

https://www.iowaeda.com/userdocs/documents/ieda/Summary_UpperStoryHousingCaseStudies.pdf

Come Home to Downtown - Connecticut Main Street center

<https://ctmainstreet.org/our-impact/come-home-to-downtown/>

Upstairs Downtown - Illinois Historic Preservation Division

<https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Studies.aspx>

Redeveloping Vacant Upper Floors - Colorado Main Street

<https://www.upstairsdowntown.com/videos>

Business

The information below is provided for property owner's interested in starting a business or recruiting a business lessee with a summary of requirements for business start-up and other business support resources.

Business Operations

Overall process for starting a business at your property-

1. Verify zoning & permissible building use for business type
2. Steps to apply for & obtain a Business License
 - Determine your Business Name
 - Register your legal structure through the NM Secretary of State
 - Obtain a Federal Tax ID Number
 - Obtain a state gross receipts tax (CRS) Number
 - Verify correct zoning
 - Obtain necessary permits, certifications, & zoning approval, if required
 - Verify city fire codes met
 - If applicable, verify health inspections met
 - Verify occupancy permit & any building permit requirements

How to Recruit a Business to Your Building

- Prepare business recruitment packages with demographic & income data, available space, & community revitalization efforts. (Refer to esri.com Tapestry link.)
- Identify businesses that fit target market & provide desired goods & services.
- Directly contact businesses to gauge interest.
- Work with your MainStreet to determine lease rates.

Useful Resources

- **NM Small Business Development Center**
Offers potential or existing businesses with one-on-one business counseling at no cost, start up advice for new business, developing a business plan, & free or low cost workshops.
- **NM District US Small Business Administration** (505)248-8225
Delivers SBA's services and programs to NM's 33 counties, including loan and assistance programs, special outreach efforts & initiatives to aid & inform small businesses.
- **WESST Business Center** (505) 246-6900
Offers services to all market sectors including service, technology, energy, retail, manufacturing, & wholesale sectors in any phase of development.
- **NM Minority Business Development Agency Business Center** email gmarques@cabq.gov
MBDA, part of the U.S. Dept. of Commerce offers business development services & access to capital, contracts & markets to minority-owned businesses, including Hispanic & Latinx, Asian Pacific, African American & Native American.

Links

NM Small Business Development Center

www.nmsbdc.org

NM District US Small Business Administration

<https://www.sba.gov/offices/district/nm/albuquerque>

NM EDD Development Team

<https://gonm.biz/community-development>

Score

<https://www.score.org/>

NM Taxation & Revenue

https://tap.state.nm.us/tap/_/#1

New Mexico MainStreet Advisor Network

https://docs.google.com/forms/d/e/1FAIpQLSd4tLcY-Npjr_qLGTd1kFfrZVm0K7RifvsI4VeN4yXRpRTrcQ/viewform

IRS: Employer Identification Number (EIN)

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

ESRI Tapestry

<https://www.esri.com/en-us/arcgis/products/tapestry-segmentation/zip-lookup>

WESST Business Center

<https://www.wesst.org>

NM MBDA Business Center

<https://www.mbda.gov/>

Accion Opportunity Fund

<https://aofund.org/>

The Loan Fund

<https://www.loanfund.org/>

NM License or Permit Application

http://www.rld.state.nm.us/Apply_for_a_License_or_Permit.aspx

Community Resources

Always consult your **local planning & development department** to determine & confirm specific requirements based on the scope of work to be done to your property.

Below is a list of New Mexico MainStreet affiliated MainStreet districts and the applicable permitting agency. If there is a correction to this resource, please contact New Mexico MainStreet at (505) 827-0143 or email info@nmmainstreet.org.

Full Inspection / Hybrid Jurisdictions

Alamogordo

<https://ci.alamogordo.nm.us/158/New-Commercial-Construction-Permit-Forms>

Albuquerque - Baretas, Nob Hill, Downtown Albuquerque

<https://www.cabq.gov/planning/building-safety-permits>

Artesia

<http://www.artesianm.gov/278/Building-Code-Information>

Carlsbad

<https://www.cityofcarlsbadnm.com/departments/planning-eng-reg-dept/applications-permits-forms-fees/>

Clovis

<http://www.cityofclovis.org/business/permitslicences/#page-content>

Corrales

<https://www.corrales-nm.org/planning-zoning/page/building-permits-inspections>

Deming

http://www.cityofdeming.org/index.php?option=com_content&view=article&id=83&Itemid=134

Farmington

<https://www.fmtn.org/898/Commercial-Building-Requirements>

Gallup

<https://www.gallupnm.gov/215/Building-and-Construction>

Las Cruces - Downtown Las Cruces Partnership

<https://www.las-cruces.org/2220/Apply-for-a-Permit>

Las Vegas

http://www.lasvegasnm.gov/document_center/Building_Permit_Application.PDF

Los Alamos

https://www.losalamosnm.us/government/departments/community_development/building_safety_division

Portales

<http://www.cityofclovis.org/business/permitslicences/#page-content>

Raton

<http://www.ratonnm.gov/DocumentCenter/View/99/Raton-Building-Guide?bidId=>

Roswell

<https://www.roswell-nm.gov/295/Building-Inspectionse>

Ruidoso

<https://www.ruidoso-nm.gov/index-building-permits-inspections/>

South Valley

<https://www.bernco.gov/planning/building-permit-information.aspx>

NM CID

**Belen • Clayton • Grants • Harding County • Lovington • Santa Rosa
Silver City • Taos • Truth or Consequences • Tucumcari**

<http://www.rld.state.nm.us/construction/forms-applications.aspx>

TRIBAL

Zuni Pueblo

<http://www.ashiwi.org/POZUtility.htm>

For mechanical installations- propane gas or wood burning for heating

<https://cdec.coop/contact-us>



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