



Santa Fe County Building & Development Services Submittal Checklist: No Impact Home Occupation

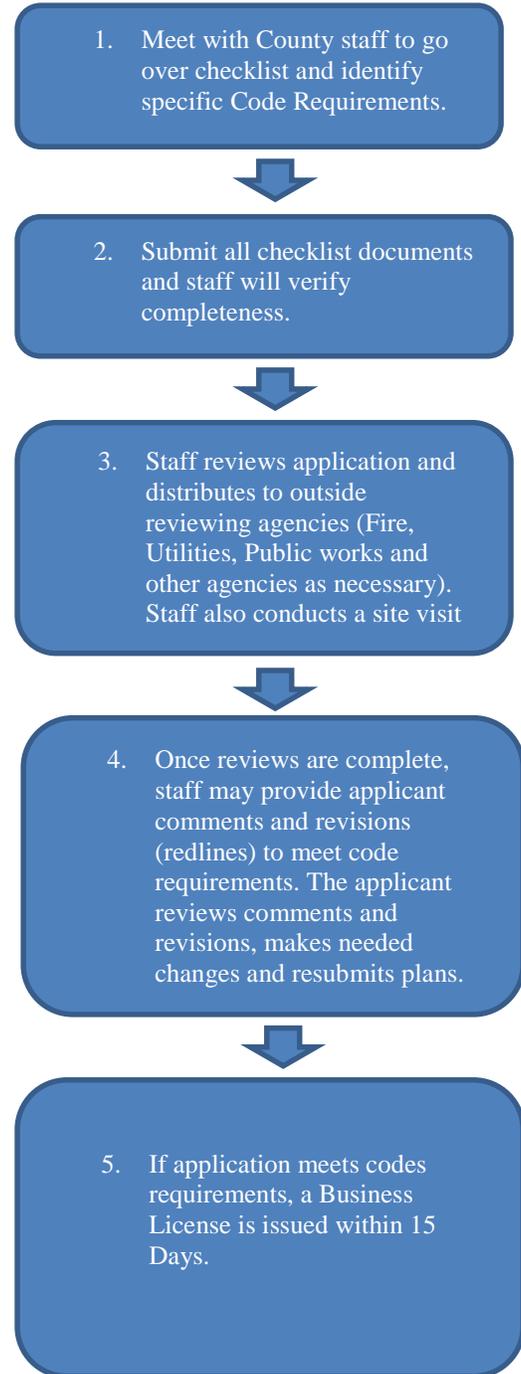
Forms in the packet to be completed

- Fees: **\$50.00** Review Fee + **\$25.00** Fire Review + **\$35.00** Business License Fee = **\$110.00**
- Completed Santa Fe County/Fire Department Application
- Completed Business Registration Application

Documents applicants to provide (available in the building)

- Address GIS Form
- Warranty Deed
- Survey Plat
- Proof of Taxes Paid (Available in Santa Fe County Treasures Office) **Tax Bills will not be Accepted**
- Letter of intent describing business, types of materials involved, number of employees (No more than 1 Non-Resident Employees). Number of appointments per day
- Notarized Letter of Consent from Property Owner (If Renting)
- Vicinity Map + Written Directions
- To Scale Floor Plan – 25% maximum square footage of heated area of residence
- To Scale Site Plan- Birds eye view of what is on the property including all existing structures including proposed outdoor storage (100 S.F. Max), employee parking (if Applicable), driveway length and width

Business License Process



Notes

Notes

SLDC Regulations

Zoning: _____

Community Overlay District:

Density: _____

Maximum height: _____

Accessory Dwelling Unit: _____

Setback from the property line: _____

- Important Phone Numbers**
- State Engineers Office, 407 Galisteo
(Bataan Memorial Building)
505-827-6175
 - State Environment Department
2540 Camino Edward Ortiz
505-827-1840
 - Santa Fe County Fire Prevention
4 Fire Place
505-995-6523
 - Construction Industries Division (CID)
2550 Cerrillos Road
505-476-4700
 - Santa Fe County Utilities
505-992-9870