



## 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.**

**\*Approval letter from HOA (if applies)**

#### 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.**

**\*Approval letter from HOA (if applies)**

#### 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 Waster 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:**

- 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](http://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 Ste C1  
Albuquerque NM 87113  
Phone (505) 222-9800  
[www.rld.state.nm.us](http://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](http://www.nmenv.state.nm.us)

**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](http://www.rld.state.nm.us)

**For Well Permits:**

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