



CITY OF RIO COMMUNITIES
Office of Planning and Zoning

360 Rio Communities Blvd.
Rio Communities, NM 87002
505-861-6803
www.riocommunities.net

Subject: Information Letter on Covenants when Applying for Building Permit or Variance

A restrictive covenant is typically imposed by the original housing subdivision developer to protect and maintain a consistent character and look of a neighborhood; or, to guide the long-term development of an area; or, to control such features as the size and style of a home, its setback requirements, or the type of fencing, and even the home's color scheme.

Generally speaking, restrictive covenants "run with the land", which means, its restrictions carry-over to any subsequent owners when property or homes are sold. Additionally, restrictive covenants are legally binding indefinitely (in perpetuity), unless they have a lapse date.

As there are over 40 different restrictive covenants that may still be legally binding within the City of Rio Communities, it is incumbent that each applicant who applies for either a Building Permit or Variance conducts a search of their respective restrictive covenant.

To determine if your home or property has a restrictive covenant, check your home or property's title or deed. If a restrictive covenant is not included, check with the Valencia County Clerk's office at:

444 Luna Avenue
Los Lunas, NM 87031
Phone: 505-866-2073
Hours: Mon – Fri (8 a.m. – 5 p.m.)

Finally, the City of Rio Communities and its Planning and Zoning Commission have no legal standing when it comes to enforcing restrictive covenants; and, as these restrictive covenants may conflict with the City's newly established zoning and housing codes, the more stringent or restrictive rule will apply.

Signature

Date

BUILDING PERMIT GUIDE FOR RESIDENTIAL CONSTRUCTION

State of New Mexico ♦ Regulation and Licensing Department ♦ Construction Industries Division

Albuquerque Office:	5500 San Antonio NE	Albuquerque, New Mexico 87109	(505) 222-9800	FAX (505) 765-5670
Las Cruces Office:	505 S. Main, Ste 103	Las Cruces, New Mexico 88004-0939	(575) 524-6320	FAX (575) 524-6319
Santa Fe Office:	2550 Cerrillos Rd	Santa Fe, New Mexico 87505	(505) 476-4700	FAX (505) 476-4685

WHEN BUILDING PERMITS ARE REQUIRED

(New Mexico Residential Code 106.1)

Except as specified in Section 105.2 IRC, no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a permit has first been obtained from the building official.

WHEN BUILDING PERMITS ARE NOT REQUIRED

(New Mexico Residential Code 105.1)

A building permit shall not be required for the following:

1. One story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
2. Fences not over 6 feet high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
5. Sidewalks and drive way no more than 30 inches above adjacent grade and not over any basements or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment accessory to a one or two-family dwelling.
9. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
10. Deck not exceeding 200 sq ft in area, that are not more than 30" above grade at any point, are not attached to a dwelling and do not serve the exit door required by section R311.4.

Note: Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

SEPTIC TANK PERMIT

Obtain a PERMIT TO MODIFY OR INSTALL AN INDIVIDUAL LIQUID WASTE SYSTEM form from your local New Mexico Environment Department Office. Call 1-800-219-6157 for the nearest location.

PERMIT APPLICATION DATA

To obtain a building permit, the applicant shall fill out an APPLICATION for STATE BUILDING PERMIT form. Applicant must list property owner's name and address, contractor's company name, address and license number (if applicable), architect's name, address and license number (if applicable), specific use of building, county in which the project is located, project address, nearest city/town/village, legal description, written directions to the site, description of work, construction material, and total square footage. The qualifying party for the licensed contractor requesting the permit or the homeowner requesting a homeowner construction permit must sign the application.

The homeowner must also read sign and notarize the HOMEOWNER'S RESPONSIBILITIES FORM, FOR BUILDING A HOME OR FOR ALTERATIONS, and REPAIRS OR IMPROVEMENTS TO A HOME WITH A HOMEOWNER'S PERMIT form. *A homeowner's permit may not be used to permit a project where a GB-2 or GB-98 contractor is acting as a general contractor on the project. Any contractor acting as a general contractor on a project where there is a homeowner's permit must obtain a building permit for his work, and shall be held responsible for any work performed at this site. Further, licensed subcontractors will be held responsible for their work, which also must be permitted separately.* A homeowner may not perform electrical, plumbing or mechanical work unless the homeowner applies for and passes the required CID exam for such work. Call (505) 476-4869 for information on the homeowner electrical and plumbing permits process.

ZONING APPROVAL

Your project may be located in an area requiring zoning approval from a city or county zoning authority. You must obtain zoning approval and signature on the APPLICATION for STATE BUILDING PERMIT before applying to this office for the building permit. Contact the Construction Industries Division for zoning requirements in your area.

