



## 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
- (if applicable)* A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.
- \$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
- (if applicable)* A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.
- \$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
- (if applicable)* A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.
- \$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 & Vicinity Map: 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.
- (If applicable)* A copy of the approved Access Permit from the NM Dept of Transportation (NMDOT) – required if accessing onto a State Highway. NMDOT contact info listed below.
- \$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](http://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](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)

**For NMDOT Driveway Access Permits:**

State of New Mexico Department of Transportation (NMDOT), District 3 Office\*  
7500 Pan American Blvd.  
Albuquerque, NM 87110  
(505) 934-0354  
[dot.state.nm.us](http://dot.state.nm.us)

State of New Mexico Department of Transportation (NMDOT), District 6 Office\*  
1919 Pinon Drive  
Milan, NM 87021  
(505) 290-0117  
[dot.state.nm.us](http://dot.state.nm.us)

\*Contact the NMDOT to determine your NMDOT District.