

Sandoval County Planning & Zoning
711 Camino del Pueblo
P.O. Box 40
Bernalillo, NM 87004
(505) 867-7628
Fax: (505) 771-7184

Checklist for Residential Permits

New Residential Construction-Site Built

- Copy of Deed or Survey of Property
- CID Building Permit Application or Town of Bernalillo Permit Application
- Building Plans – One Complete Set, (reviewed by Assessor's)
- Copy of NMED Septic Permit and Floor plan with Environment Dept. stamp
- Site Plan & Vicinity Map
- \$75.00 Review Fee & \$5.00 Address Fee / Non Residential \$0.25 per square foot & \$5.00 Address Fee

*** Approved Drainage Plans are required for specific subdivisions.**

Residential Additions

- CID Building Permit Application or Town of Bernalillo Permit Application
- Building Plans – One Complete Set, (reviewed by Assessor's)
- Site Plan & Vicinity Map
- \$75.00 Review Fee
- If addition is/are bedroom(s), the NM Environment Dept. must review and stamp the updated floor plans

Modular Construction

- Copy of Deed or Survey of Property
- Copy of Building Permit Issued by CID
- Application for Foundation Permit Issued by CID
- Copy of Foundation Plans
- Copy of NMED Septic Permit and Floor plan with Environment Dept. stamp, (reviewed by Assessor's)
- 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 5200 Oakland NE for review and issuance of building permit. CID inspectors perform inspections within Sandoval County's jurisdiction. Properties located within a 3 mile perimeter of the Town of Bernalillo will permit through the Town of Bernalillo address rather than CID.**

Manufactured Home/Mobile Placement

- Copy of Deed or Survey of Property
- Copy of NMED Septic Permit and Floor Plan stamped by NM Environment Dept,(reviewed by Assessor's)
- Copy of Permit Issued by NM Manufactured Housing Department (MHD)
- Title / Document with Proof of age and Manufacturer
- Application for Foundation Permit Issued by NM Manufactured Housing Department (MHD)
- Foundation Plans with engineering stamp
- Site Plan & Vicinity Map
- \$75.00 Review Fee and \$5.00 Address Fee

◆If located in Rio Rancho Estates Community District

- Must have attached or detached garage built to hold at least (2) cars prior to issued permit
- Must be double or Triplewide – any year for Rio Rancho Estates (minimum width (24) feet & length (42) feet)
- All manufactured homes for **Rio Ranchos Estates** must be on Permanent Foundation
- Must have Foundation Plans with engineering stamp
- Pitched roofs shall be made of corrugated metal or tile materials
- Show plans of a lot that requires building setback of (75) feet adjacent to Southern Blvd and 60th Street
- Show plans of a lot that requires a wall along the lot line adjacent to Southern Blvd and 60th Street →

♦If located in La Cueva Community District

- Mobile homes must be 1985 or newer
- Must be on Permanent Foundation
- Must have Foundation Plans with engineering stamp

♦If located in Jemez Valley Community District

- Transportation Plan is required
- Must submit a drainage plan showing the site development that will not result in an increase of historic pre-development flow
- All roofs on structures located in **Jemez Springs North Community** shall be metal or Class A asphalt with a minimum slope of 8%

Foundation Only – For Manufactured Home

- Copy of Deed or Survey of Property
- CID Application
- Foundation Plan
- \$75.00 Review Fee

****No utilities or address will be issued on foundation only permits for manufactured homes.***

Retaining Walls

- CID Building Permit Application or Town of Bernalillo Permit Application
- Site Plan
- Wall/foundation plan stamped by NM Registered Engineer or Architect

Fencing (over 6feet in height)

- CID Building Permit Application or Town of Bernalillo Permit Application
- Site Plan
- Wall Plan

Swimming Pools

- CID Building Permit Application or Town of Bernalillo Permit Application
- Site Plan
- Pool Plan – all pools shall be enclosed by a solid wall or fence or chain link fence not less than five (5) feet in height
- All gates shall be self-closing with self-closing latches for uninvited access
- Wrought iron gates and fences shall have bar openings spaced at a maximum of four (4) inches
- Pools shall not be located in the required front yard of any district
- Pools shall be located in the side or rear yards, and shall not be closer than three (3) feet to any property line

(For further information, please refer to our website www.sandovalcounty.com, in reference to the Sandoval County Comprehensive Zoning Ordinance for the unincorporated areas only.)

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

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

For Well Permits:

State Engineers Office
5550 San Antonio Dr NE
Albuquerque, NM 87109
Telephone: (505) 383-4000

For Septic Permits:

State of New Mexico
Environment Department
4359 Jager Drive NE, Suite B
Rio Rancho, NM 87144
Telephone: (505) 771-5980/Fax: (505) 771-5981