VALUATION AND FEES

- **Valuation of your project is based CID Rules New Mexico Administrative code 14.5.5.10 . The project does need the signed contract between the project owner and contractor. If you are applying for a homeowner construction permit, the Division will calculate the valuation based on established valuation tables in our office. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. If you are mailing the application and plans to your nearest CID office, call any of the offices listed above for the fee prior to mailing.**

PLAN SUBMISSION

Two complete sets of plans at 1/4" = 1'-0 minimum with dimensions, on at least 8 1/2 "x 11" paper is required and will provide the following information:

1. **SITE PLAN.** Show proposed new structures and any existing buildings or structures on site, including existing adjacent structures within 10 feet of any adjacent property lines, and north arrow. Show property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show general drainage and grading information.
2. **FOUNDATION PLAN.** Indicate size, location and depth below grade of all footings, piers, and stem walls. *If necessary, provide a geotechnical report, including soil-bearing capacity for the proposed structure at the site.*
3. **FLOOR PLAN.** Show all floors including basement. Label all the rooms and provide overall dimensions. Show all doors and windows. Provide door and window schedules. Locate smoke detection systems.
4. **FLOOR & ROOF FRAMING PLANS.** Show size, spacing and spans of joists, girders, rafters, beams and headers. Specify grade and species of all wood members. All wood trusses must be engineered and pre-manufactured. The sealed truss engineered specifications must be submitted with the drawings when applying for permit. The manufacturer's instructions on placement and attachment of all wood trusses must be at the job site for the building inspector's review.
5. **DETAILS.** Include typical interior and exterior wall sections showing floor, wall and ceiling type, size, spacing and insulation required by the Model Energy Code. Show footing and foundation depth and dimensions; detail anchor bolt size and spacing, and spacing of steel reinforcement in masonry, concrete footings and stem walls. Show stair details showing dimensions of rise and run of steps, handrail location, guardrail spacing, headroom, etc. Show fireplace details and section showing masonry reinforcement; if using pre-fabricated unit, the manufacturer's installation instructions must be at the job site for the building inspector's review and uses.
6. **TOTAL SQUARE FOOTAGE.** List the heated, garage, carport, covered porch and patio square footage on your plans. The total floor area square footage must be listed on the APPLICATION for STATE BUILDING PERMIT.
7. **MODEL ENERGY CODE.** A package explaining and detailing Model Energy Code requirements, including sample worksheets, is available, as well as one-page compliance sheets for your area.

SPECIAL CONDITIONS

1. **ADDITIONS.** In addition to the above requirements, the floor plan shall show the addition and all existing rooms, doors and windows that will adjoin the addition. Provide distances on all sides of the addition to property lines and existing structures. Ensure that an existing sleeping room's sole means of egress to the exterior is not blocked by the addition.

2. __ALTERATION/REPAIR. When performing alterations and repairs to an existing residence without performing structural changes, two sets of lists outlining work to be performed and materials to be used will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Pollution Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information.

3. __RELOCATED RESIDENCE. When relocating an existing residence to new site, the structure will be considered new construction and must comply with all current applicable codes. Submittal shall reflect all the requirements listed under PLAN SUBMITTAL above.

4. __DEMOLITION. Two site plans identifying the structure(s) to be demolished will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Pollution Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information.

5. __ALTERNATIVE METHODS AND MATERIALS. Utilizing alternative methods and materials (other than masonry, wood frame, adobe and rammed earth construction) requires submission of the CERTIFICATION FOR ALTERNATIVE METHODS AND MATERIALS form with the application for state building permit. The certification shall be recorded with the county clerk's office in the county where your project is located.

REQUIRED INSPECTIONS To request an inspection e-mail us at CID.Inspection@state.nm.us our call 505-222-9813 or 877-243-0979

1. FOUNDATION INSPECTION. To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards; the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.

2. CONCRETE SLAB or UNDER-FLOOR INSPECTION. To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

3. FRAME INSPECTION. To be made after the roof, all framing, fire blocking and bracing is in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.

4. WEATHER-RESISTIVE BARRIER INSPECTION. To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.

5. FINAL INSPECTION. To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general construction inspection. The Construction Inspector will issue the Certify of Occupancy to the contractor after approving final general construction inspection.

6. OTHER INSPECTIONS. In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws, which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

WHEN PROFESSIONAL SEALS ARE NOT REQUIRED (New Mexico Residential Code 106.1)

The requirement for plans and specifications to be prepared by an architect and/or engineer shall not be required of the following unless, at the discretion of the building official, exception is not in the best interest of public safety or health:

- A.** Single-family dwelling not more than two stories in height.
- B.** Multiple dwellings not more than two stories in height containing not more than four dwelling units of wood-frame construction and provided this paragraph is not construed to allow a person who is not

- an architect to design multiple clusters of four dwelling units each where the total exceeds four dwelling units on each lawfully divided lot.
- C.** Garages or other structures not more than two stories in height, which are appurtenant to buildings described in paragraphs A or B of this Section.
- D.** Alterations to buildings or structures that present no unusual condition or hazards or change in occupancy.

