



# MANUFACTURED HOME APPLICATION PACKET



[www.rrnm.gov](http://www.rrnm.gov)

[www.codepublishing.com/NM/RioRancho/](http://www.codepublishing.com/NM/RioRancho/)

Welcome!

All residential manufactured home submittals within the municipal boundaries of the City of Rio Rancho are required to have a heated area of at least 36' by 24' square feet **and** at least 864 square feet. Residential dwelling units are required to:

- be permanently affixed to a permanent foundation; and
- **prior** to submittal for the Manufactured Home permit a State of New Mexico approved foundation permit shall be obtained; and
- have either an attached or detached private garage affixed to a permanent foundation. At the time of plan review submittal for the dwelling unit, a submittal is also required for the attached or detached garage; and
- have a roof meeting the following minimum criteria:
  - A pitched roof with a minimum slope of one-half inches in every 12 inches and no less than six-inch overhangs; or
  - A flat roof with parapets at least six inches in height above the finished roof.
- face the address street or create a presence on the address street; and
- All front steps necessary for access due to a difference in grade between the front door and/or the floor of the dwelling unit and finished grade shall be permanently installed and shall be constructed of stone, concrete or masonry materials; and
- have sites which shall be prepared in such a manner that positive drainage of surface water is maintained and directed away from the dwelling unit as per State of New Mexico regulations; and
- An all-weather driveway shall be constructed from the front property line to the private garage; and
- provide landscaping in the front yard which consists of a minimum of two trees, each of a minimum one and one-half inches in caliper or eight-foot high conifers and three five-gallon shrubs.

Additional design criteria information is available at

<https://www.codepublishing.com/NM/RioRancho/#!/RioRancho150/RioRancho154.html#154.60>

All new dwelling units being located within the municipal boundary of the City of Rio Rancho are assessed impact fees. Payment of the impact fees is required prior to issuance of the placement permit. <https://www.rnm.gov/DocumentCenter/View/70024/RIO-RANCHO-IMPACT-FEE-RATE-Schedule?bidId=>

Please refer to the required documentation section of this packet to ensure a complete submittal. Submittal documents and applications can be made electronically to [permits@rnm.gov](mailto:permits@rnm.gov).

## MANUFACTURED HOME REQUIRED DOCUMENTS CHECKLIST

- Copy of Data Plate\*** (the data plate is not to be removed from the dwelling unit, please take a digital photo to be used with the submittal process)
- Copy of Approved State of NM Foundation Permit**  
<http://www.rld.state.nm.us/construction/manufactured-housing.aspx>
- Meter Application Residential** (if City water and/or sewer is available)  
<https://www.rnm.gov/2795/Forms>
- or:
- Copy of Approved Liquid Waste Permit** (if not connecting to City Wastewater)  
[https://www.env.nm.gov/liquid\\_waste/forms-3/](https://www.env.nm.gov/liquid_waste/forms-3/)
- Copy of Approved Well Permit** (if not connecting to City Water)  
<https://www.ose.state.nm.us/WR/forms.php>
- Site Plan** (which provides front, sides and rear setback measured from each property line to the proposed dwelling unit) Minimum landscape requirements of two trees each of a minimum one and one-half inches in caliper (deciduous trees) or eight foot tall conifers (evergreen trees) and three five-gallon shrubs to be identified on site plan.
- Elevation detail** (this detail shall include: roof pitch, roof overhang, front steps to access the dwelling and exterior material).
- Floor Plan** (a diagram of the layout of the house).
- Completed Plan Review Application**  
<https://www.rnm.gov/DocumentCenter/View/76096/RESIDENTIAL-BUILDING-APPLICATION>
- Engineered Grading and Drainage Plan** (as required per City Ordinance Chapter 153 – Erosion Control; Storm Drainage and Stormwater Quality)  
<https://www.codepublishing.com/NM/RioRancho/#!/RioRancho150/RioRancho153.html#153>
- After all reviews have been completed satisfactorily and prior to the issuance of the Manufactured Home Permit, you will be provided with a Residential Disclosure Statement. This document shall be recorded with Sandoval County, a copy of the recorded document (all pages) shall be provided to the City of Rio Rancho Development Services Department.

**PROVIDE ONE COMPLETE SET OF THE REQUIRED DOCUMENTS DIGITALLY TO [permits@rrnm.gov](mailto:permits@rrnm.gov).**

*\*If a Data Plate is not available due to new construction, documentation that the structure will meet State requirements shall be submitted, but a copy of the Data Plate will be required prior to the house being set on the site.*



Date: \_\_\_\_\_, 20\_\_\_\_

I \_\_\_\_\_ certify that I understand a dwelling unit must have  
(print name)  
either an attached or detached private garage structurally affixed to a permanent foundation of sufficient size to, at a minimum, park automobiles and/or light trucks (§ 154.60 A(2) Residential Design Criteria). The number of parking spaces shall be in accordance with off-street parking requirements (§ 154.76 Off-Street Parking Requirements).  
I acknowledge, understand and will comply with the garage meeting the minimum setback requirements of the zoning district. The garage shall have an external appearance and finish treatment similar to and consistent with the dwelling unit and shall be completed and issued a certificate of occupancy no later than twelve months after occupation of the dwelling unit. My signature below confirms my understanding and compliance with this requirement.

X \_\_\_\_\_  
Applicant Signature (MUST BE SIGNED BEFORE A NOTARY WITNESS)

NOTARY

Sworn to before me this \_\_\_\_\_ of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary witness signature

My Commission Expires: \_\_\_\_\_



DEVELOPMENT SERVICES DEPARTMENT
Building Inspection Division
Zoning Division

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

Date: \_\_\_\_\_

Contractor and/or Homeowner
Name & Address : \_\_\_\_\_

Location Address: \_\_\_\_\_

Legal Description
Unit: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

I, \_\_\_\_\_, am the owner of the property described above and hereby attest
(legibly printed name)
to compliance with both the all-weather driveway requirement and the landscaping requirement pursuant to
the City of Rio Rancho Municipal Code, Title XV, Chapter 154 Land Usage.

