



BUILDING DIVISION
505-891-5006 (Office)
permits@rrnm.gov

COMMERCIAL DEVELOPMENT APPLICATION PACKET

(Revised November 2023)

City of Rio Rancho City Hall
Development Services Department
3200 Civic Center Circle; Suite 130
Rio Rancho, NM 87144

Building Inspection Division

Phone: (505) 891-5006

Fax: (505) 896-8994

permits@rrnm.gov

**Planning and Zoning Division &
Engineering Division**

(505) 891-5005

Fire Marshal

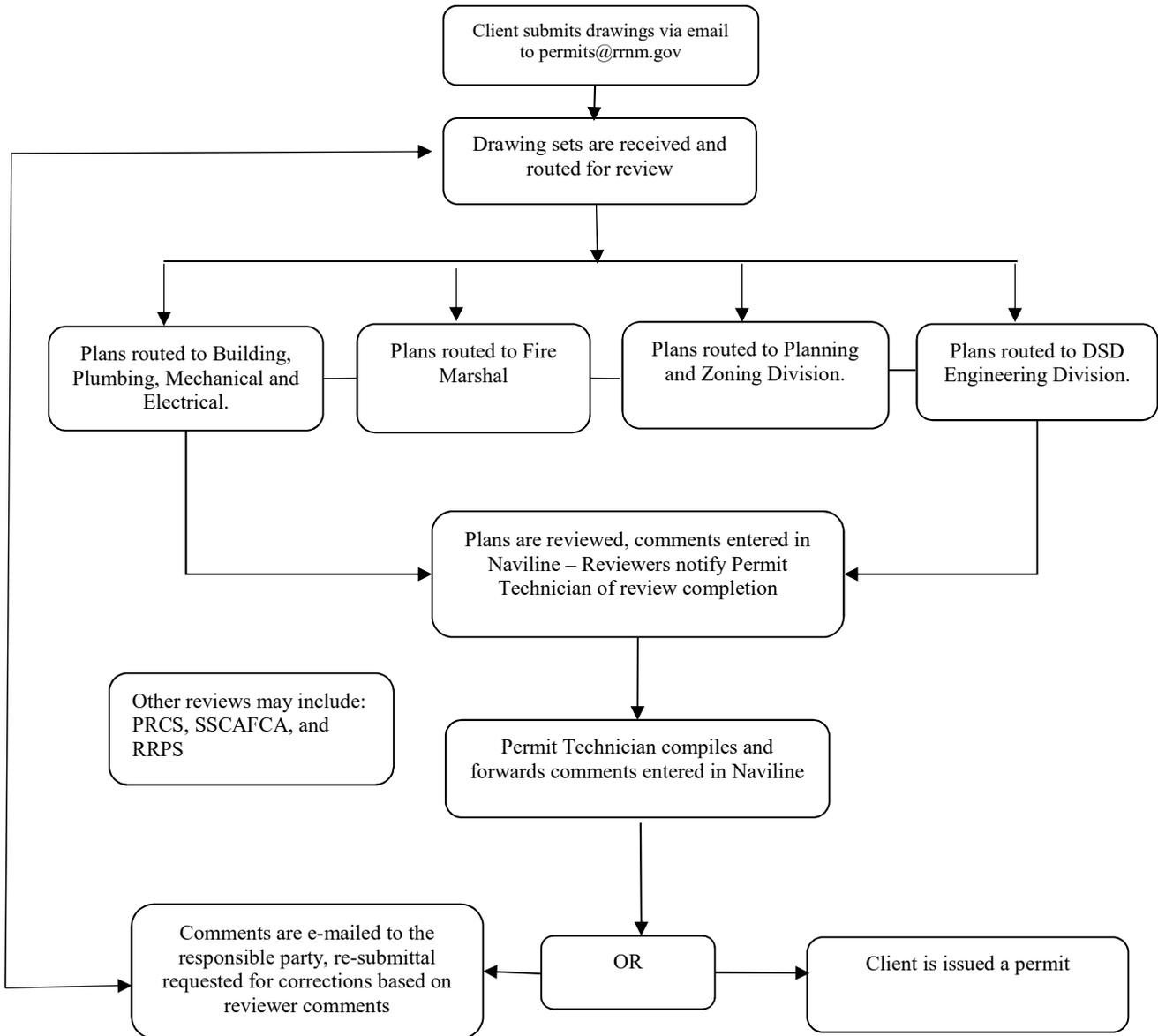
(505) 891-5871

Utilities Department

(505) 896-8715

rrnm.gov

Commercial Building Permit Process and Flow Chart





Commercial 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)

GENERAL:

- Completed Plan Review Application
- Code Checklist(s)

PREREQUISITE INFORMATION:

- Water and Wastewater Availability Statement
- Drainage Report
- Traffic Study

PLAN REVIEW REQUIREMENTS:

- Plat or Survey
- Construction Plans (pdf or electronic)
 - Site Plan
 - Road Access points and geometry
 - Grading and Drainage Plan
 - Erosion and Sediment Control (ESC) Plan
 - Utility Plans –existing and proposed
 - Applicable standard details
 - Details for walls that are proposed in or along public right-of-way
 - Construction drawings required for any offsite improvements
 - Signature spaces for plan approval
- Development Agreement or Impact Fee Agreement
- Completed Wastewater survey
- Approved backflow prevention Plan
- Geotechnical Reports
- Compound Meter Approval

SITE PLAN CALCULATIONS:

- Gross lot area _____ acres
- Floor area to lot area ratio
- Use classification
- Number of bike and auto parking spaces required/provided
- Number of loading zoned required/provided
- Landscaping and Calculations

NMED approval if needed 505-891-5980
 Environment Health Division
 4359 Jager DR NE #B
 Rio Rancho, NM 87144

Square footage and percentage of expansion for:

	Building area	Site Area	Parking Spaces & ADA
Existing	_____	_____	_____
Proposed	_____	_____	_____
Expansion%	_____	_____	_____

