



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
permits@rrnm.gov

Permit # \_\_\_\_\_
Model # \_\_\_\_\_

Fees (non-refundable)

Application fee is 65% of the Building Permit Fee

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 \_\_\_\_\_
Track/Parcel \_\_\_\_\_ Zoning \_\_\_\_\_

Description of work to be conducted:

Cost of Project: \$

SETBACKS

Gross Floor Area: \_\_\_\_\_ Heated \_\_\_\_\_ Unheated \_\_\_\_\_
Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_
Garage # of Bays \_\_\_\_\_ Water # \_\_\_\_\_
No. of Stories \_\_\_\_\_ Septic # \_\_\_\_\_
Height of Structure \_\_\_\_\_ Gallons (Pool only) \_\_\_\_\_

Homeowner Information

Name (Print) \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor Information

Name \_\_\_\_\_ License # \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



## City of Rio Rancho

### Development Services

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## 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 (minimum 11" x 17") to the Building Inspection Division. Required plans include but not limited to Site Plan, Floor Plan, Framing Plan, Foundation Plan, Elevations detail, Grading and Drainage plan (if necessary), Truss Engineering and Heat Loss Calculations. There is a Building Permit fee and a Plan check fee (non-refundable after plan submittal).

### Step 2: Department Review

Upon submission of the two (2) sets of plans and the completed Building and Plan Review application. The plan review process will begin.

### Step 3: Department Approval/ Disapproval

- Approved plans are stamped and signed by the appropriate reviewer.
- Disapproved/Rejected plans are returned with comments for revisions to the applicant.

### Step 4: Completion of plan review

Once plans are approved the applicant is notified. One set of the approved plans is returned back to the applicant.

## Setbacks

\*All setbacks are measured from the property line\*

### Residential and Garages (R-1)

FRONT:

Minimum 20'

Minimum 20' front garage

REAR:

Minimum 15'

SIDE:

Minimum 5' each side

CORNER LOT SIDE:

Minimum 10' on corner side

### Estate Residential (E-1)

FRONT:

Minimum 35'

REAR:

Minimum 25'

SIDE:

Minimum 10' each side

CORNER LOT SIDE:

Minimum 10' on corner side

Minimum setbacks are determined by the zoning of lot for additional information please visit [www.rrnm.gov](http://www.rrnm.gov) > Municipal Code > TITLE XV LAND USAGE > 154. PLANNING AND ZONING. It is the applicant's responsibility to obtain appropriate setbacks.

## Gross Square Footage

Gross square footage is comprised of everything under roof, including garages, porches, portals, etc.