• Landscaping

- All single-family residential development shall conform with installation and maintenance of landscaping in the front yard and when an unscreened side yard abuts a street right-of way, that side yard as well, in accordance with Ordinance §154.05 and/or §154.15.15. Specifically, a minimum of two trees, each of a minimum 1 1/2 inches in caliper, (deciduous trees) or 8-foot high conifers (evergreen trees) and three 5-gallon shrubs or, the equivalent thereof in accordance with a written plan submitted to and approved by the Director of Development Services, or that person's official designee. The installation of cool season turf grass in residential front yards is prohibited. Cool season turf grass is permitted in side and rear yards but shall not exceed 1,000 sq ft or 20% of the total lot area, whichever is less. Cool season turf grasses include but are not limited to the following species: Poa pratensis (Kentucky Bluegrass), Festuca spp. (Fescues), and Lolium spp (Ryegrasses). Plant aterials in front yards shall be limited to species that are not listed as high water use on the City of Rio Rancho plant list. Existing turf and other plants installed prior to October 31, 2011 are exempt from this regulation. After October 31, 2011, future homeowner association bylaws or new restrictive covenants shall not have requirements that conflict with the landscaping restrictions contained herein.
All requirements of this division shall be completed within a reasonable amount of time after occupation of the dwelling unit, not to exceed 120 days.

• Driveway

- An all-weather driveway shall be constructed from the property line to the private garage or carport, or to any other area designated for off-street parking.

The above is acknowledged by \_\_\_\_\_
Signature of Contractor and/or Homeowner

DATA PLATE EXAMPLE

Manufacturer Address \_\_\_\_\_

Plant Number \_\_\_\_\_

Date of Manufacture \_\_\_\_\_ HUD Label No (s) \_\_\_\_\_

Manufacturer's Serial Number and Model Unit Designation \_\_\_\_\_

Design Approval by (D.A.P.I.A.) \_\_\_\_\_

This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture.  
(For additional information, consult owner's manual.)

The factory installed equipment includes:

Equipment	Manufacturer	Model Designation
For heating	_____	_____
For air cooling	_____	_____
For cooking	_____	_____
Refrigerator	_____	_____
Water Heater	_____	_____
Washer	_____	_____
Clothes Dryer	_____	_____
Dishwasher	_____	_____
Garbage Disposal	_____	_____
Fireplace	_____	_____

HOME CONSTRUCTED FOR  Zone I  Zone II  Zone III

This home has not been designed for the higher wind pressure and anchoring provisions required for ocean/coastal areas and should not be located within 1500' of the coastline in Wind Zones II and III, unless the home and its anchoring and foundation system have been designed for the increased requirements specified for Exposure D in ANSI/ASCE 7-88.

This home has \_\_\_\_\_ has not \_\_\_\_\_ been equipped with storm shutters or other protective coverings for windows and exterior door openings. For homes designed to be located in Wind Zones II and III, which have not been provided with shutters or equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the method recommended in manufacturer printed instructions.

BASIC WIND ZONE MAP



DESIGN ROOF LOAD ZONE MAP



COMFORT HEATING

This manufactured home has been thermally insulated to conform with the requirements of the federal manufactured home construction and safety standards for all locations within U/O value zone \_\_\_\_\_ (See map at bottom)

Heating equipment manufacturer and model (See list at left)  
The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of \_\_\_\_\_ °F.  
To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (87 1/2%) is not higher than \_\_\_\_\_ degrees Fahrenheit.

The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmospheric pressure.

COMFORT COOLING

Air conditioner provided at factory (Alternate I)

Air conditioner manufacturer and model (see list at left)

Certified capacity \_\_\_\_\_ B.T.U./hour in accordance with the appropriate air conditioning and refrigeration institute standards.  
The central air conditioning system provided in this home has been sized ensuring an orientation of the front (hitch end) of the home facing \_\_\_\_\_. On this basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are \_\_\_\_\_ °F dry bulb and \_\_\_\_\_ °F wet bulb.

The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows of this home to the sun's radiant heat. Therefore, the home's heat gains will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various locations, window exposures and shadings are provided in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.

Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.

Air conditioner not provided at factory (Alternate II)

The air distribution system of this home is suitable for the installation of central air conditioning.

The supply air distribution system installed in this home is sized for a manufactured home central air conditioning system of up to \_\_\_\_\_ B.T.U./hr rated capacity which are certified in accordance with the appropriate air conditioning and refrigeration institute standards, when the air circulators of such air conditioners are rated at 0.3 inch water column static pressure or greater for the cooling air delivered to the manufactured home supply air duct system.  
Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with the manufactured home.

Air conditioning not recommended (Alternate III)

The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.

To determine the required capacity of equipment to cool a home efficiently and economically a cooling load (heat gain) calculation is required. The cooling load is dependent on the orientation, location and the structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals, 1989 edition, once the location and orientation are known.

INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Walls (without windows and doors) .....	_____	°F
Ceilings and roofs of light color .....	_____	°F
Ceilings and roofs of dark color .....	_____	°F
Floors .....	_____	°F
Air ducts in floor .....	_____	°F
Air ducts in ceiling .....	_____	°F
Air ducts installed outside the home .....	_____	°F

The following are the duct areas in this home

Air ducts in floor .....	_____	sq ft
Air ducts in ceiling .....	_____	sq ft
Air ducts outside the home .....	_____	sq ft

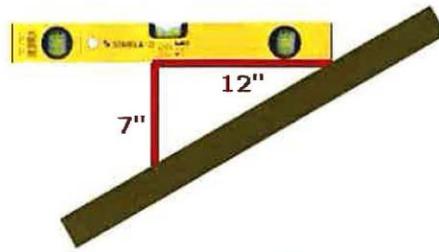
U/O VALUE ZONE MAP



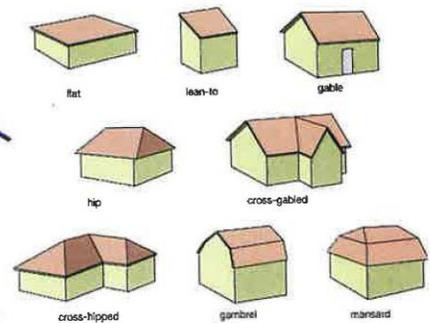
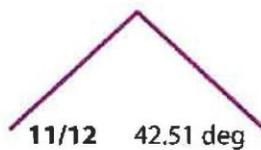
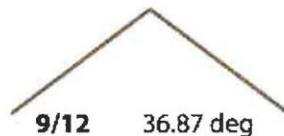
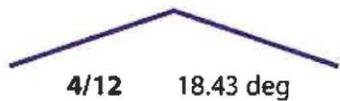
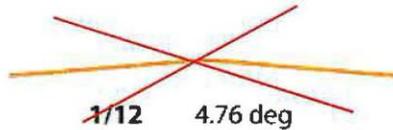
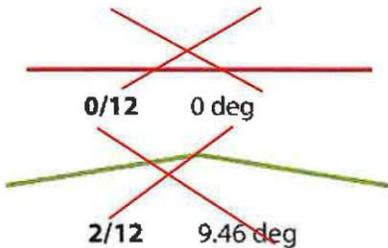
Roof pitch refers to the amount of rise a roof has compared to the horizontal measurement of the roof.

The picture at right shows the pitch of a 7-12 roof - which means that for 12" of horizontal measurement (roof run) the vertical measurement (roof rise) is 7".

Knowing your roof pitch is important. Cupolas have roof pitch limitations.



~~X~~ = UNACCEPTABLE



## CONTACT RESOURCES



Manufactured Housing Division  
Regulation and Licensing Dept  
5500 San Antonio Dr NE  
Albuquerque, NM 87109  
(505) 365-3429

<http://www.rld.state.nm.us/construction/homeowners.aspx>



State Environment Department (Liquid Waste System)  
4359 Jager Dr NE; Suite B  
Rio Rancho, NM 87144  
(505) 771-5980

[https://www.env.nm.gov/liquid\\_waste/](https://www.env.nm.gov/liquid_waste/)



State Engineers Office (Well)  
5550 San Antonio Dr NE  
Albuquerque, NM 87109  
(505) 383-4000

<https://www.ose.state.nm.us/WR/forms.php>



PNM  
(505) 241-2700

<https://www.pnm.com/>



NM GAS  
(505) 697-3335

<https://www.nmgco.com/>



City of Rio Rancho Water Department  
(505) 891-5019

<https://rrnm.gov/172/Apply-for-Water-Account>



City of Rio Rancho Planning and Zoning Division  
(505) 891-5005

<https://rrnm.gov/78/Planning-Zoning-Division>



Completed applications per applicable checklist can be submitted via our portal at [Click2Gov](#) – or –  
 EMAILED to [permits@rrnm.gov](mailto:permits@rrnm.gov). **Paper documents will not be accepted.**

**PROPERTY INFORMATION**

**SITE Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**LEGAL:** Subdivision/Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tract/Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Height of Primary: \_\_\_\_\_ Sq. Ft. of Primary: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_ Width of Front Yard Setback: \_\_\_\_\_

**DESCRIPTION OF WORK**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> New Construction                        | <input type="checkbox"/> Pool – Gallons: _____ | <input type="checkbox"/> Demolition           | <input type="checkbox"/> Rough Grading       |
| <input type="checkbox"/> Interior Renovation                     | <input type="checkbox"/> Alteration/Repair     | <input type="checkbox"/> Shed                 | <input type="checkbox"/> Signs – SqFt: _____ |
| <input type="checkbox"/> Solar – Array SqFt: _____               | <input type="checkbox"/> Re-Roof               | <input type="checkbox"/> Garage (Bays: _____) | <input type="checkbox"/> Freestanding        |
| <input type="checkbox"/> Roof or <input type="checkbox"/> Ground | <input type="checkbox"/> Addition              | <input type="checkbox"/> Fence/Wall           | <input type="checkbox"/> Wall-mounted        |

Valuation: \$ \_\_\_\_\_ Height of Structure: \_\_\_\_\_ No. of Stories: \_\_\_\_\_ Garage – #of bays: \_\_\_\_\_

Proposed use: (new single-family residence, new restaurant) \_\_\_\_\_

Description: (bathroom addition, new gazebo, new commercial bldg) \_\_\_\_\_

Gross Floor Area: _____ Stories: _____	Dimensions – Set Back(s):	Type of Sewage Disposal:
Heated: _____ Structure Height: _____	Front: _____	<input type="checkbox"/> Public Sewer <input type="checkbox"/> Private
Unheated: _____	Rear: _____	<input type="checkbox"/> Water # _____
<i>NOTE: Gross square footage comprises of everything under roof, including garages, porches, portals, etc.</i>	Left: _____	<input type="checkbox"/> Septic # _____
	Right: _____	

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONTRACTOR**

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

**ARCHITECT/ENGINEER (if applicable)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CERTIFICATION**

I, the undersigned, hereby certify that

- ✓ I am the duly appointed agent authorized to act on behalf of the property owner;
- ✓ The information provided is true and correct and represents the current/proposed status of the subject property;
- ✓ The submitted plans are complete and in compliance with the building standards set forth in the City of Rio Rancho Code;
- ✓ The plans illustrate all public and private easements located on the property;
- ✓ The plans and submittals have been prepared in accordance with the submittal checklist, and I further understand that failure to follow the submittal checklist will result in delays or rejection of my application.