BUILDING:

- Plans are complete
- Architect or Engineer Stamp
- Structural Calculations stamped
- Soil investigation report submitted (1500 psf maximum without soils report)
- Code Analysis and Life Safety Plan
- Lateral force design criteria in calculations
- Provide specification
- Model energy calculations
- Comm Checks for Building, Electrical, and Mechanical.

MECHANICAL:

- Mechanical Floor Plan
- Equipment listed and sized
- Duct schematic supply and return

PLUMBING:

- Site Utility plan with elevations, sewer and water line sized.
- Plumbing plans: Riser diagrams on waste and water
- Fixture count and description
- Calculation on water system 100 ft in length and over
- Gas plan – developed length, size and load

ELECTRICAL PLANS:

- Floor Plan depicting complete electrical
- Panel schedules including loads
- One line diagram depicting service and associated feeder assemblies
- Light fixture schedule
- Electrical symbol list
- Fault current calculations
- EE stamp when over 400 amp, hospitals, and hazardous locations

I understand that a building permit will **not** be issued until such time that a Contractor has been awarded to this project and said Contractor, upon award, will be directed to complete the building permit and prior to the start of **any** work. In addition, I will ensure that the **Contractor shall be licensed with the City of Rio Rancho** and have a State of New Mexico Contractor's License.



Commercial Building Permit & Plan Review Application

City of Rio Rancho
Development Services
3200 Civic Circle NE, Suite 130
Rio Rancho, NM 87144
(505) 891-5006 Fax: (505) 896-8994
permits@rrnm.gov

Permit # _____

Fees (non refundable)

Application fee is 65% of Building Permit Fee (Fees will be doubled for work started without securing a permit)

Total Fees Collected: _____

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

Property Information

Acreage of property: _____ Width of Property Front: _____

Physical Address:

