



Sandoval County Planning and Zoning

1500 Idalia Rd, Bldg D
Bernalillo, NM 87004
(505)867-7628
Fax (505) 771-7184

Checklist for Residential Permits:

PLEASE SEE COMMUNITY DISTRICT STANDARDS CHECKLIST FOR ADDITIONAL REQUIREMENTS

New Residential Construction:

- Copy of Deed & Survey
- CID Building Permit Application or Town of Bernalillo Permit Application
- Building Plans : **2 Complete Sets**. One will be kept by Sandoval County.
- Copy of NMED Liquid Waste Disposal Permit and Floor Plan with Environment Department
- Site Plan and Vicinity Map
- \$75.00 Review Fee & \$5.00 Addressing Fee (cash or check only)

***Approved drainage plans are required for some Subdivisions.**

Residential Additions:

- Copy of Deed & CID Building Permit Application or Town of Bernalillo Permit Application
- Building Plans : **2 complete sets**. One will be kept by Sandoval County.
- Site Plan & Vicinity Map
- \$75.00 Review Fee
- Bedroom(s) addition: the NM Environment Department must review and stamp the updated plans.

Modular Construction:

- Copy of Deed & Survey of Property
- Copy of Building Permit issued by CID
- Application for Foundation Permit Issued by CID
- Copy of Foundation Plans
- Copy of NMED Liquid Waste Disposal Permit & Floor Plan with Environment Dept stamp
- Site Plan & Vicinity Map
- \$75.00 Review Fee & \$5.00 Addressing Fee

***After zoning review and issuance of an address by Planning & Zoning, application and plans must be taken to CID @ 5200 Oakland NE for review and issuance of building permit. CID inspectors perform inspections within Sandoval County Jurisdiction. Properties located within a 3 mile perimeter of the Town of Bernalillo will permit through the Town of Bernalillo rather than CID.**

Manufactured Home/Mobile Home Placement:

- Copy of Deed or executed purchase agreement with (copy of deed from property owner) & Survey of Property
- Copy of NMED Liquid Waste Disposal Permit & Floor Plan stamped by NM Environment Dept, (reviewed by Assessor's office)
- Copy of Installation Permit Issued by NM Manufactured Housing Division. (MHD) **OR**
Installation and Foundation Permit issued by NM Manufactured Housing Division
(Required Rio Rancho Estates)

- ❑ Foundation Plans with engineering stamp indentifying type of foundation
- ❑ Title with Serial Number or purchase agreement with copy of title from owner, Proof of Age and Manufacturer
- ❑ Site Plan & Vicinity Map
- ❑ \$75.00 Review Fee & \$5.00 Addressing Fee

Utility Authorization Only: (911 addressing is NOT issued for Utility authorizations)

- ❑ Site Map
- ❑ Deed & Survey
- ❑ Notarized Letter stating utilities will not be used for anything other than stated purpose.
- ❑ Well Permit from NM State Engineers office if Authorization is for a Well.

Foundation Only- for Manufactured Homes:

- ❑ Copy of Deed & Survey of Property
- ❑ CID application
- ❑ Foundation Plan
- ❑ \$75.00 Review Fee

** No Utilities or address will be issued for foundation only permits.*

Retaining Walls:

- ❑ Copy of Deed or Survey
- ❑ CID Building Permit Application or Town of Bernalillo Permit Application
- ❑ Site Plan
- ❑ Wall/Foundation plan stamped by NM Registered Engineer or Architect
- ❑ \$75.00 Review Fee

Fencing (over 6' in height):

- ❑ Copy of Deed & CID Building Permit Application or Town of Bernalillo Permit Application
- ❑ Site Plan
- ❑ Fence/Wall Plan
- ❑ \$75.00 Review Fee

Swimming Pools:

- ❑ Copy of Deed & CID Building Permit Application or Town of Bernalillo Permit Application
Site Plan
- ❑ Pool Plan—all pools shall be enclosed by a solid wall or fence or chain link fence not less than five (5) feet in height.
- ❑ All gates shall be self-closing with self-closing latches to prevent uninvited access
- ❑ Wrought iron gates and fences shall have bar opening spaced at a maximum of 4 inches
- ❑ Pools shall not be located in the required front yard of any district
- ❑ Pools shall be located in the side or rear yards, and shall not be closer than three (3) feet to any property line
- ❑ \$75.00 Review Fee

**For further information, please refer to our website www.sandovalcounty.com . Click the Administration Tab. Click Planning and Zoning link. Click Ordinances. Click Comprehensive Zoning Ordinance (applies only to Sandoval County Unincorporated areas).*

IMPORTANT CONTACT INFORMATION:

FOR SITE BUILT:

State of New Mexico Construction Industries Division*
5200 Oakland Ave NE
Albuquerque NM 87113
Phone (505) 222-9800
www.rld.state.nm.us

*From I-25 exit Alameda west to San Mateo Blvd. North on San Mateo Blvd to Oakland Ave. East on Oakland to parking entrance.

FOR MANUFACTURED HOUSING PERMITS:

State of New Mexico Manufactured Housing Division*
5200 Oakland Ave NE
Albuquerque, NM 87113
Phone (505) 222-9870
www.rld.state.nm.us

For Septic Permits:

State of New Mexico Environment Department
4359 Jager Drive NE, Suite B
Rio Rancho, NM 87144
Phone (505) 771-5980/ Fax (505) 771-5981
www.nmenv.state.nm.us

For Well Permits:

State Engineers Office
5550 San Antonio Dr NE
Phone (505) 383-4000
www.ose.state.nm.us