Contact Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Permit #: \_\_\_\_\_ Type: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date Accepted: \_\_\_\_\_  
 Model #: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_ Zone District: \_\_\_\_\_

**SETBACKS – All setbacks are measured from the property line**

It is the applicant’s responsibility to obtain the appropriate minimum setbacks, which are determined by the zoning of lot. Additional information can be found at [www.rnm.gov](http://www.rnm.gov) or via link [154. Planning and Zoning](#).

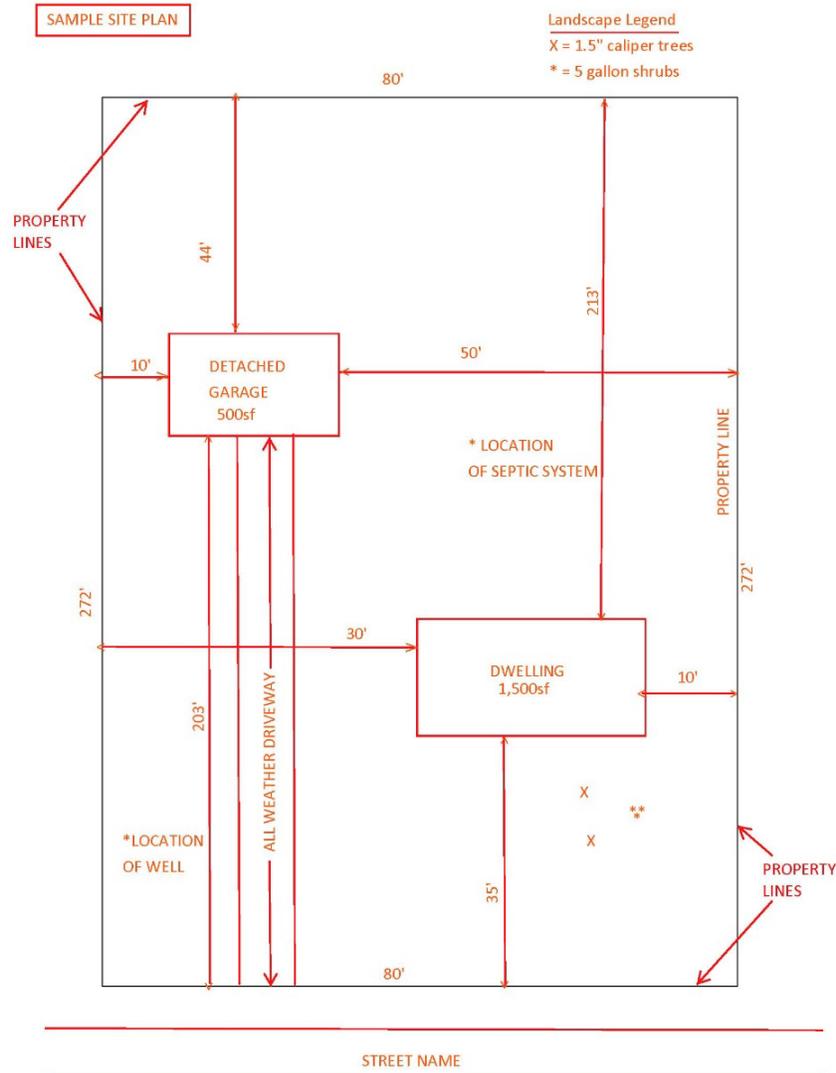
**Residential and Garages (R-1)**

- 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

**SITE PLAN EXAMPLE**





**State of New Mexico – Construction Industries Division  
Homeowner Building Permit Application**

2550 Cerrillos Rd, Santa Fe NM 87505      505-476-4700

5500 San Antonio NE, Albuquerque NM 87109      505-222-9800

505 S. Main St. Ste. 103, Las Cruces NM 88004      575-524-6320

Web: <https://www.rld.nm.gov>

email: [CID.PERMITHELP@rld.nm.gov](mailto:CID.PERMITHELP@rld.nm.gov)

## Instructions for Obtaining a Homeowner's Permit

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The legislative intent of the exemption to licensing in the Construction Industries Licensing Act allows you to construct or alter your single-family residence without obtaining a contractor's license. This exemption applies only to your primary residence that is owned and occupied or to be occupied by you. This exemption includes free standing garages, carports and sheds. The exemption does not apply to any other residential dwellings owned by you including rental dwellings or commercial properties as defined in the adopted codes.