Address: _____

City: _____ State: _____ Zip: _____

Legal Description

Subdivision/Unit: _____ Block: _____ Lot: _____

Tract/Parcel: _____ Zoning Designation: _____

Description of Work

- | | | |
|---|--|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Commercial Alteration/Repair |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Demolition | <input type="checkbox"/> Swimming Pool/In Ground |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Interior Renovation | <input type="checkbox"/> Well # _____ |
| | | <input type="checkbox"/> Septic # _____ |

Construction Materials to be used (example: wood frame, stucco, etc.) _____

Type of Construction:	I	II	III	IV	V	A	B			
Occupancy Group:	A	B	E	F	H	I	M	R	S	U
Division:	1	2	3	4	5					

Parking Spaces Provided: _____ Handicapped Parking Spaces Provided _____

Dimensions –Set back(s)

Front: _____ Rear: _____

SIDES: Left: _____ Right: _____

Proposed use of Property: _____

Valuation: _____ Gross floor area: _____
If mixed use (i.e. office and warehouse) please provide square footage breakdown

Height of Structure: _____ No. of Stories: _____ (POOL ONLY) Gallons: _____

Owner/Agent Information

Owners Name: _____

Address: _____

Email Address: _____ FAX: _____ PHONE: _____

Contractor Business Name: _____ License # _____

Address: _____

Email Address: _____ FAX: _____ PHONE: _____

Architect/Engineer : _____

Address: _____

Email Address: _____ FAX: _____ PHONE: _____

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

Name (printed) _____ Date: _____

Signature _____

Governing Regulations

- 2021 International Building Code *
- 2021 Uniform Mechanical Code*
- 2021 Uniform Plumbing Code*
- 2020 National Electric Code*
- 2021 International Energy Conservations Code*
- 2021 International Existing Building Code*
- 2017 ICC/ANSI A117.1 Accessibility Code
- 2021 International Fire Code
- New Mexico Administrative Code
- Rio Rancho Municipal Code
- Any NFPA codes referenced in either NFPA 1 and/or 101
- Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) “Drainage Policy”
- State of New Mexico, Environment Department
- State of New Mexico, Engineer’s Office
- Applicable Master Plans or Specific Area Plans

* With State Amendments

COMMERCIAL BUILDING PERMITS

Plan Submittal Requirements

The following items may require extensive lead time prior to submission and should be part of the plan set. Lead time for these items are dependent on scope and complexity of project.

- Drainage Report
- Traffic Study
- Water and Wastewater Availability Statement

The City requires construction plans to be submitted electronically. Plans are routed to the following departments/ divisions within the City for review and comment:

- DSD Building Division – plan review will be completed in 10 (ten) working days.
- DSD Planning Division
- DSD Zoning Division
- Fire and Rescue: Fire Protection

Tenant improvements (TI's) may not require all commercial plan requirements. Requirements are dependent on scope and complexity of project. In addition to the typical information on construction plans, the following information should be on each set of plans:

GENERAL INFORMATION SUBMITTED WITH ALL PLANS:

- Applicant/ Agent contact information
- Legal description, including recording book and page
- Address (street numbers are assigned by Development Services Department)
- Type(s) of business(es) being constructed
- Zoning Designation
- Acreage of property
- Reference any zone map amendment, conditional use permit, subdivision plat, etc.

CONSTRUCTION PLAN SUBMITTALS:

- Scale (min. 1 inch = 20 ft.). Show scale and north arrow.
- Professional Engineer, Architect or Landscape Architect stamp, signature, and date
- **Site Development Plan**
 - Site location map
 - Plat or Survey
 - Details property
 - All easements (drainage, utility, access, etc.),
 - Existing conditions and topography. Reference to New Mexico Central State Plane Coordinates NAD 1983.
 - Property dimensions
 - Building footprint with exterior dimensions
 - Access point locations, driveways, and widths
 - Street Names for Adjacent Streets
 - Location of all building/structures within 10 ft. of property line
 - Sidewalks and pedestrian access
 - Parking aisle widths and spaces with dimensions
 - Building setbacks

