City of Rio Rancho
Development Services
3200 Civic Center Circle NE, 1st Floor
Rio Rancho, NM 87144
(505) 891-5005 Fax: (505) 896-8994

Single Family Residential Permit Application Procedure

Please read carefully and fill out this form in its entirety prior to submittal. Failure to provide required information will result in processing delays. Application is not approved until signed and stamped "approved" by Development Services personnel. This application is not considered complete without a signature by the applicant.

Step 1: Building Plans and Planning and Zoning Application

Submit two (2) sets of plans to the Building Inspection Department. Include in these plans:

A. Fee (non-refundable after plan submittal) 65% of Building Permit Fee (a separate fee from the Building Permit fee).

B. Site Plan: Indicate setbacks. Preferred size is 24"x36", but will accept not less than 11"x17"

C. Foundation Plan: Showing materials and construction of foundation.

D. Electrical Plan: Showing placement of all outlets.

E. Elevation Plan: Showing structure from front and side views and the height of the structure

F. Floor Plan: Showing size, placement of rooms, openings, and smoke detection(s)

G. Framing Plans: Showing materials and construction of floor, walls, and roof.

Step 2: Department Review

Upon submission of the two (2) sets of plans and the application, department staff begins a plan review process.

Step 3: Department Approval

Approved plans are stamped and signed by the Plan Review staff. The plans are then submitted to the Building Inspection Division for construction approval. If, at any point in construction changes occur, the applicant must re-submit amended site and building plans for approval.

Step 4: Construction Approval

Approved plans are stamped and signed by Building Inspection staff and one (1) set is returned to the applicant. Contact the Building Inspection Division for further information regarding construction review and inspection scheduling at (505) 891-5006.

Setbacks*

Residential

Minimum 25 feet on front
Minimum 25 feet on rear
Minimum 25 feet on sides

Estate Residential

Minimum 35 feet on front
Minimum 25 feet on rear
Minimum 25 feet on sides (north property line shall be one (1) foot of setback for ever foot of building height minus six (6) feet)

Gross Square Footage

Gross square footage is comprised of heated and non-heated areas, including garages, porches, portals, etc.

**Setbacks vary. It is the applicant's responsibility to obtain appropriate setbacks. All setbacks are measured from the property line.*

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Residential Plan Review Application

Fees (non-refundable)

Application fee is 65% of Building Permit Fee

Total Fees Collected:_____

☐ Yes, I would like to contribute $75.00 to the Rio Rancho Economic Development Corporation.

Property Information

Acreage of property:_____

Width of Property Front:_____

Physical Address

Address:_____

City:_____ State:_____ Zip:_____

Legal Description

Subdivision/Unit:_____ Block:_____ Lot:_____

Tract/Parcel:_____ Zoning:_____

Description of Work

☐ New Construction ☐ Addition ☐ Residential Alteration/Repair

☐ Fence ☐ Demolition ☐ Swimming Pool/In-Ground

☐ Shed ☐ Interior Renovation ☐ Well & Septic #_____

Dimensions

Front:_____ Rear:_____

Sides: Left _____ Right:_____

Proposed use of property:_____

Valuation:_____ Gross floor area:_____

Height of structure:_____ (Pool Only) Gallons:_____

Homeowner/Agent Information

Name (Print):_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Email: _____

Contractor Information

Name (Print):_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Email: _____

I, the undersigned, understand the above application procedure and agree to comply with conditions of same.

Name (printed)_____ Date_____

Signature_____