1. The Homeowner permit is only required for work that requires a permit and inspections pursuant to the regulations.
2. Specialty trade projects such as roofing or window installations, that are not part of a larger multi-faceted project, such as a house project or a remodel, are not eligible for a homeowner's permit if the work is to be subcontracted and is not performed by you either personally or with the aid of legal (W-2) employees.
3. There are separate permits for residential general building, electrical wiring and plumbing installations, alterations and repairs.
4. Prior to applying for a homeowner permit you shall:
  - a. Obtain zoning approval from the local planning and zoning department where the property is located.
  - b. Obtain a flood plain determination from the local planning and zoning department or the flood plain authority.
  - c. Secure proof of ownership of the property which may include a deed, real estate contract or other proof as acceptable to the division.
5. For this permit, you must apply in person at the office of the Authority Having Jurisdiction (AHJ), either the Construction Industries Division (CID) or the local permitting authority.
6. When applying for the homeowner permit you shall provide each items listed below:
  - a. Submit proof of identity.
  - b. Submit proof of ownership of the property.
  - c. Submit a signed copy of "The Instructions for Obtaining the Homeowner's Permit" indicating that you understand each obligation and agree to comply with the requirements of the Homeowner's permit.
  - d. Submit a completed, signed and notarized original of the Homeowner Permit Responsibilities and Liabilities Acknowledgement form acknowledging and accepting your responsibilities as a homeowner permittee.
  - e. Submit zoning approval and floodplain determination.
  - f. Submit a completed AHJ approved application for the building permit.
  - g. Provide to the AHJ all required plans and documents as set forth in the "Building Permit Guide for Residential Construction".
  - h. Submit payment of all applicable fees.
7. The homeowner building permit authorizes you to self-perform the work authorized by the permit, to utilize legal (W-2) employees or to subcontract specialty trades to validly licensed contractors.
8. If you are hiring employees, you shall comply with all federal and state tax registration and reporting requirements and worker's compensation insurance requirements.
9. If you subcontract for specialty trade work, it must be to a validly licensed contractor who must apply for all applicable permits and request all inspections. Trades of work not authorized by the homeowner building permit must be subcontracted.
10. Except for work that is legally subcontracted, you are responsible for requesting all inspections, making all corrections of code violations, requesting all required re-inspections and obtaining the Certificate of Occupancy and/or final inspection when applicable.
11. The homeowner's permit may not be used to permit a project for which a GB-2 or GB-98 contractor has been contracted to act as a general contractor, a project manager, or to supervise the project.
12. The electrical and plumbing homeowner permits authorize only the permittee to perform work authorized by the permit. Subcontractors may not be utilized for this work, nor may employees perform any of the electrical or plumbing work authorized by the permit.

13. You must comply with all provisions of the Construction Industries Licensing Act (CILA), its regulations, standards and codes.

I, \_\_\_\_\_ state and certify that I own and occupy or shall be occupying the residence, that I have read this instruction sheet completely, that I understand what I must do in order to obtain a homeowner's permit, and agree that shall comply with all of the requirements,

---

Printed Name

Signature

---

Address

---

Telephone Number

---

Email Address

**Acknowledgement**

BY OBTAINING THIS PERMIT, AS A HOMEOWNER, I ACCEPT SOLE RESPONSIBILITY AND ACKNOWLEDGE THAT I AM FULLY LIABLE FOR THE PROJECT. The three possible homeowner's permits are a building permit, an electrical permit and a plumbing permit. The performance of HVAC and natural gas is not available through the homeowner's permit. Homeowner responsibilities and liabilities are strictly monitored and must be adhered to by a homeowner seeking a homeowner's permit. Please read each of the following statements as each pertains to your application for the homeowner's permit. You must place your initials on the line adjacent to each statement as an acknowledgement of your agreement that you understand and shall abide by each statement. If you do not adhere to each of the following statements, your permit will be cancelled. Prior to applying in person for a homeowner's permit with CID or the local permitting authority, you, as the homeowner, must obtain zoning approval from the local planning and zoning department, including floodplain determination. If you live in an area that does not have a planning and zoning department, you must obtain flood plain determination prior to applying for your permit.

After initialing each item, sign the acknowledgement before a Notary Public, present this document, proof of identity and ownership of the real property, completion of local planning & zoning documents, flood plain determination and the completed permit application package, including the instruction sheet, in person or electronically to the Authority Having Jurisdiction (AHJ) office or the local planning and zoning department. If the completed documentation is submitted to a local planning and zoning department, such documentation shall be mailed or emailed to the AHJ. The homeowner agrees and stipulates that an email submittal to the AHJ shall be considered by all parties as original signed documentation submitted to the AHJ for all intents and purposes. All completed homeowner documentation shall be kept on record by the AHJ with the permit application as proof of the responsibilities and liabilities you have assumed by applying for and obtaining a homeowner's permit.

\*\*The AHJ is either the local building department or Construction Industries Division

THIS FORM MUST BE COMPLETED BY HOMEOWNER IN PERSON AT EITHER THE APPROPRIATE PERMITTING AUTHORITY OR THE LOCAL PLANNING AND ZONING DEPT PRIOR TO SUBMITTAL TO THE APPROPRIATE PERMITTING AUTHORITY. ALL PORTIONS MUST BE INITIALED OR THIS ACKNOWLEDGEMENT IS DEEMED INCOMPLETE AND UNACCEPTABLE!

Place a checkmark adjacent to the appropriate Scope of Work you plan on completing when obtaining the homeowner's permit.

- I plan to build/construct a single-family primary residence that will be owned and occupied by me for a minimum of two years after the Certificate of Occupancy is issued or final inspection is completed and approved. Violation of this two-year requirement may result in denial of future additional homeowner permits and/or initiation of criminal [unlicensed contracting] charges against you in accordance with the requirements of the Construction Industries Licensing Act, § 60-13-52.
- I plan to alter, repair, install or make improvements to my primary residence owned and occupied by me.
- I plan to build/construct or improve a free-standing garage or storage building located at my owned and occupied primary residence.
- I plan to install, alter or repair electrical wiring or plumbing systems at my owned and occupied primary residence.

I plan to self-perform or subcontract each scope of work as indicated below: (circle choice)

Concrete:	Self-perform	Subcontract	NA
Framing:	Self-perform	Subcontract	NA
Insulation:	Self-perform	Subcontract	NA
Sheetrock:	Self-perform	Subcontract	NA
Exterior finish:	Self-perform	Subcontract	NA
Roofing:	Self-perform	Subcontract	NA
Windows:	Self-perform	Subcontract	NA
Doors:	Self-perform	Subcontract	NA
Millwork:	Self-perform	Subcontract	NA
Electrical:	Self-perform	Subcontract	NA
Plumbing:	Self-perform	Subcontract	NA

In order to obtain a homeowner permit, I acknowledge that I shall be by myself or with the assistance of my direct employee's, be self-performing a significant portion of the construction work. Based on the scopes of work you have stated you shall self-perform and subcontract, the appropriate AHJ shall make a determination as to whether a homeowner's permit is applicable for this project and whether you qualify to perform the work to entitle you to a Homeowner's permit. Read each statement and initial ONLY if you fully agree and acknowledge you will abide by and understand each responsibility and accompanying liability.