- Pad elevations
- Site reference elevations
- Parking ratio summary
- Disabled parking ratio summary
- Bicycle rack location
- Loading and unloading areas
- Dumpster enclosure location
- Outdoor lighting locations
- Fences and walls including height, and construction materials.
- **Grading and Drainage Plan:**
 - Scale (min. 1 in. = 20 ft.) Show scale and north arrow
 - Show existing and proposed contour lines, the contour lines should be distinguishable between each other. Vertical intervals shall not exceed: 1 ft. for slopes under 1% and 2 ft. for all other slopes greater than 1%.
 - Spot elevations shall be shown for pertinent items such as:
 - Areas requiring detailed verification for positive drainage away from proposed structures
 - Existing structures pertinent to the grading and drainage plan
 - All existing and proposed curb and gutter,
 - Top of Wall (TOW) and Bottom of Wall (BOW) for all retaining walls
 - Contours and elevations shall extend a minimum of 25 ft. beyond project property lines.
 - Show flow paths and directions for all proposed drainage
 - Show all drainage calculations and assumptions for both pre-development and post-development conditions if a drainage report is not required.
 - Show location and elevation of bench mark to mean seal level designation
 - Watershed area including off-site, if relevant
 - 100 year base flood line delineated
 - Soil types, if pertinent
 - Description and location of relevant off-site drainage
- **Erosion Control Plan**
 - Scale (min. 1 inch = 20 ft.) show scale and north arrow
 - Location and names of adjacent streets or roadways
 - Location of existing and proposed drainage infrastructure, including all stormwater inlets
 - Location of proposed building and all paved areas
 - Show all disturbed area on the lot
 - Show approximate gradient and direction of slopes before and after grading operations.
 - Overland runoff (sheet flow) coming onto the site from adjacent areas
 - Show location of all Erosion Control Practices
 - Temporary soil storage piles
 - Access driveways
 - Sediment controls (silk fence, straw bales, waddles, etc.) that will prevent eroded soil from leaving the site.
 - Sediment barriers around on-site storm sewer inlets.
 - Diversions that may be necessary
 - Areas with steep slopes and the type of practices to be used in this area
 - Areas of concentrated runoff flows and types of practices to be used in area.
- **Architectural Plans**
 - Foundation Plan
 - Dimensioned
 - Foundation system should incorporate structural calculations and soil report recommendations
 - Location and complete details of all proposed retaining walls.

- Floor & Roof Framing Plan
 - Show materials, size and location of all framing members (includes headers, beams, girders, floor joists and/or trusses)
 - Identify post and columns by size, type, locations and spacing
 - Show span, spacing and direction of all framing members
 - Specify plywood floor type and thickness and roof diagrams
- Elevations showing building heights and material
- Additions
- Details for stairs, fireplaces, and stucco treatment
- Materials List
- **Mechanical Plan**
 - Dimensioned plans
 - duct layouts and sizes
 - smoke and combination fire/smoke dampers
 - Location of Mechanical Units (roof, ground or wall)
 - Provide cross section of roof showing mechanical units and parapet walls.
 - Detailed schedule of equipment and sizes
- **Plumbing Plan**
 - Show all points of connection to water and sewer lines
 - Calls outs identifying each plumbing fixture
 - Plumbing fixture schedule (may not apply to shell applications)
 - Gas Plan
 - Provide demand schedule showing individual and total appliance BTU/CFH demands.
 - Plan view or isometric view drawing showing gas pipe type, size, and length.
 - Gas Calculations (if applicable) - letter from PNM indicating availability is required
- **Electrical Plan**
 - Size and location of main electrical service equipment an all sub-panels
 - Location of all outlets, switches, light fixtures (interior and exterior), smoke detectors, special outlets
 - Identify locations of all required GFCI AND AFCI protected outlets and light fixtures
 - Provide one line diagrams for all major wiring and design
- **Landscaping Plan (may be included on site plan)**
 - Total square footage of planting areas
 - Sub-total square footage of each planting area
 - Landscape material types, plant sizes and species type
 - Landscape buffer with dimensions (if required)
 - Irrigation plan layout
 - Earth contouring
 - Detention facilities
 - Screening of outdoor storage, dumpster, parking, etc.
- **Fire Safety**
 - Fire 1 plan submitted prior to building set submittal
 - Fire 2 plan submitted with the building submittal
- **Additional reports may be required:**
 - Geotechnical Report
 - Drainage Report
 - Traffic Impact Analysis
 - Water/ Wastewater Availability
 - Preliminary engineer's estimate

