



State of New Mexico – Construction Industries Division

Homeowner Building Permit Application

Santa Fe 2550 Cerrillos Rd, Santa Fe NM 87505 505-476-4700
 Albuquerque 5500 San Antonio NE, Albuquerque NM 87109 505-222-9800
 Las Cruces 505 S. Main St. Ste. 103, Las Cruces NM 88004 575-524-5319

Web: <https://www.rld.nm.gov> email: CID.PERMITHelp@state.nm.us

The following information MUST be provided. Any missing information may delay processing.

Date Issued:	Processed by:	Tracking/Permit Number:
Received by: Mail /Walk-in	Check #:	Total Fees: \$
		Bal Due: \$

Application Type: (check box)

General Building (circle scope of work)

General Building Foundation Roofing Demolition

Electrical (circle scope of work)

Temporary Power New Residential Electrical Installation Alteration/Renovation/Repair/ Replace to Existing Electrical System or Equipment Manufactured Home New Residential Modular

Mechanical/Plumbing (circle scope of work)

Plumbing-Potable Water Systems Backflow Prevention Device Plumbing-Sanitary Systems
 Water Pressure Regulators Plumb. Fixture Waste Discharge Devices
 Expansion Tank/Device Water Distribution (building piping) Roof Drainage System
 Water Service (yardline) Building Sewer
 Water Conditioners

Is this project federally funded or within tribal lands? _____

Permit contact information:

Property Owner:

First Name _____ Last Name _____

Address: Street Address _____ City _____ State _____ Zip Code _____

Email Address: _____ Phone: () _____

Contractor:

First Name _____ Last Name _____

Address: Street Address _____ City _____ State _____ Zip Code _____

Email Address: _____ Phone: () _____

Design Professional:

First Name _____ Last Name _____

Address: Street Address _____ City _____ State _____ Zip Code _____

Email Address: _____ Phone: () _____

Type of Construction

I	II	III	IV	V	A	B
---	----	-----	----	---	---	---

 Occupancy Group (Residential)

R-3	S-2	U
-----	-----	---

Valuation/Sign Contract: _____

Division

1	2	3	4	5
---	---	---	---	---

Description of work to be performed: _____

Energy Compliance	Prescriptive	Trade-off	Performance	Energy Code Not Applicable				
Climate Zone	1	2	3	4	5	6	7	NA
Types of Construction	Wood	Metal Frame	Masonry	Adobe	Rammed Earth	Metal Structure	Other	

Total Square Footage: _____

Fire Sprinklers Apply YES NO
 LP Gas Appliance Apply YES NO

Plan Review required from following Bureaus: (circle all that apply)

General Building	Modular	Electrical	Mechanical/Plumbing	LP Gas
Homeowner work to be self-performed:				
Foundation	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Framing	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Insulation	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Sheetrock	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Exterior Finish	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Roofing	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Windows	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Doors	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Millwork	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Electrical	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	
Plumbing	<input type="checkbox"/> Self-Performed	<input type="checkbox"/> Subcontracted	<input type="checkbox"/> N/A	

Note: electrical and plumbing are not included on this application a separate application is required for this work. A test for these trades is required.

In order to obtain a homeowner permit, I acknowledge that I shall be by myself or with the assistance of my direct employee's, be self-performing a significant portion of the construction work. Based on the scopes of work you have stated you shall self-perform and subcontract, the appropriate AHJ shall make a determination as to whether a homeowner's permit is applicable for this project and whether you qualify to perform the work to entitle you to a Homeowner's permit. Read each statement and initial ONLY if you fully agree and acknowledge you will abide by and understand each responsibility and accompanying liability.