- \*  I understand that the AHJ shall determine whether or not I am qualified to perform the work and whether I qualify for the homeowner permit.
- \*  I understand that, by requesting and obtaining a homeowner's permit as a homeowner, I am acting as my own general builder, electrician or plumber and acknowledge I am solely responsible for my project.
- \*  I understand that my entitlement to this homeowner's permit is premised on this single-family dwelling being owned and occupied by me as required by statute and rule.
- \*  I understand that I am personally applying for this homeowner's permit and I cannot delegate this task to anyone.
- \*  I understand that I must comply with all provisions of the Construction Industries Licensing Act, all regulations, and building standards and codes as well as local ordinances, if appropriate. Acknowledging that I have sufficient familiarity with these laws, standards and codes to do the construction, alter and repair of my own personal residence.
- \*  I understand that my homeowner's building permit shall only be issued for the general construction portion of the work and that electrical and/or plumbing work must be performed by a properly licensed contractor unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by the electrical or plumbing department for the jurisdiction in which I am building my home and obtaining the appropriate electrical or plumbing homeowner's permit.
- \*  I understand that I must submit plans and all other required submittals for approval by the appropriate AHJ including my acknowledgement of my responsibilities to fulfill all the requirements in connection with my homeowner's permit.
- \*  I understand that, under no circumstances, can I perform HVAC or natural gas under my homeowner's permit and that I must contract appropriately licensed subcontractors to perform such work. These appropriately licensed subcontractors must obtain their own permits and call for their own inspections.
- \*  I understand that, as the homeowner obtaining the building permit, I may physically perform the work myself or hire employees to assist in the performance of the work
- \*  I understand that if I obtain a homeowner plumbing or electrical permit, only I can perform the work. I am not entitled to hire employees to assist, nor may I subcontract any of the plumbing or electrical work.
- \*  I understand that any portion of the construction work that I subcontract must be to licensed contractors and that each of these subcontractors must permit each scope of work separately from the Homeowner's permit. Licensed contractors are licensed business entities not individuals.
- \*  I understand that before I subcontract any scope of work, I must verify with the Construction Industries Division that the subcontractor is duly licensed in New Mexico to perform the type of work for which I intend to subcontract.
- \*  I understand that if I contract with a GB-02 [licensed residential contractor] or a GB-98 [licensed residential/commercial contractor] to supervise my work, to act in the capacity of a general contractor or project manager, the homeowner's permit is automatically VOIDED requiring the licensed contractor to permit the project under the contractor's license. Any violation of this requirement by the licensed contractor shall subject the contractor to disciplinary action against the contractor's license.
- \*  I understand that if I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, that individual must be my employee, I will pay the employee hourly wages and no other form of compensation, the employee shall work strictly under my direction and I shall be responsible to comply with all tax and worker's compensation legal requirements. my home, that individual will be my employee and strictly working under my direction.
- \*  I understand that if I hire an individual to assist me in this construction I shall pay this employee strictly hourly wages, no other form of compensation and be responsible for complying with all tax and worker's compensation legal requirements.
- \*  I understand I must provide my state and federal employee tax numbers and payroll records to the division, upon request.
- \*  I understand I will withhold all required state and federal taxes, including social security taxes from the wages I pay to my employee(s).
- \*  I understand that if I do not carry Worker's 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 may not be required to carry Worker's Compensation Insurance or injured workers hired by a subcontractor I subcontract, who does not carry his/her own worker's compensation insurance.
- \*  I understand that I must call for each required inspection, except those inspections permitted by my subcontractor(s). I shall make the premises accessible to all inspectors.

- \*  I understand that if an inspection results in a cited code violation, such violation must be cured within the time required by the AHJ building official or the inspector. Failure to correct is a violation of CID rules and may result in disciplinary action by the division.
- \*  I understand that for new construction all appropriate inspections, including the final, must be passed by the inspector in order to obtain a Certificate of Occupancy. The Certificate of Occupancy must be issued prior to my occupation.
- \*  I understand that if I occupy my home (or addition) prior to a final inspection, no Certificate of Occupancy shall be issued. Failure to call for a final inspection or obtain a certificate of occupancy shall result in a permanent record of such failure which may present issues in the future if I desire to sell or refinance my home.
- \*  I understand the Certificate of Occupancy shall state that my home, addition, or storage building was built under a Homeowner's permit.
- \*  I understand that 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 am no longer eligible for the Homeowner's permit. At that time, I shall immediately notify the permitting AHJ who shall cancel my Homeowner's permit and I shall hire a licensed contractor to complete the work.
- \*  I understand that if I don't require each of my subcontractors to obtain their own permits, each of their contractor's bonds will not cover the work each performed and I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission. Because I have assumed the responsibility for this project that would normally have been assumed by a licensed general/electrical/plumbing contractor I also assume all liabilities as to this project.
- \*  I stipulate, acknowledge, and certify that I have read each of the above statements and I understand each requirement, responsibility, and liability that accompanies a Homeowner's Permit. I agree to be bound by all applicable laws, regulations, codes, standards, requirements, and responsibilities. I understand I must obtain separate permits to self-perform general building, plumbing, and/or electrical work. I understand I am required to substantiate my plumbing and/or electrical knowledge to the satisfaction of the division or the appropriate AHJ. I further understand that I cannot perform HVAC or mechanical work pursuant to a homeowner's permit. If I subcontract a licensed contractor to do any portion of this project, the contractor will apply for his/her own permit for his/her portion of the work and ensure all inspections are conducted.
- \*  I acknowledge that I must submit the appropriate completed permit application and comply with all the conditions, requirements, documents and plan submittals listed in the "Building Permit Guide for Residential Construction", which is being provided with this document. I have reviewed this Building Permit Guide for Residential Construction, and I understand and accept all the included responsibilities.

