



SECONDARY STRUCTURE

****121 SQ FT & OVER****

1. BUILDING PERMIT & PLAN REVIEW APPLICATION
2. SITE PLAN
3. FRAMING PLAN
4. FOUNDATION PLAN
5. ROOFING PLAN
6. FINISHED ELEVATION
7. FLOOR PLAN
8. ENGINEERED TRUSS DETAILS
9. HEIGHT & SQ FT OF PRIMARY STRUCTURE
10. SIGNED & NOTARIZED H/O RESPONSIBILITIES
FORMS (if applicable)

**** 2 SETS OF ALL DRAWINGS & FORMS ****

City of Rio Rancho
3200 Civic Circle Center
Rio Rancho, NM 87144
(505) 891-5000
Building Division
(505) 891-5006
Zoning Division
891-5005

www.ci.rio-rancho.nm.us



Residential Plan Review Submittal Checklist

I certify that these plans include all the items I have checked on this checklist, and were prepared per the development standards cited below. I understand that the plans may not be accepted if I have failed to provide this information.

Signature of preparer of plans

Date

Two (2) copies of everything must be submitted on a minimum size 11"X 17" Sheets.

- Completed Building and Plan Review Application
- Site Plan
- Framing Plan
- Roofing Plan
- Foundation Plan (with footing cross section)
- Floor Plan
 - Include wall section
 - Electrical Schematic
 - Window/Door Schedule
- Finished Floor Elevation (with height measurements)

- Engineered Truss Details (with layout)
- Setback Incorporated into Site Plan

- Heat Loss Calculations (Manuel J and Manuel D)
- Notarized Responsibility Checklist (If Homeowner submitting Permit)

- ES Report (Stucco Company)
- Shear Wall Bracing
- Building Thermal Envelope (Rescheck, Remrate, Resnet)



Residential Building Permit & Plan Review Application

City of Rio Rancho Development Services
3200 Civic Center Circle NE, 1st Floor
Rio Rancho, NM 87144
(505) 891-5006 Fax: (505) 896-8994

Permit # _____

Model # _____

Fees (non-refundable)

Application fee is 65% of Building Permit Fee

Total Fees Collected: _____

[] Yes, I would like to contribute \$75.00 to the Rio Rancho Economic Development Corporation.

Property Information

Acreage of property: _____ Height of Primary: _____

Width of Front Yard Setback: _____ SQ. Ft. of Primary: _____

Physical Address

Address: _____

City: _____ State: _____ Zip: _____

Legal Description

Subdivision/Unit: _____ Block: _____ Lot: _____

Tract/Parcel: _____ Zoning: _____

Description of Work

- Checkboxes for: New Construction, Fence, Shed, Addition, Demolition, Interior Renovation, Residential Alteration/Repair, Swimming Pool/In-Ground, Well #, Septic #

Dimensions - Set Back(s)

Front: _____ Rear: _____

Sides: Left _____ Right: _____

Proposed use of property: _____

Valuation: _____ Gross floor area: _____

Height of structure: _____ No. of Stories: _____ (Pool Only) Gallons: _____

Homeowner/Agent Information

Name (Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contractor Information

Name (Print): _____ License# _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I, the undersigned, understand the above application procedure and agree to comply with conditions of same.

Name (printed) _____ Date _____

Signature _____

Single Family Residential Permit Application Procedure

Please read carefully and fill out this form in its entirety prior to submittal. Failure to provide required information will result in processing delays. Application is not approved until signed and stamped "approved" by Development Services personnel. This application is not considered complete without a signature by the applicant.

Step 1: Building Plans, Engineering, and Planning and Zoning Application

Submit two (2) sets of 24" x 36" plans** to the Building Inspection Department. Include in these plans:

- A. Fee (non-refundable after plan submittal) 65% of Building Permit Fee (a separate fee from the Building Permit fee).
- B. Site Plan: Indicate setbacks, truss engineering, and Heat-Loss Calculations.
- C. Floor Plan: Showing size, placement of rooms, openings, smoke detection(s), etc.
- D. Framing Plans: Showing materials and construction of floor, walls, roof, etc.
- E. Foundation Plan: Showing materials and construction of foundation.
- F. Electrical Plan: Showing placement of all outlets.
- G. Elevation Plan: Showing structure from front and side views and the height of the structure
- H. Drainage Detail or Plan

Step 2: Department Review

Upon submission of the two (2) sets of plans and the application, department staff begins a plan review process.

Step 3: Department Approval

Approved plans are stamped and signed by the Plan Review staff. The plans are then submitted to the Building Inspection Division for construction approval. If, at any point in construction changes occur, the applicant must re-submit amended site and building plans for approval.

Step 4: Construction Approval

Approved plans are stamped and signed by Building Inspection staff and one (1) set is returned to the applicant. Contact the Building Inspection Division for further information regarding construction review and inspection scheduling at (505) 891-5006.