WHEN PROFESSIONAL SEALS ARE REQUIRED

The Construction Industries Division requires, as provided under 2015 IRC Section 106. Plans and specifications for the following construction methods be prepared and sealed by a New Mexico Registered Architect or Structural Engineer:

- 1.** Construction utilizing steel studs, structural steel members (red iron) and/or steel pipe.
- 2.** All prefabricated, premanufactured and component structures.
- 3.** Residential construction utilizing a wood foundation.
- 4.** All retaining walls over four feet in height measured from the bottom of the footing to the top of the wall.
- 5.** A second story addition to an existing first story (unless proof of previous CID approval shows current construction will support additional second story load).
- 6.** Residential construction utilizing an alternate material, design or method in construction.

CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

APPLICABLE CODES

The Construction Industries Division currently enforces the following codes:

- 2015 New Mexico Commercial & Residential Building Code
- 2015 International Building Code
- 2015 International Existing Building Code
- 2015 International Residential Code
- 2012 Solar Energy Code (IAPMO)
- 2009 NM Energy Conservation Code
- ICC/ANSI A117.1-2009
- 2015 New Mexico Plumbing and Mechanical Code
- 2015 Uniform Mechanical Code (IAPMO)
- 2015 Uniform Plumbing Code (IAPMO)
- 2012 Uniform Swimming Pool, Spa and Hot Tub Code
- 2012 Uniform Solar Energy Code
- 2017 New Mexico Electrical Code
- 2017 National Electrical Code
- 2012 NMESC
- 2012 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
- 2017 NFPA 58
- 2012 NFPA 57
- 2015 NFPA 54
- 2010 NFPA 52
- 2011 NFPA 1192

CONSTRUCTION INDUSTRIES DIVISION WEB SITE

CID has developed a new information web site with "view only" information at www.rld.state.nm.us/construction. This site includes information of interest to consumers, business and the regulated community.

CONTRACTOR LICENSE LOOK-UP

A license "view only" web site has been developed at public.psiexams.com. This site includes the names, addresses and telephone numbers of licensed contractors and their license classification. It also includes information on licensing and required qualifications for license examination.

MANUFACTURED HOMES

Contact the Manufactured Housing Division, located within the CID office, at 505-476-4770 for guidance on additions, alterations and repairs to manufactured homes.

REQUIREMENTS TO OBTAIN ZONING APPROVAL FOR A BUILDING PERMIT IN RIO COMMUNITIES CITY LIMITS

1. ___ OBTAIN BUILDING PERMIT FORMS FROM RIO COMMUNITIES
 - a. In person at Rio Communities City Hall at 360 RIO COMMUNITIES BLVD (HWY 47)
Telephone Number: 505-861-6803
 - b. Print from Rio Communities website at www.riocommunities.net.
2. ___ Property Identification number from: **County Assessor's Office or property tax statement**
3. ___ Plat Map of the property from the County Clerk's Office (Please check for easements and covenants on your property).
4. ___ Site Address: _____
5. ___ **Copy of the approved Septic System Permit if new dwelling or addition** from the NM State Environment Department (505-222-9500) or **indication that it is a public sewer**. Sewer ___ Septic ___ (**Mark one**)
6. ___ Site plan showing location of the building on the property. Side setbacks are a minimum of five (5) feet. Rear setback is a minimum of ten (10) feet. Front setback is a minimum of twenty (20) feet.
7. ___ **Certificate of Elevation** from a surveyor if property is located in a Flood Zone. (Please bring a copy of the Certificate with the Multi-Purpose State Building Permit Application to determine the required elevation of the Building and a second Certificate of Elevation after the building is completed).

All of the above must be provided before the Planning and Zoning Commission will review the plans.

8. ___ Fill out forms and return in person or by mail to "Rio Communities City Hall" at 360 Rio Communities Blvd, Rio Communities, NM 87002. Business Hours/days are Monday thru Thursday from 9:00 a.m.-2:00 p.m. or by appointment (505-861-6803).
9. ___ Rio Communities staff will review forms for zoning, sub-division and flood plain compliance.
10. ___ If approved, Rio Communities will return the forms to you.
11. ___ Payment of \$75.00 to the city of Rio Communities by cash, check, money order or credit card (3% convenience fee is charged). You can pick up the forms in person or have them mailed to you. Contact City Hall to make arrangements.
12. ___ After Zoning approval, **YOU MUST TAKE THE FORMS TO CID IN ALBUQUERQUE, NM** (map included in forms) FOR ENGINEERING REVIEW AND INSPECTIONS BY THEIR STAFF WHEN APPROPRIATE. CID IS IN TOTAL CONTROL OF THIS ASPECT OF THE BUILDING PERMIT PROCESS AND WILL GUIDE YOU AS APPROPRIATE.