- EPA Notice of Intent (<http://cfpub.epa.gov/npdes/stormwater/enoi.cfm>) and SWPPP (http://www.epa.gov/npdes/pubs/sw_swppp_guide.pdf)
- Financial guarantee documents.

Plan Submittal Process:

STEP 1: DRC Review

- An applicant may decide to have a conceptual plan of the project reviewed by the DRC for feedback from staff prior to their formal application for a building permit.

STEP 2: Application

- An application is made at Development Services Department, Building Division for commercial building permits
- Construction plans are also submitted to the DSD Building Division for review.
- Fees are paid for plan review.
- Plans must be COMPLETE before proceeding with a review

STEP 3: Plan Check

- The construction plans are routed and reviewed in regards to building (plumbing, electrical, mechanical, etc.), planning, zoning, safety and fire codes, drainage, circulation, and other City ordinances.
- Comments by staff are entered into the City’s Naviline permit tracking software.
- Communication is maintained during the process between Development Services Department and the applicant.
- Nonconformities at the site must come into compliance for landscaping, parking, drainage, land use, platting, signage, access, and solid waste disposal, etc.
- Approvals or denials are made by each reviewer. Minor issues may be noted on the plans and in the file as conditions for approval. Major issues may require additional information before approval can be attained.
- Upon revision, the applicant must re-insert revised sheets into the plan sets for final review.

STEP 4: Administrative Approval

- Upon receipt of approvals from all reviewers, plans are stamped as approved.
- Upon approval of plans, the fee is figured based on a building valuation.
- The **building permit** is issued.

STEP 5: Fees

Fees are paid for permits. See fee schedule.

An “impact fee” is a charge assessed by the city on any new development projects, including commercial and industrial buildings, which is designed to generate funding to pay for the increased services or public facilities necessitated by such specific new development. [Impact fees](#) are paid only once - at the time of the issuance of the building permit for the construction project in question.

STEP 6: Inspections

The following inspections are required by the City (based on the complexity and size of the project):

- Foundation
 - Tilt Wall
 - Dumpster Pad & Walls

- Parking Light Bases
- Partial Footing/Foundation
- Framing
 - Partial Frame
 - Fire Wall
 - Party Wall
- Rough-in
 - Electrical
 - Slab/Underground
 - Walls
 - Above Ceiling
 - Partials
 - Low Voltage
 - Prefinal
 - Mechanical
 - Plumbing
 - Grease Trap (if required)
 - Floor Drain
- Insulation
- Drywall
- Seismic Inspection
- Ceiling Grid
- Sprinkler System Inspection
 - Fire Sprinklers
 - Yard Sprinklers
- Final
 - Electrical
 - Mechanical
 - Medical gas test (if required)
 -
 - Plumbing
 - Fire
 - Zoning
 - Engineering
 - Building
 - NM Environmental Department (if required)

STEP 7: Certificate of Occupancy

When the final inspection is completed and approved, the Inspector will take the code compliance worksheet sheet from the job site. The Certificate of Occupancy (CO) will be given by the Building Inspector in the field.

DEVELOPMENT STANDARDS

- **Grading and Drainage**
 - An engineered grading and drainage plan, prepared by a New Mexico licensed engineer, is required for all new commercial development and for any TI's that have exterior site grading changes.