- * I understand that the AHJ shall determine whether or not I am qualified to perform the work and whether I qualify for the homeowner permit. Complete this field.
- * I understand that, by requesting and obtaining a homeowner's permit as a homeowner, I am acting as my own general builder, electrician or plumber and acknowledge I am solely responsible for my project.
- * I understand that my entitlement to this homeowner's permit is premised on this single-family dwelling being owned and occupied by me as required by statute and rule.
- * I understand that I am personally applying for this homeowner's permit and I cannot delegate this task to anyone.
- * I understand that I must comply with all provisions of the Construction Industries Licensing Act, all regulations, and building standards and codes as well as local ordinances, if appropriate. Acknowledging that I have sufficient familiarity with these laws, standards and codes to do the construction, alter and repair of my own personal residence.
- * I understand that my homeowner's building permit shall only be issued for the general construction portion of the work and that electrical and/or plumbing work must be performed by a properly licensed contractor unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by the electrical or plumbing department for the jurisdiction in which I am building my home and obtaining the appropriate electrical or plumbing homeowner's permit.
- * I understand that I must submit plans and all other required submittals for approval by the appropriate AHJ including my acknowledgement of my responsibilities to fulfill all the requirements in connection with my homeowner's permit.
- * I understand that, under no circumstances, can I perform HVAC or natural gas under my homeowner's permit and that I must contract appropriately licensed subcontractors to perform such work. These appropriately licensed subcontractors must obtain their own permits and call for their own inspections.
- * I understand that, as the homeowner obtaining the building permit I may physically perform the work myself or hire employees to assist in the performance of the work
- * I understand that if I obtain a homeowner plumbing or electrical permit, only I can perform the work. I am not entitled to hire employees to assist nor may I subcontract any of the plumbing or electrical work.
- * I understand that any portion of the construction work that I subcontract must be to licensed contractors and that each of these subcontractors must permit each scope of work separately from the Homeowner's permit. Licensed contractors are licensed business entities not individuals.
- * I understand that before I subcontract any scope of work, I must verify with the Construction Industries Division that the subcontractor is duly licensed in New Mexico to perform the type of work for which I intend to subcontract.
- * I understand that if I contract with a GB-02 [licensed residential contractor] or a GB-98 [licensed residential/commercial contractor] to supervise my work, to act in the capacity of a general contractor or project manager, the homeowner's permit is automatically VOIDED requiring the licensed contractor to permit the project under the contractor's license. Any violation of this requirement by the licensed contractor shall subject the contractor to disciplinary action against the contractor's license.

- * I understand that if I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, that individual must be my employee, I will pay the employee hourly wages and no other form of compensation, the employee shall work strictly under my direction and I shall be responsible to comply with all tax and worker's compensation legal requirements. My home, that individual will be my employee and strictly working under my direction.
- * I understand that if I hire an individual to assist me in this construction I shall pay this employee strictly hourly wages, no other form of compensation and be responsible for complying with all tax and worker's compensation legal requirements.
- * I understand I must provide my state and federal employee tax numbers and payroll records to the division, upon request.
- * I understand I will withhold all required state and federal taxes, including social security taxes from the wages I pay to my employee(s).
- * I understand that if I do not carry Worker's Compensation Insurance, I may be financially responsible if any of my employees are injured while working on my premises. This financial liability will include employee(s) for whom I may not be required to carry Worker's Compensation Insurance or injured workers hired by a subcontractor I subcontract, who does not carry his/her own worker's compensation insurance.
- * I understand that I must call for each and every required inspection, except those inspections permitted by my subcontractor(s). I shall make the premises accessible to all inspectors.
- * I understand that if an inspection results in a cited code violation, such violation must be cured within the time required by the AHJ building official or the inspector. Failure to correct is a violation of CID rules and may result in disciplinary action by the division.
- * I understand that for new construction all appropriate inspections, including the final, must be passed by the inspector in order to obtain a Certificate of Occupancy. The Certificate of Occupancy must be issued prior to my occupation.
- * I understand that if I occupy my home (or addition) prior to a final inspection, no Certificate of Occupancy shall be issued. Failure to call for a final inspection or obtain a certificate of occupancy shall result in a permanent record of such failure which may present issues in the future if I desire to sell or refinance my home.
- * I understand the Certificate of Occupancy shall state that my home, addition or storage building was built under a Homeowner's permit.
- * I understand that if I am building my own home and during the process of building, I decide not to own and/or occupy the home when it is completed, I am no longer eligible for the Homeowner's permit. At that time, I shall immediately notify the permitting AHJ who shall cancel my Homeowner's permit and I shall hire a licensed contractor to complete the work.
- * I understand that if I don't require each of my subcontractors to obtain their own permits, each of their contractor's bonds will not cover the work each performed and I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission. Because I have assumed the responsibility for this project that would normally have been assumed by a licensed general/electrical/plumbing contractor I also assume all liabilities as to this project.
- * I stipulate, acknowledge, and certify that I have read each of the above statements and I understand each requirement, responsibility, and liability that accompanies a Homeowner's Permit. I agree to be bound by all applicable laws, regulations, codes, standards, requirements, and responsibilities. I understand I must obtain separate permits to self-perform general building, plumbing, and/or electrical work. I understand I am required to substantiate my plumbing and/or electrical knowledge to the satisfaction of the division or the appropriate AHJ. I further understand that I cannot perform HVAC or mechanical work pursuant to a homeowner's permit. If I subcontract a licensed contractor to do any portion of this project, the contractor will apply for his/her own permit for his/her portion of the work and ensure all inspections are conducted.
- * I acknowledge that I must submit the appropriate completed permit application and comply with all the conditions, requirements, documents and plan submittals listed in the "Building Permit Guide for Residential Construction", which is being provided with this document. I have reviewed this Building Permit Guide for Residential Construction, and I understand and accept all the included responsibilities.

. X _____ Date: _____

SWORN AND ACKNOWLEDGED before me this _____ day of _____, 20____,

Notary Public

My Commission expires: _____