



## **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 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.*

#### **Additions**

- ☐ Copy of Deed and CID 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.

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

- ☐ Copy of Deed or Survey of Property
- ☐ Copy of CID Building Permit Application
- ☐ 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.*

#### **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



**Retaining Walls:**

- ☐ Copy of Deed or Survey of Property
- ☐ CID Building Permit Application
- ☐ Site Plan & Vicinity Map
- ☐ Wall/Foundation Plan stamped by a NM registered Engineer or Architect
- ☐ \$75.00 Review Fee

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

- ☐ Copy of Deed or Survey of Property
- ☐ CID Building Permit Application
- ☐ Site Plan & Vicinity Map
- ☐ Wall/Foundation Plan
- ☐ \$75.00 Review Fee

**Swimming Pools:**

- ☐ Copy of Deed or Survey of Property
- ☐ CID Building Permit Application
- ☐ Site Plan & Vicinity Map
- ☐ 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)**