



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.*

** HOA approval letter needed if applicable.*

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



Agriculture/Ranching:

- Copy of Deed or Survey of Property
- CID Building Permit Application if agriculture/ranching activity includes structures of more than 120 square feet.
- Letter declaring agriculture or ranching use of property, specify use, i.e. growing specific plants and/or foods, raising specific animals, as well as an explanation of the use of the proposed structures(s) as it relates to the agriculture/ranching. A timeline must be included which will be enforced. Letter must be notarized.
- Site Plan (2 Copies): indicate areas of agriculture/ranching activity. If buildings or structures are included, indicate location(s) on site plan and indicate distances from location(s) to all property lines.
- Building Plans: if buildings or structures are included, provide 2 complete sets of plans for all buildings or structures.
- Vicinity Map.
- \$75.00 Review Fee without a request for an address, \$80.00 Review Fee with a request for an address.

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.sandovalcountynm.com, under Departments, 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

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