Construction Industries Division

5500 San Antonio NE

Albuquerque, NM 87002

Telephone: 505-222-9300

Upon completion of the applicable requirements, the Certificate of Compliance will be issued and the address assigned.

Type of Construction: _____ Building Permit #: _____

360 Rio Communities Blvd.
Rio Communities, NM 87002



Multi-Purpose State Building Application

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State of New Mexico Regulation and Licensing Department Construction Industries Division
Santa Fe 2550 Cerrillos Rd Santa Fe, NM 87505 Phone: (505) 476 - 4700 Fax: (505) 476 - 4685
Albuquerque 5500 San Antonio NE Albuquerque, NM 87109 (505) 222 - 9800 (505) 765 - 5670
Las Cruces 505 S. Main St. Ste. 118 Las Cruces, NM 88004 (575) 524 - 6320 (575) 524 - 6319

Building Permit (Commercial includes electrical/mechanical/plumbing reviews) Residential Commercial Pre-Bid Trade Review Only
New Construction Alteration/Repairs/Demolition Additions Foundation only Reroof Electrical Review
wood metal frame masonry adobe rammed earth metal structure other Mechanical/Plumbing Review

Description of work:

THE FOLLOWING INFORMATION MUST BE PROVIDED
Physical Address of job site (must provide a physical address) Nearest City/Town/Village Zip Code County
GPS Coordinates optional X Coordinate Y Coordinate
MUST provide written Directions

Property Owner or Homeowner Information:
First Name Last Name E-mail address:
Address No. & Street / PO Box / Rural Route City State Zip Code Phone

Contractor Information (must provide proof of contract):
Company Name NM State License # and classification
Address No. & Street / PO Box / Rural Route City State E-Mail Address:
Contact Information (Name) Phone Fax

Design Professional Information:
Company Name NM State License #
Address No. & Street / PO Box / Rural Route City State
Contact Information (Name) Phone E-mail address:

Type of Construction I II III IV V A B Energy Compliance: Climate Zone:
Occupancy Group A B E F H I M R S U Prescriptive Trade-off Performance Energy Code Not Applicable
Division 1 2 3 4 5
Square Footage: Fire Sprinklers Apply Y / N LP gas Appliance Apply Y / N
Valuation / Sign Contract:

APPLICANT MUST READ AND SIGN THE FOLLOWING: I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements for the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for purpose of determining whether the work of building or structure on the premises complies with the New Mexico Building Code. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code.
X Signature Date

Official Use Only
Date Issued: Processed By: Tracking Number:
Received By: Total Fees Due:
Walk In Mail E-Mail: Partial Payment:
Paid By: Balance Due:
Check Money Order Credit Card Purchase Order

PLANNING/ZONING APPROVED BY: Signature Date:
FLOOD PLAIN APPROVED BY: Signature Date:
GENERAL BUILDING APPROVED BY: Signature Date:
UPC/UMC APPROVED BY: Signature Date:
NEC APPROVED BY: Signature Date:

BUILDING PERMIT GUIDE FOR COMMERCIAL CONSTRUCTION

State of New Mexico Regulation and Licensing Department Construction Industries Division

Albuquerque Office: 5500 San Antonio Dr NE
Las Cruces Office: 505 S. Main, Ste 103
Santa Fe Office: 2550 Cerrillos rd

P.O. Box 939
P.O. Box 25101

Albuquerque, New Mexico 87113
Las Cruces, New Mexico 88004-0939
Santa Fe, New Mexico 87504

(505) 222-9800 FAX (505) 765-5670
(505) 524-6320 FAX (505) 524-6319
(505) 476-4700 FAX (505) 476-4619

PERMIT APPLICATION DATA

To obtain a permit, the applicant shall fill out an APPLICATION for STATE BUILDING PERMIT supplied by the Construction Industries Division office. Applicant must supply description of work, building address, construction material, total square footage, specific use of building, project owner's name and address, contractor's business name, address and license number, architect's name, address and license number. The licensed contractor requesting the permit must sign the application. Call (505) 476-4869 for more information.

ZONING APPROVAL

Your project may be located in an area requiring zoning approval from a city or county zoning authority. You must obtain zoning approval and a signature on the APPLICATION for STATE BUILDING PERMIT before applying to this office for the building permit. Contact the Construction Industries Division for zoning requirements in your area.