- Slopes shall be no steeper than 4 ft. horizontal to 1 ft. vertical. In some cases, slopes may be 3 ft. horizontal to 1 ft. vertical if there is sufficient slope protection (i.e., rock, vegetative ground cover, etc.)
- Modification of a drainage flow may, in some cases, require a federal permit such as a Corps of Engineers 404 permit.
- Minimum criteria for hydrology and hydraulic calculations and design shall be described in Volume 2, Development Process Manual, City of Albuquerque, latest revision, or the AHYMO version of the ARS HYMO Computer Program. Calculations shall accompany design submittals. Drainage may also be calculated using the SCS or Rationale method, precipitation frequency can be found for specific site on NOAA's National Weather Service Website (http://hdsc.nws.noaa.gov/hdsc/pfds/sa/nm_pfds.html).
- Calculations shall be furnished for historic flows and developed flows for the 10 year and 100 year 6 hour storms. Calculations shall be furnished for sizing all conveyances and storage ponds on site as well as downstream infrastructure, if pertinent. Calculations should also address depth of flows in streets as required in Article 153.
- Soil classifications may be obtained from the USDA Soil Conservation Service maps or investigations performed by geotechnical engineers, if necessary.
- Unless restricted by specific infrastructure limitations, the maximum discharge permitted from a developed property in the event of a 100 year 6 hour storm shall be the amount of the historic or pre-developed runoff in all watersheds of the City.
- Detention ponds shall not be constructed in a public street right-of-way. Discharge from detention ponds shall be conveyed to public infrastructure such as streets and channels by approved means such as pipe or channels. Drainage pipes shall be at least 6 inches in diameter.
- Detention ponds shall be sized to provide 1 ft. of freeboard and to empty within 24 hours.
- Surface drainage shall not be permitted to flow onto adjacent private property. Where drainage easements exist, underground pipelines may be permitted.
- On-site detention is not permitted on individual lots within residential subdivisions. Minimum grades for drainage in lots shall be 1% unless paved swales are provided. Maximum grades for slopes shall be restricted to 25%. Retaining walls shall be provided where necessary and shall not be higher than 5 ft. All retaining walls shall be designed to relieve potential hydrostatic pressure by providing weepholes and filter fabric or other free draining material at backface of the wall, where necessary.
- All embankments in subdivisions shall be placed and compacted in lifts of a maximum of 8 inches thick, wetted and compacted for 90% of optimum density per ASTM D1157 and 95% under all structures including driveways and parking lots. Slopes should be graded to a maximum of 4 to 1 when feasible. Access roads for maintenance shall be provided for drainage channels and adequate right-of-way shall be provided for the channels, maintenance roads and room for hiking, bikeway trails. Unless a geotechnical report requires otherwise.
- In projects affected by the 100 year floodplain, the proposed 100 year base flood line shall be delineated on the Grading and Drainage Plan. If there is a change to the Flood Insurance Rate Maps (FIRM) by the Federal Emergency Management Agency (FEMA), a Letter of Map Amendment (LOMA) or a Letter of Map Revision (LOMR) and a physical map revision shall be filed with the agency and DPI. All new structure and substantial improvements to structures shall have its lowest flood elevation of a minimum of 1 ft. above the base flood elevation.
- An Erosion Control Plan (ECP) can be incorporated into the grading and drainage plan or can be submitted on a separate sheet.
- All submittal documents, maps, plans, calculations, designs, etc. shall be made in triplicate. Following approvals or for consideration for joint concurrence when required, one set will be forwarded to SSCAFCA.

- **Utility Standards**

- Prior to the issuance of a permit, the [Department of Public Infrastructure](#) must approve the [Water and Wastewater Permit/Well and Septic Authorization Form](#).
- If you are installing a new septic system, applications **must** have an approved liquid waste permit (septic permit) from the [State of New Mexico Environment Department](#).
- If you are performing construction on a site with an existing septic or well system, you **must** have an approved well permit from the [State of New Mexico Engineer's Office](#).
- Hook-up to City water is required if service is available within 300 feet.
- Hook-up to City sewer is required if service is available within 200 feet.