Setbacks*

Residential and Garages (R-1, R-2, R-3, R-4)

FRONT:

Minimum 20'
Minimum 25' front garage
(50' maximum on lots less than .50 acre in
R-1 Single Family Residential District)

REAR:

Minimum 15'

SIDE:

Minimum 5' sides
(10' side setback on the street side of corner Lots
in R-2 & R-4 Single-Family Residential District)

Estate Residential (E-1)

FRONT:

Minimum 35'

REAR:

Minimum 25'

SIDE:

Minimum 10 feet sides
(north property line shall be one (1) foot of
setback for every foot of building height
minus six (6) feet)

Gross Square Footage

Gross square footage is comprised of heated and non-heated areas, including garages, porches, portals, etc.

*Setbacks vary. It is the applicant's responsibility to obtain appropriate setbacks. All setbacks are measured from the property line.

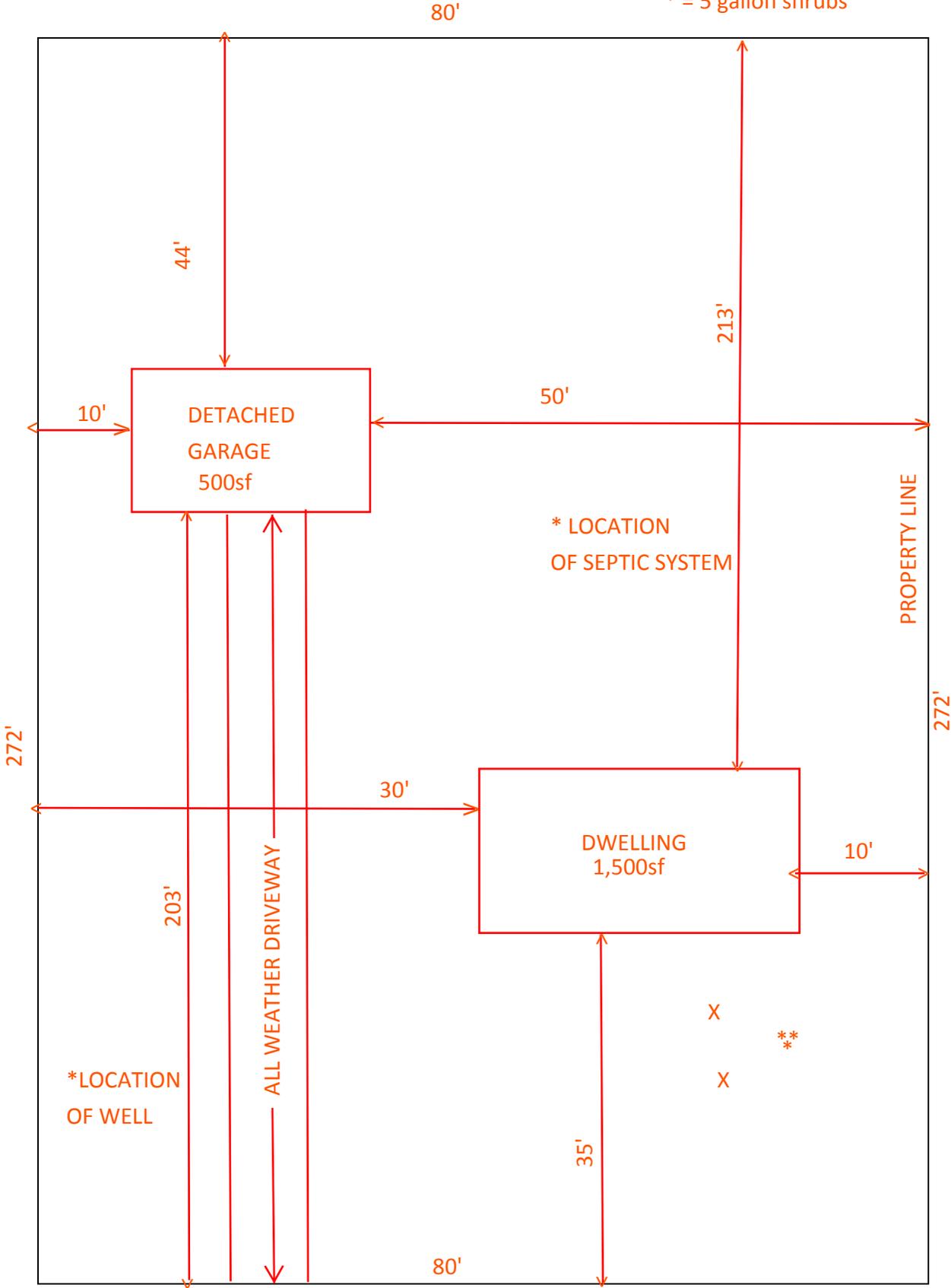
**Preferred size for printed plans is 24" x 36", but we will accept as long as not less than 11" x 17"

SAMPLE SITE PLAN

Landscape Legend

X = 1.5" caliper trees

* = 5 gallon shrubs



STREET



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	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.

Construction Industries Division
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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.

New Mexico Regulation and Licensing Department
CONSTRUCTION INDUSTRIES DIVISION

Construction Industries Division
**HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR
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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.