VALUATION AND FEES

Valuation of your project is based CID Rules New Mexico Administrative code 14.5.5.10. The project does need the signed contract between the project owner and contractor. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. *If you are mailing the application and plans to the nearest CID office, call any of the offices listed above for the fee prior to mailing.*

PLAN SUBMITTAL

Two complete sets of plans and specifications must be submitted to Construction Industries Division for permit and must be sufficiently clear to show the project in its entirety. Following is a minimum standard of required drawings for review by Construction Industries Division for new commercial construction, additions, and remodels (use as a checklist when preparing your submittal):

I. COVER SHEET.

- A. Project identification
- B. Project address and a location map
- C. All design professionals identified
- D. The prime design professional (the professional responsible for project coordination) must be identified. All communications should be directed through this individual
- E. Design Criteria list:
 1. Type of building construction (IBC Chapter 6)
 2. Square Footage area of each floor or wing and total building square footage
 3. Group or use and occupancy (IBC CHAPTER 3) including mixed occupancies if applicable
 4. Occupant load (IBC Chapter 10, Table 10004.1.1)
 5. Allowable area calculations
 6. Exiting requirements
 7. Plumbing fixture requirements based on IBC Chapter 29,
 8. Fire sprinklers
 9. Height and number of stories
 10. Land use zone
 11. Location of property
 12. Seismic location

2. **SITE PLAN.** Show proposed new structures and any existing buildings or structures on site, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on

the site. Show all required parking per New Mexico Building Code, including accessible parking, access aisles and ramps per ANSI. Show drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate, include a topographical survey. Show north arrow.

3. **FOUNDATION PLAN.** Show all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report, including soil-bearing capacity, for the purposed structure at that site.
4. **FLOOR PLAN.** Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, door label ratings, area and occupancy separations and draft stops shall be shown. Include exiting requirements.
5. **FRAMING PLANS AND ROOF FRAMING PLANS.** Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Show roof plan.
6. **EXTERIOR ELEVATIONS.** Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable.
7. **BUILDING SECTIONS AND WALL SECTIONS.** Show & label materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.
8. **MECHANICAL SYSTEM.** Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. The State Fire Marshall's Office shall approve sprinkler systems plans. Submit energy conservation calculations per 2009 Model Energy Code requirements.
9. **PLUMBING SYSTEM.** Show plumbing riser diagrams, all fixtures, piping, slopes, materials and sizes. Show points of connection to utilities, septic systems, pre-treatment sewer systems and water wells.
10. **ELECTRICAL SYSTEM.** Show electrical riser diagrams, all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current, load calculations and fixture schedules. Show lighting calculations and point of connection to utility.
11. **STRUCTURAL CALCULATIONS.** Where required, provide structural calculations for the entire structural system of the project. Include wind, roof and floor design loads.
12. **SPECIFICATIONS.** Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated into a project manual in lieu of drawings.
13. **ADDENDA AND CHANGES.** It shall be the responsibility of the individual identified on the cover sheet as the prime design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations and other appropriate documents prior to actual construction.
14. **REVISIONS.** For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.

REQUIREMENTS FOR PROFESSIONAL SEALS

When any professional seal is required for a building permit, every standard page of the construction documents must bear a professional seal with original signature and date, certifying professional responsibility for every aspect of the project. Referenced serial drawings do not require a seal.

SINGLE SEAL REQUIREMENT

The single seal of either a New Mexico registered engineer (structural) or architect meets the requirement for professional certification on projects that do not exceed a construction valuation of four hundred thousand dollars (\$400,000) and do not exceed a total occupant load of fifty (50).

Nonresidential buildings, as defined in the 2015 International Building Codes, or additions having a total occupant load of ten (10) or less and not more than two (2) stories in height, which shall not include E-3, H, or I occupancies, will not require the seal of either an architect or engineer, unless the Construction Industries Division determines such seal is necessary to protect public life, safety and welfare.

Plans, specifications and calculations stamped by an Electrical Engineer licensed to practice in New Mexico shall be required for any installation with a calculated service capacity over 100 kVA single-phase or over 225 kVA three-phase. This requirement shall NOT apply to remote installations such as single irrigation pumps.

Plans, specifications and calculations stamped by a Mechanical Engineer licensed to practice in New Mexico may be required on mechanical permits of \$50,000.00 or more in value and/or commercial buildings three stories and higher.

MULTIPLE SEALS REQUIREMENT

The professional seals of both an architect and an engineer (structural) (or engineers) are required on projects with either a construction valuation greater than four hundred thousand dollars (\$400,000.00) or a total occupant load greater than fifty (50). Occupant load shall be in accordance with Table 1004.1.2 of 2015 International Building Code.

REQUIRED INSPECTIONS

To request an inspection e-mail us at CID.Inspection@state.nm.us our call 505-222-9813 or 877-243-0979

- 1. FOUNDATION INSPECTION.** To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards, the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.
- 2. CONCRETE SLAB or UNDER-FLOOR INSPECTION.** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
- 3. FRAME INSPECTION.** To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.
- 4. WEATHER-RESISTIVE BARRIER INSPECTION.** To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.
- 5. FINAL INSPECTION.** To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general

construction inspection. The Construction Inspector will issue the Certificate of Occupancy to the contractor after approving final general construction inspection.