X \_\_\_\_\_ Date: \_\_\_\_\_

SWORN AND ACKNOWLEDGED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_



Development Services Department
Engineering Division

NPDES NOI Tracking Number: NMR \_\_\_\_\_ Date: \_\_\_\_\_

Builder/Contractor Information:

Name \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_

Physical Address: \_\_\_\_\_
Legal Description: \_\_\_\_\_
Subdivision/Unit \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

OWNER-BUILDER ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

This checklist covers stormwater quality protection, erosion and sediment, and construction good housekeeping best management practices (BMPs) for single-family residential construction sites. The checklist details the most common deficiencies that are detected by field inspectors and was compiled to assist contractors/property owners in reducing neighboring citizen concern and possible code enforcement action.

The list of BMPs below is not all-inclusive, and it does not preclude contractors/property owners from using other technically sound practices. However, the practices or set of practices described below are suggested to achieve each control.

DIRECTIONS: Read and initial each control below to signify you understand or verify this information.

BEST MANAGEMENT PRACTICES (BMPs) for TYPICAL SINGLE-FAMILY CONSTRUCTION SITES

1. STORMWATER QUALITY PROTECTION CONTROL

- A. NPDES Stormwater Construction General Permit, if applicable (Municipal Code, Chapter 153)
• For all grading and construction, development, and redevelopment projects, with land disturbances equal to or greater than one acre, including sites which disturb less than one acre but are part of a larger common plan of development, a stormwater pollution prevention plan in accordance with EPA NPDES regulations for construction site stormwater runoff control shall be submitted to the City Engineer, prior to the issuance of a building or paving permit or approval of a grading and drainage plan.

2. GOOD HOUSEKEEPING AND MATERIALS/WASTE MANAGEMENT CONTROL

- A. Materials Storage and Handling
• Prevent the discharge of leached pollutants and contaminated runoff from construction material stockpiles, chemical and hazardous waste (e.g., secondary containment, shelters, tarps, etc.).
- B. Soil Stockpile Management and Topsoil Preservation
• Locate stockpiles away from any stormwater conveyances, drainage inlets, and areas where stormwater flow is concentrated. Install a sediment barrier along all downgradient perimeter areas. For stockpiles unused for 14 or more days, provide cover or appropriate temporary stabilization;
• Where disturbance to native topsoil will occur at your site, unless infeasible, you should stockpile and reuse topsoil in areas that will be stabilized with vegetation.

- C. **Construction and Solid Waste Management** (Municipal Code, [Chapter 50](#))
  - Provide an adequate number of containers with lids or covers that will be secured when not in use;
  - Prevent construction debris from blowing or scattering upon the site, adjacent property or street.
- D. **Sanitary Waste Management**
  - Position toilets so that they are secure and will not be tipped or knocked over, and located away from stormwater inlets or conveyances.
- E. **Washout Control (concrete, stucco, paint, form release oils, curing compounds or other materials)** (Municipal Code, [Chapter 153](#))
  - Direct wash water into a leak-proof container or leak-proof and lined pit designated so that no overflows can occur due to inadequate sizing or precipitation;
  - Drivers and equipment operators must be instructed on proper disposal and equipment washing practices.

**3. EROSION AND SEDIMENT CONTROL**

- A. **Preservation of Existing Vegetation**
  - Limit land disturbance activities, such as clearing and grading and cut-and-fill, to reduce erosion, sediment loss;
  - Preserve natural drainage features and vegetation to the extent possible.
- B. **Wind Erosion / Dust Control** (Municipal Code, [Chapter 91](#))
  - Wind erosion BMPs limit the movement of dust from disturbed soil;
  - Dust from the site shall be controlled by using a mobile pressure-type distributor truck to apply potable water to disturbed areas.
- C. **Perimeter Control** (Municipal Code, [Chapter 91](#))
  - Perimeter controls shall be used to retain sediment-laden runoff or filter it before it exits the construction site. Three most common perimeter controls are silt fence, wattles and earthen berms;
  - Sites adjacent to existing residents should be closely reviewed to determine what BMPs can be implement to protect adjacent properties.
- D. **Stabilized Construction Entrance/Exit**
  - Install and maintain an entrance/exit pad made of crushed rock spread over geotextile fabric;
  - Restrict vehicles and equipment from muddy areas of the site if possible;
  - If mud or sediment has tracked-out from your site onto the surface of streets, other paved areas, or sidewalks, remove by the end of the same work day;
  - Remove track-out by sweeping, shoveling, or vacuuming the impervious surface. Do not hose or sweep tracked-out sediment into stormwater inlet or conveyance.
- E. **Inlet Control**
  - Prevent soil and debris from entering storm drain inlets;
  - Inlet protection measures must be installed to ensure that flows do not bypass inlet protection and enter the storm drain without treatment. However, inlet BMPs must also enable the inlet to function without completely blocking flows in a manner that causes localized flooding.
- F. **Steep Slope Control** (DPM, Section 5, A.)
  - Maximum slope should not be steeper than 6:1 (horizontal to vertical) unless protected from erosion and slope failure.
- G. **Adjacent Property Encroachment** (DPM, Section 5, B.)
  - Care should be taken to ensure existing foundations, retaining walls, stable slopes, or other structures are not endangered and adjacent property is not or will be damaged, or its use constrained due to grading at or near the property line.

