



## SANDOVAL COUNTY PLANNING & ZONING CHECKLIST FOR RESIDENTIAL BUILDING PERMIT

**NOTE: ONCE THE APPLICATION OF A PERMIT IS SUBMITTED, IT MUST BE DEEMED COMPLETE BY STAFF PRIOR TO PROCESSING. THESE TYPES OF REVIEWS GENERALLY TAKE 2-3 DAYS. IF ADDITIONAL INFORMATION IS REQUIRED OR THERE ARE ANY OTHER ISSUES OF CONCERN, THE APPLICANT WILL BE NOTIFIED DURING THAT TIME PERIOD.**

### **New Construction – Site Built**

- Copy of Deed or Survey of Property
- CID or Town of Bernalillo building permit application
- Building Plans – 2 Complete Sets (one set is kept at Sandoval County)
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waster Permit and Floor Plan
- Site Plan & Vicinity Map
- \$75.00 Review Fee & \$5.00 Address Fee / Non Residential \$0.25 per square foot & \$5.00 Address Fee

*\* NOTE: Approved Drainage Plans are required for specific subdivisions.*

*\*HOA Approval letter if applicable*

### **Additions**

- Copy of Deed and CID or Town of Bernalillo building permit application
- Building Plans – 2 Complete Sets (one set is kept at Sandoval County)
- Site Plan & Vicinity Map
- \$75.00 Review Fee
- Bedroom Addition(s) – The NM Environment Department must approve updated plans.
- \*HOA Approval letter if applicable

### **New Construction – Modular Construction**

- Copy of Deed or Survey of Property
- Copy of Building Permit Issued by CID
- CID Application for Foundation Only
- Copy of Foundation Plans
- Copy of the stamped (approved) New Mexico Environment Dept (NMED) Liquid Waster Permit and Floor Plan
- Site Plan & Vicinity Map
- \$75.00 Review Fee & \$5.00 Address Fee

*\*After zoning review and issuance of an address by Planning & Zoning, application and plans must be taken to CID at 5500 San Antonio Dr NE for review and issuance of building permit. CID inspectors perform inspections within Sandoval County's jurisdiction. Properties located within a 3 mile perimeter of the Town of Bernalillo will permit through the Town of Bernalillo address rather than CID.*

### **Manufactured Home/Mobile Home Placement:**

- Copy of Deed or executed purchase agreement with copy of Deed from property owner and Survey of Property
- Copy of the (approved) NM Environment Department (NMED) Liquid Waste Permit and Floor Plan
- Site Plan & Vicinity Map
- Copy of the Manufactured Housing Placement Permit

- Title with Serial Number or purchase agreement with copy of the title from the owner, Proof of Age and Manufacturer/ Document with age and Manufacturer
- \$75.00 Review Fee and \$5.00 Address Fee →

**Foundation Only – For Manufactured Home**

- Copy of Deed or Survey of Property
- CID Application
- Foundation Plan
- \$75.00 Review Fee

*\*No utilities or address will be issued on foundation only permits for manufactured homes.*

**Retaining Walls:**

- Copy of Deed or Survey of Property
- CID or TOB building permit Application
- Site plan
- Wall/Foundation Plan stamped by a NM registered Engineer or Architect
- \$75.00 Review Fee

**Fence (over 6 feet in height):**

- Copy of Deed of Property
- CID or TOB building permit Application
- Site plan
- Wall/Foundation Plan
- \$75.00 Review Fee

**Swimming Pools:**

- Copy of Deed of Property
- CID or TOB building permit Application
- Pool Plan – (must include all required fencing/walls as well as gates)
- \$75.00 Review Fee

For further information, please refer to our website [www.sandovalcounty.com](http://www.sandovalcounty.com), under Planning + Zoning for the Comprehensive Zoning Ordinance and Subdivision Ordinance.

**For Site Built:**

State of New Mexico  
Construction Industry Division  
5200 Oakland NE  
Albuquerque, NM 87113  
Take I-25 to Alameda West to  
San Mateo, North to Oakland  
CID Telephone: (505) 222-9800  
<http://www.rld.state.nm.us>

**For Manufactured Housing Permits:**

State of New Mexico  
Manufactured Housing Division  
5200 Oakland NE  
Albuquerque, NM 87113  
Take I-25 to Alameda West to  
San Mateo, North to Oakland  
MHD Telephone: (505) 222-9870

<http://www.rld.state.nm.us>

**For Well Permits:**

**State Engineers Office**

**121 Tijeras NE**

**Albuquerque, NM 87102**

**Telephone: (505) 764-3888**

[www.ose.state.nm.us](http://www.ose.state.nm.us)

**For Septic Permits:**

**State of New Mexico**

**Environment Department**

**4359 Jager Drive NE, Suite B**

**Rio Rancho, NM 87144**

**Main Telephone: (505) 771-5980**

**Fax: (505) 771-5981**

[www.nmenv.state.nm.us](http://www.nmenv.state.nm.us)