- 6. OTHER INSPECTIONS.** In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

COMMERCIAL DEMOLITION AND RENOVATION

Call the Air Pollution Control bureau for information regarding the handling of asbestos containing materials at 1-800-224-7009 prior to demolition and renovation of existing commercial structures. The Air Pollution Control Bureau must be notified 10 days in advance of any demolition and renovation of commercial structures.

APPLICABLE CODES

The Construction Industries Division currently enforces the following codes:

- 2015 New Mexico Commercial & Residential Building Code
- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Existing Building Code
- 2012 Solar Energy Code (IAPMO)
- 2009 NM Energy Conservation Code
- ICC/ANSI A117.1-2009
- 2015 New Mexico Plumbing and Mechanical Code
- 2015 Uniform Mechanical Code (IAPMO)
- 2015 Uniform Plumbing Code (IAPMO)
- 2012 Uniform Swimming Pool, Spa and Hot Tub Code
- 2012 Uniform Solar Energy Code
- 2017 New Mexico Electrical Code
- 2017 National Electrical Code
- 2012 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
 - 2017 NFPA 58
 - 2012 NFPA 57
 - 2015 NFPA 54
 - 2010 NFPA 52
 - 2011 NFPA 1192

ACCESSIBILITY

Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code, and supercede Chapter 11, Accessibility, of the International Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1-2009 "Accessible and Usable Buildings and Facilities".

CONSTRUCTION INDUSTRIES DIVISION WEB SITE

CID has developed a new information web site with "view only" information at WWW.STATE.NM.US/RLD/CID. This site includes information of interest to consumers, business and the regulated community.

CONTRACTOR LICENSE LOOK-UP

A license web site has been developed at WWW.CONTRACTORSNM.COM. This site includes the names, addresses and telephone numbers of licensed contractors and their license classification. It also includes information on licensing and required qualifications for license examination.



New Mexico Regulation and Licensing Department

CONSTRUCTION INDUSTRIES DIVISION

2550 Cerrillos Road ▪ Santa Fe, NM 87505 ▪ (505) 476-4700 ▪ Fax (505) 476-4685
 5200 Oakland Ave. NE ▪ Albuquerque, NM 87113 ▪ (505) 222-9800 ▪ Fax (505) 765-5670
 505 S. Main St., Suite 150 ▪ Las Cruces, NM 88004 ▪ (505) 524-6320 ▪ Fax (505) 524-6319
www.rld.state.nm.us/cid

HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone. Please read each of the following statements. If you agree with a statement and your answer to it is "yes", then place a check mark in the appropriate box. If you do not answer, "yes" to every statement, you should **seriously reconsider** applying for a Homeowner's Permit.

After marking each item and signing this form in the presence of a Notary Public, you are required to submit this checklist with your Building Permit application package. This signed checklist will be kept on record with the permit application as proof of your assumption of the risks and liabilities associated with a Homeowner's Permit. Call or visit your State or local office as to other required submittals.

Check the appropriate box:

- I plan to build a single-family home that will be owned and occupied by myself.
- I plan to alter, repair or make improvements to a home owned and occupied by me.
- I plan to build or improve a free-standing storage building 200 sq ft or more located on my residential property

<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand I must apply for my Homeowner's Permit by myself and cannot delegate this task to anyone.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I am familiar with the construction process and know enough about building to be my own homeowner-builder.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	I am familiar with the New Mexico Building Code, the Construction Industries Licensing Act, the Construction Industries Division Rules and Regulations, and the building requirements of the jurisdiction in which I plan to build my home or in which my home is located.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will comply with all applicable building codes and requirements.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will call for inspections at appropriate times and will make my premises accessible to the inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that a re-inspection and a re-inspection fee will be required if any work does not meet code and/or I call for an inspection when work is not ready and/or the work to be inspected is not accessible to the inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, by taking out a Homeowner's Permit, I am acting as my own homeowner-builder.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that before I hire any subcontractor, I must verify with the Construction Industries Division that he is duly licensed in New Mexico to perform the type of work for which I intend to hire him.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, as the homeowner-builder, I may physically do the work myself and/or hire employees.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire anyone (besides a licensed subcontractor) to assist me in building, altering or repairing, I understand that person will be my employee and under my direction.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will pay hourly wages to my employee(s) and will offer no other form of compensation.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire any employee(s), I understand I must have, or must secure, my own State and federal employer tax numbers.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will make my State and federal employer tax numbers available to the Construction Industries Division upon request.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will withhold all required State and federal taxes, Social Security, etc. from the wages I pay to my employee(s).
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will make my payroll records available to my inspector upon his request.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I must carry Workers' Compensation insurance if I employ a total of three or more persons (not including subcontractors)
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I have less than three employees, I may carry Workers' Compensation insurance but am not required to do so.