**VERIFICATION**

Before a building permit can be issued, this form must be completed and signed by the contractor/property owner and returned to Development Services Department.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## City of Rio Rancho Impact Fee Amounts

### Fee Schedule

IMPACT FEE TYPE	EXISTING FEE/RATE	BEGINNING July 8, 2024	BEGINNING July 1, 2025	BEGINNING July 1, 2026	BEGINNING July 1, 2027	BEGINNING July 1, 2028	BEGINNING July 1, 2029
<b>Roadways:</b>							
Single Family Residential (per unit)	\$3,758.50	\$4,465	\$4,621.50	\$4,783	\$4,950.50	\$5,124	\$5,303
Multi-family residential (per unit)	\$2,631	\$3,125.50	\$3,235	\$3,348.50	\$3,465.50	\$3,586.50	\$3,712.50
Commercial (per 1,000 sq ft)	\$1,729	\$2,054	\$2,126	\$2,200.50	\$2,277.50	\$2,357	\$2,439.50
QSR <sup>1</sup> , Car wash (per 1,000 sq ft)		\$3,600	\$3,726	\$3,856.50	\$3,991.50	\$4,131	\$4,275.50
Office/institutional (per 1,000 sq ft)	\$748.50	\$889	\$920.50	\$952.50	\$986	\$1,020.50	\$1,056
Industrial/warehouse (per 1,000 sq ft)	\$473	\$562	\$581.50	\$602	\$623	\$645	\$667.50
<b>Bikeways and Trails:</b>							
Single Family Residential (per unit)	\$40	\$47.50	\$49	\$51	\$52.50	\$54.50	\$56.50
Multi-family residential (per unit)	\$33	\$39	\$40.50	\$42	\$43.50	\$45	\$46.50
Commercial (per 1,000 sq ft)	\$6	\$7	\$7.50	\$7.50	\$8	\$8	\$8.50
Office/institutional (per 1,000 sq ft)	\$16	\$19	\$19.50	\$20.50	\$21	\$22	\$22.50
Industrial/warehouse (per 1,000 sq ft)	\$2	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$3
<b>Parks:</b>							
Single Family Residential (per unit)	\$815	\$968	\$1,002	\$1,037	\$1,073.50	\$1,111	\$1,150
Multi-family residential (per unit)	\$702	\$834	\$863	\$893.50	\$924.50	\$957	\$990.50
Commercial (per 1,000 sq ft)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Office/institutional (per 1,000 sq ft)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Industrial/warehouse (per 1,000 sq ft)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Public Safety:</b>							
Single Family Residential (per unit)	\$529	\$628.50	\$650.50	\$673	\$697	\$721	\$746.50
Multi-family residential (per unit)	\$529	\$628.50	\$650.50	\$673	\$697	\$721	\$746.50
Commercial (per 1,000 sq ft)	\$220	\$261.50	\$270.50	\$280	\$290	\$300	\$310.50
Office/institutional (per 1,000 sq ft)	\$670	\$796	\$824	\$852.50	\$882.50	\$913.50	\$945.50
Assisted Living Facility (per bed)		\$843	\$872.50	\$903	\$934.50	\$967	\$1,001
Industrial/warehouse (per 1,000 sq ft)	\$20	\$24	\$24.50	\$25.50	\$26.50	\$27.50	\$28
<b>Water:</b>							
Single Family Residential (5/8" meter)	\$3,576.50	\$3,740	\$3,871	\$4,006.50	\$4,146.50	\$4,291.50	\$4,442
3/4" meter	\$5,364.50	\$5,610	\$5,806.50	\$6,009.50	\$6,220	\$6,437.50	\$6,663
1" meter	\$8,941	\$8,941	\$9,254	\$9,578	\$9,913	\$10,260	\$10,619
1 1/2" meter	\$17,882.50	\$17,883	\$18,509	\$19,156.50	\$19,827	\$20,521	\$21,239.50
2" meter	\$28,612	\$28,612	\$29,613.50	\$30,650	\$31,722.50	\$32,833	\$33,982
3" meter or greater	Based on Estimated Usage - Contact Development Services Staff (505-891-5005)						
<b>Sewer:</b>							
Single Family Residential (5/8" meter)	\$1,999	\$2,375	\$2,458	\$2,544	\$2,633	\$2,725	\$2,820.50
3/4" meter	\$2,999	\$3,563	\$3,687.50	\$3,816.50	\$3,950	\$4,088.50	\$4,231.50
1" meter	\$4,998	\$5,937.50	\$6,145.50	\$6,360.50	\$6,583	\$6,813.50	\$7,052
1 1/2" meter	\$9,995	\$11,874	\$12,289.50	\$12,720	\$13,165	\$13,626	\$14,102.50
2" meter	\$15,992	\$18,998.50	\$19,663.50	\$20,351.50	\$21,064	\$21,801	\$22,564.50
3" meter or greater	Based on Estimated Usage - Contact Development Services Staff (505-891-5005)						
<b>Drainage: - ONLY WHEN NECESSARY - Contact Development Services Staff (505-891-5005) for additional information :</b>							
Single Family Residential (per unit)	\$4,465	\$2,444	\$2,529.50	\$2,618	\$2,709.50	\$2,804.50	\$2,902.50
Multi-family residential (per unit)	\$1,854.50	\$2,105	\$2,178.50	\$2,255	\$2,334	\$2,415.50	\$2,500
Commercial (per 1,000 sq ft)	\$394	\$468	\$484.50	\$501.50	\$519	\$537	\$556
Office/institutional (per 1,000 sq ft)	\$394	\$468	\$484.50	\$501.50	\$519	\$537	\$556
Industrial/warehouse (per 1,000 sq ft)	\$394	\$468	\$484.50	\$501.50	\$519	\$537	\$556

<sup>1</sup>QSR: Quick Service Restaurant

NOTE: Fees are based on a percentage rate increase, or discount from, the calculated maximum supported fee rate identified in the Impact Fee Capital Improvement Plan (IFCIP), and "Impact Fee Study" for the fiscal years 2024 through 2030