- **Access Standards**

The City follows New Mexico Department of Transportation (NMDOT) access spacing standards. The standards are based on the size of the roadway and its speed. For example, driveways to properties along a divided Urban Principal Arterial (UPA) must be spaced 325 feet apart. Driveways off a divided Urban Minor Arterial (UMA) must be spaced 275 feet apart. Likewise, full access points along an Urban Collector (UCOL) are spaced 225 feet apart. Otherwise, the property may be limited to a right-in, right-out partial access.

In areas of the City with obsolete platting of narrow lots, before an applicant may rezone their property, he/she must meet the following City access requirements:

- Replat multiple narrow lots into a single piece of property,
- Plat property showing an access easement and reciprocal agreements regarding improvement and notice to adjacent properties, and
- Provide shared access driveways.

In addition, corridor plans and special use ordinances may further restrict access to certain properties. The New Mexico Department of Transportation (NMDOT) reviews access on all state highways in the City. The applicant may discuss appropriate access locations for specific developments with City staff. DPI may require the applicant prepare a Traffic Impact Analysis (TIA) to determine appropriate access.

- **Landscaping Standards**

The City has established landscaping standards based on ordinances and plans of the Governing Body. These include the following, please refer to R.O. 2003 Section 154.61(B):

1. Total Landscaping: 10% of gross acreage
2. Front Landscaping: 25% of total landscaping (or, as dictated by area Master Plan)
3. Commercial Landscape Buffer (if applicable): 10 ft. wide buffer adjacent to residential properties includes a 6 ft. tall masonry wall located on the property line and 3 inch caliper trees, or 30-inch boxed variety or 30 gallon container or at least 10 feet in height; planted a maximum of 25 ft. apart.
4. Automatic underground irrigation system
5. Backflow prevention device
6. Additional standards may be required for overlay zones and properties with special use zoning.
7. Additional regulations and standards may be required for Master Plan areas.

- **Parking Standards**

1. Ratios: Off-street parking must be provided on site per R.O. 2003, Section 154.76 "Off-Street Parking Requirements"
2. Shared Parking: Up to 25% of total parking may be located within 300 ft. off-site with a reciprocal parking agreement

3. Refer to Section 154.76 (D)-(J) for driveway widths, parking aisle widths, accessible parking requirements, unloading/loading, bicycle requirements, and reduction allowances

<https://www.codepublishing.com/NM/RioRancho/#!/RioRancho150/RioRancho154.html#154.76>

- **Solid Waste Disposal**

- Location of the dumpster and its enclosure on the site plan
- Details shall be included showing the following:
 - Enclosure specifications: minimum height of 5 ft., depth of 10 ft., and width of 12 ft.
 - Concrete or asphalt pad 10 ft. deep and 12 ft. wide
 - 2 steel stop posts, approximately 2.5 ft. apart, located at the inside rear of the enclosure
 - Type of construction material, compatible with the primary structure
 - Gates must be installed, if facing a high traffic area, or as required by DSD. These gates must be open for service as early as 4:00 AM.
- Construction debris and litter must be contained and properly disposed of from the first day of construction until the time of occupancy.
 - The contractor shall collect all solid waste, except special or hazardous wastes, inside an approved receptacle with lid or approved covering. The solid waste shall not exceed the receptacle capacity and the container's lid or covering must be closed and secured when not in use. The owner shall not place any solid waste in any area other than the solid waste container.
 - All construction sites shall have a method of containment, with a covering (such as tarps or other durable material) or lid that will be secured when not in use, to prevent the debris from blowing or scattering upon the site or adjacent property and streets. The method of containment shall meet with the approval of the Sanitation Officer.

- **Fences and Walls**

All fences require plan review but may be reviewed as part of a larger project at the time of construction plan submittal. The following requirements apply:

- Fences may be constructed of wood, masonry, adobe or other approved materials.
- Fences in the front setback area are limited to 4 ft. in height
- Fences built within the side and rear yard setbacks can be 6 ft. in height
- Fences built outside the setback area can be a maximum of 8 ft. in height
- Fences are limited to 6 ft. in height on non-residential property where it abuts residential property
- Fence height is measured from grade. If placed on top of retaining walls will be measured from the grade level of the retaining material behind the wall
- Fences in the clear sight triangle may not be greater than 30% opaqueness.

