



## **SANDOVAL COUNTY PLANNING & ZONING**

### **BUILDING PERMIT INFORMATION**

Building permits for construction in unincorporated areas of Sandoval County are issued through the State of New Mexico's Construction Industries Division (CID). Construction can be new or additions to an existing structure. Prior to applying to CID, the applicant must submit a completed application to the Sandoval County Planning + Zoning (P+Z) to verify compliance with the Sandoval County Ordinances and Regulations. Once the application has been processed through Sandoval County P+Z, then you can submit that application to the State (CID) to complete the permitting process permit.

CID has two offices that serve Sandoval County. You may contact the office located nearest to you:

State Construction Industries Division  
2550 Cerrillos Road  
Santa Fe, NM 87504  
(505) 476-4700

State Construction Industries Division  
5500 San Antonio Dr NE  
Albuquerque, NM 87113  
(505) 222-9800

See the P + Z Webpage for a copy of the building permit checklist for the document/information requirements that must accompany the Sandoval County Building Permit application:

<https://www.sandovalcountynm.gov/wp-content/uploads/2021/06/Permit-Checklist2021.pdf>

NM State CID building permit application can be found at:

<http://www.rld.state.nm.us/construction/forms-applications.aspx>

### **ADDRESSING**

If the property does not have a physical address, an address is assigned as part of the building permit process. Once the building permit packet is accepted (see) an E911 Address is assigned to your vacant property (see [addressing ordinance](#)) and utilities will be authorized. You will need to have the Assessor's Office Worksheet included with the verified property tax UPC number. If you are on tribal land you will need to contact your tribal entity for addressing. The Planning and Zoning Department does not address tribal land.

Addresses, once assigned, are entered into the E911 database so your location will be available for first responders in the Fire Department and Sheriff's Department.

*Note: In accordance with the Sandoval County Addressing Ordinance Section 11 – "No person shall install or cause to be installed any utility service, including, but not limited to electric, gas, water, sewer, telephone or*

*cable television or any building required by this Ordinance to be assigned an address without first receiving a building permit and an address for that location. Utility companies must obtain approval from the Planning and Zoning Department prior to installation.”*

#### **NATIONAL FLOOD INSURANCE PROGRAM:**

Sandoval County participates in the National Flood Insurance Program (NFIP). If County Development Staff finds that your property lies within a 100-year flood area, you will be required to obtain a Flood Plain Development Permit from our office and comply with NFIP requirements for construction as established by the Federal Emergency Management Agency (FEMA). There is no fee required for this permit.

#### **SEPTIC PERMIT:**

New Mexico Environment Department has an office that serves Sandoval County. If you need a septic permit you may contact the New Mexico Environment Department office located at:

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

#### **MANUFACTURED HOUSING/MOBILE HOMES:**

No manufactured home shall be occupied unless it is connected to adequate utilities, provided with skirting of durable material, and stabilized and anchored in accordance with regulations declared by the Manufactured Housing Act of New Mexico [60-14-1 to 60-14-18 NMSA 1978]. The National Flood Insurance Program (NFIP) requirements listed above apply to manufactured and mobile homes as well. **No mobile or manufactured homes may be placed in the County without first receiving Zoning approval from the County.** The permit fee is \$75.00 (plus \$5.00 address fee), and they may be contacted at the following office:

State of New Mexico  
Manufactured Housing Division  
5500 San Antonio Dr NE  
Albuquerque, NM 87113  
Telephone: (505) 222-9870

See the P + Z Webpage for a copy of the building permit checklist for the document/information requirements that must accompany the Sandoval County Building Permit application.

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**MORE INFORMATION:** Should you need further information on any of these topics, please contact the County P + Z Division at (505) 867-7628/or please view our website [www.sandovalcountynm.com](http://www.sandovalcountynm.com), in reference to Comprehensive Zoning Ordinance and/or Subdivision Ordinance as well as Forms.