



## Santa Fe County Building & Development Services Submittal Checklist: Low Impact Home Occupation

### Forms in the packet to be completed

- Fees: **\$100.00** Review Fee + **\$25.00** Fire Review Fee + **\$25.00** Fire Inspection Fee + **\$35.00** Business License Fee = **\$185.00**
- 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 3 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 – 35% 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 (600 S.F. Max), employee/patron parking,

driveway length and width, location and dimensions of proposed signs.

- Up to 4 Appointments/Patron Visits (Max/Day)
- Up to 2 pieces of Heavy Equipment Allowed

### Business License Process