- **Signage**

- Sign permits are handled separately from the Plan Submittal process. Signage must receive a permit prior to installation.
- Refer to Chapter 156 of the Municipal Code
- Illuminated Signs must obtain an Electrical permit through Building Inspection.
- Additional signs standards may apply in overlay zones and properties with special use zoning.

Important Phone Numbers

State of New Mexico Environment Department

(505) 771-5980

State of New Mexico Engineer's Office

(505) 764-3888

City of Rio Rancho

Department of Development Services

3200 Civic Center Cir, 1st Floor

Rio Rancho, NM 87144

(505) 891-5006

City of Rio Rancho

Department of Public Works

3200 Civic Center Cir, 2nd Floor

Rio Rancho, NM 87144

(505) 891-5016

City of Rio Rancho

Department of Public Safety

500 Quantum Rd

Rio Rancho, NM 87124

(505) 891-5900



BILL RICHARDSON
GOVERNOR

State of New Mexico
ENVIRONMENT DEPARTMENT

Rio Rancho District I Field Office
224 Unser Blvd, Suite B
Rio Rancho, NM 87124
Telephone (505) 892-4483
Fax (505) 892-4816



RON CURRY
SECRETARY

Anna Marie Ortiz
Field Operations Director

December 18, 2006

To whom it may concern,

The New Mexico Environment Department (Department) currently regulates and permits Food Service and Processing Establishments that are located in the City of Rio Rancho. Pursuant to the Department's **Food Service and Food Processing Regulations 7.6.2.8 A. (1)** the following must be submitted **30 days prior to the start of construction** for any new or remodeled food establishment:

- Plans of establishment (location of equipment, hand sinks, etc.)
- Proposed menu
- Site Plan
- Manufacturer specification sheets of all equipment

Also, "Food" means any solid or liquid substance intended for human consumption by eating or drinking and "Food Service Establishment" means any fixed or mobile place where food is prepared for sale to or consumption by the general public either on or off the premises. (7.6.2 NMAC)

If you have any questions regarding this matter please contact me at the number listed above. Regulations and applications may be printed from the Department's website: www.nmenv.state.nm.us (click on "Food Program")

Sincerely,

Hiromi K. Martinez, Environmental Scientist

Cc: file

City of Rio Rancho
FIRE & RESCUE
1526 Stephanie Rd SE
Rio Rancho, NM 87124
(505) 891-5871 Fax (505) 892-3069

The City of Rio Rancho is committed to a fire safe community. In an effort to identify life safety deficiencies prior to construction, all plans submitted will require a minimum of seven (7) working days with the Department of Fire & Rescue for review. The following fire prevention code documents will be used in our review of your plans.

- 2021 International Building Code
- 2021 International Residential Code
- 2021 Uniform Plumbing Code
- 2021 Uniform Mechanical Code
- 2020 National Electrical Code
- Any NFPA codes referenced in either NFPA 1 and/or 101

The Department of Fire & Rescue will receive plans prior to construction/renovation for compliance with these codes. Deficiencies not identified in this review process are not exempt from correction. Code Compliance is the responsibility of the owner. Identified violations will be corrected in a timely manner so the Certificate of Occupancy will not be delayed or denied.

Prior to the start of any construction projects, adequate fire protection (e.g. fire hydrants and fire apparatus access) will be identified and submitted with plans or provided by the owner/agent prior to approval. Initial architectural plans will show the closest operational fire hydrant in the area and must include the distance(s) from the hydrant to the project entrance. The required fire flow from any current and/or proposed hydrants will 1,500 gpm at 20 psi residual pressure (per UFC Appendix 3-A). A Knox box will be installed to provide key access to emergency responders. Forms for ordering the box are available through this office.

Questions concerning plan reviews may be directed to:

Jessica Duron-Martinez - Fire Marshal
891-5871 jamartinez@rrnm.gov