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<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I do not carry Workers' Compensation insurance, I may be financially responsible if any of my employees are injured while working on my premises. This financial liability will include employee(s) for whom I was not required to carry Workers' Compensation insurance.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire a subcontractor and he does not carry Workers' Compensation, I understand I may be financially responsible if any of his workers are injured while working on my premises.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, I understand such person will be my employee, and I will pay him hourly wages and no other form of compensation.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, I understand that, as the homeowner-builder, I am still the responsible party for compliance with all building codes and construction requirements and for the quality and completion of all contracting work performed under my Homeowner's Permit by my subcontractor(s), employee(s), and me.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire a GB-2 or GB-98 licensed contractor to supervise my work, I must void my Homeowner's Permit. The licensed contractor must permit the project under his own license.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I do not want to be responsible for the quality and completion of all work on my home and for compliance with all building codes and construction requirements, I should not obtain a Homeowner's Permit. Rather, I should hire a licensed general contractor to take over those responsibilities.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I am building my own home and during the process of building, I decide not to own and/or occupy the home when it is completed, I understand I am no longer eligible for a Homeowner's Permit. At that time, I will immediately cancel my Homeowner's Permit and hire a licensed general contractor to complete the work.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand my Homeowner's Permit is only for general construction building. Any electrical, mechanical or plumbing work must be permitted separately.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand electrical and/or a properly licensed contractor must perform plumbing work unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by the electrical or plumbing inspector for the jurisdiction in which I am building my home. This includes: (1) Having my submitted plans approved and (2) obtaining all required permits and calling for all required inspections.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, under no circumstances, can I perform HVAC or natural gas work under my Homeowner's Permit, and I must hire an appropriately licensed subcontractor who will obtain his own permit for performing such work.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I hire a subcontractor to do the electrical and/or plumbing work, that subcontractor must obtain his own permit for his portion of the work.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I do not cure any cited code violation within ninety (90) days, the Construction Industries Commission may assess a penalty of up to Two Hundred Dollars (\$200.00) against me.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I fail to call for a final inspection, the Construction Industries Commission may assess a penalty of up to Five Hundred Dollars (\$500.00) against me.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I must call for and pass all required inspections, including a final Inspection, in order to obtain a Certificate of Occupancy.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand the law requires I may not occupy my home (or addition to my home) until a Certificate of Occupancy has been issued; by my general construction inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I disregard the law and occupy my home (or addition) prior to final inspection, no Certificate of Occupancy will be issued to me after final inspection or at any time in the future.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I may have difficulty in closing on a construction loan, refinancing my home or selling my home in the future if I do not follow all laws and procedures and obtain a Certificate of Occupancy.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand the Certificate of Occupancy will clearly state my home (or addition) was built under a Homeowner's Permit.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission because I have assumed the responsibilities for this project that would have normally been assumed by a licensed general contractor.

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I _____ certify that I have read the above statements and understand the requirements and responsibilities that accompany a Homeowner's Permit, and I agree to be bound by all applicable codes, law, rules, regulations, requirements and responsibilities. I understand I cannot perform any electrical, mechanical or plumbing work under this permit, If I hire a licensed contractor to do any portion of this project; the contractor will apply for his own permit for this portion of the work. I understand I am required to substantiate my construction knowledge to the satisfaction of the Division.

X _____
Homeowner Signature (must be signed before a notary witness)

NOTARY

Sworn to before me this _____ of

_____, 20_____

Notary witness signature

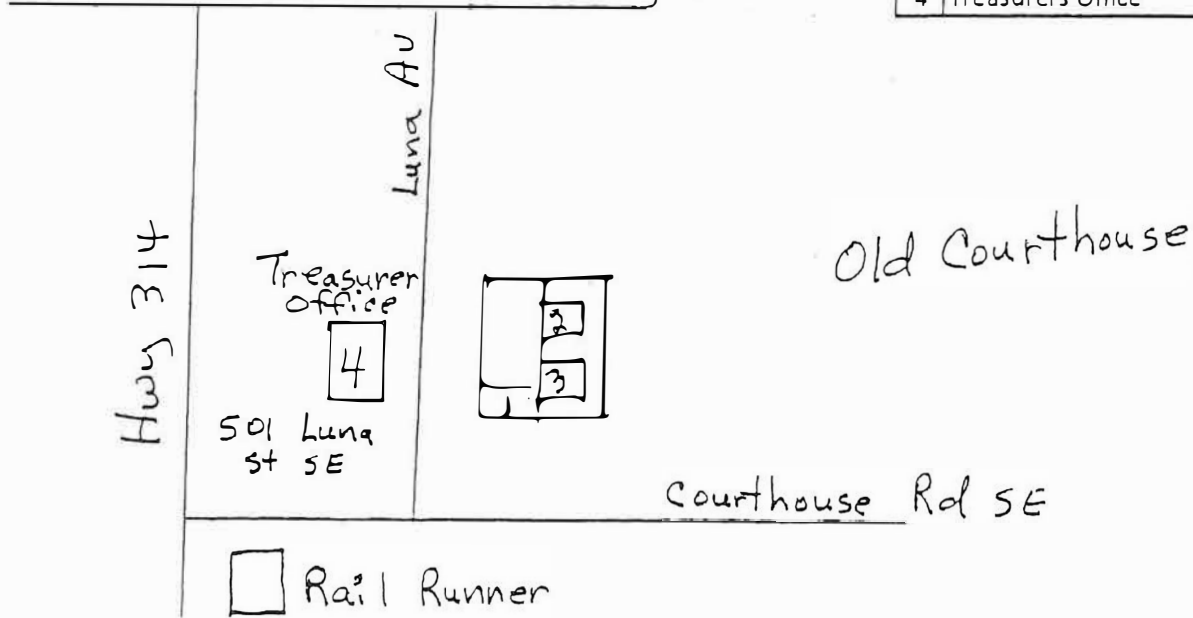
My Commission Expires: _____

NOTE: This signed copy is to be attached to the Homeowner's Permit application. A photocopy is to be given to the homeowner named above.

Valencia County Office:
 444 Lunas Avenue Los Lunas, NM 87031

1	County Assessors Office	866-2065
2	GIS Mapping Office	866-2066
3	County Clerks Office	866-2073
4	Treasurers Office	866-2090

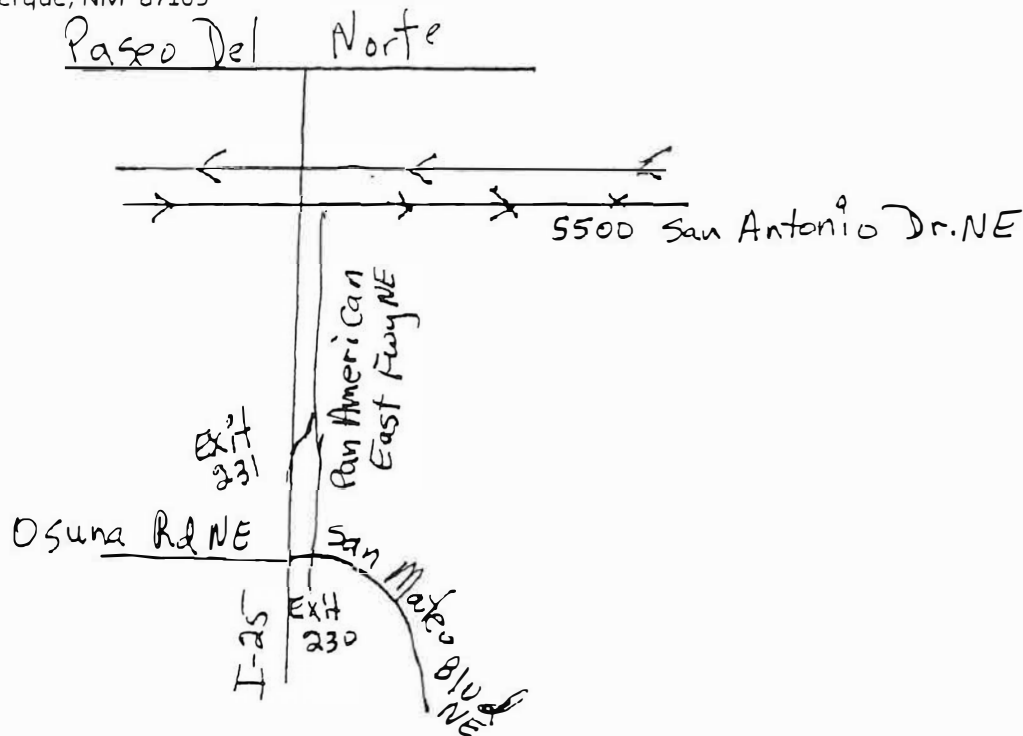
Hwy 6



Take 314 SW to Courthouse Rd SE (by Rail Runner Station). Turn right onto Courthouse Rd SE. Turn left onto Luna Avenue. Old Courthouse is approximately 1 block on right side of street.

New Mexico CID Office
 5500 San Antonio NE
 Albuquerque, NM 87109

CID Office	222-9801
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I-25 North to Exit 231. Go North on Pan American East Freeway NE. Turn right onto San Antonio Drive NE. Go to 5500 San Antonio Dr. NE.

