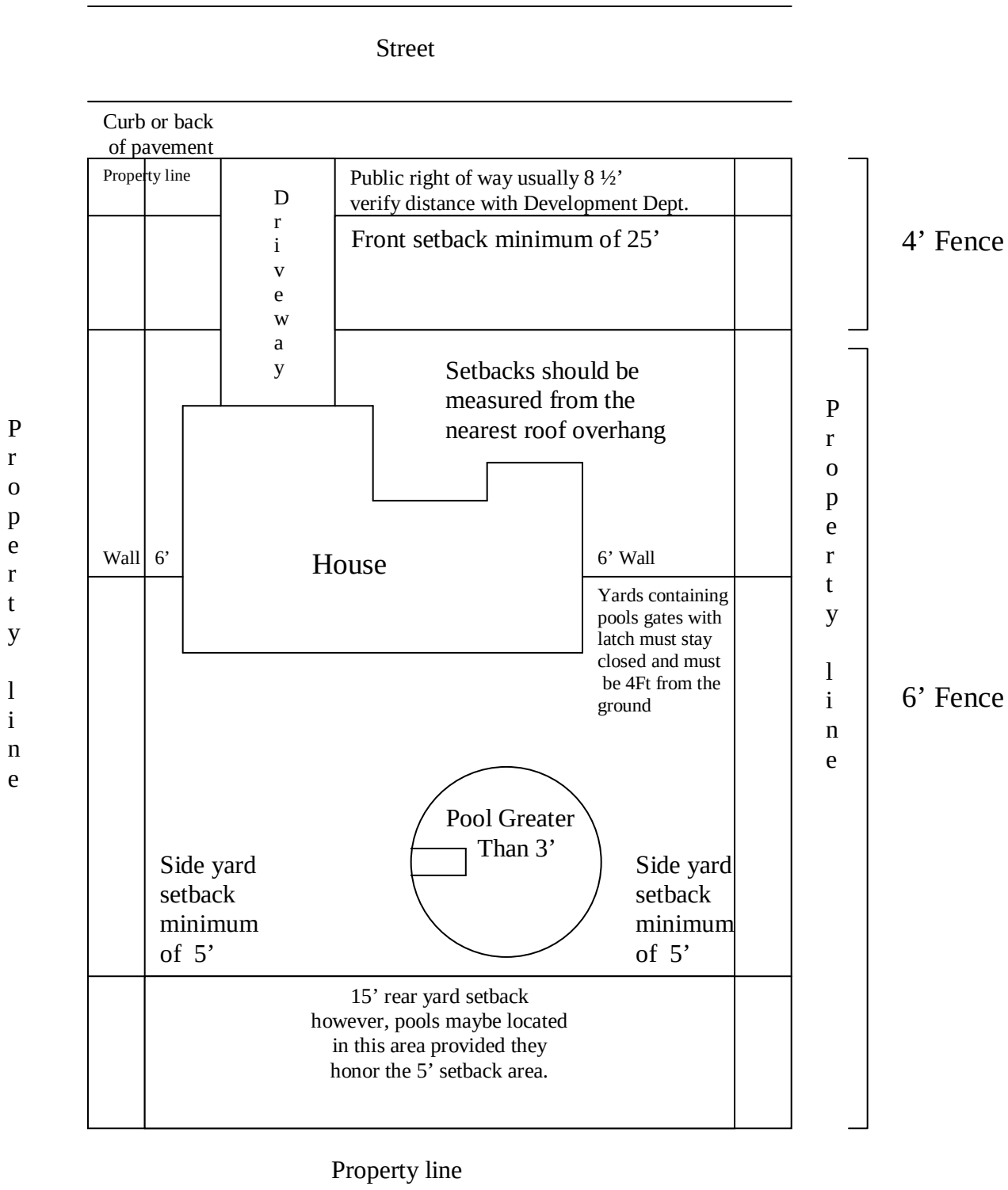
SECONDARY STRUCTURE
120 SQ FT AND OVER

1. SITE PLAN
2. FRAMING PLAN
3. FOUNDATION PLAN
4. ROOFING PLAN
5. FINISHED ELEVATION
6. FLOOR PLAN
7. COMPLETED PLAN REVIEW APP
8. COMPLETED BLDG PERMIT APP
9. ENGINEERED TRUSS DETAILS
10. HEIGHT OF PRIMARY STRUCTURE
11. SQ. FT. OF PRIMARY STRUCTURE
12. ** IF APPLICABLE ** SIGNED HOMEOWNER'S RESPONSIBILITY CHECKLIST

Sample Site Plan

4’ fence height max allowed in the front setback area, 6’ allowed in the remaining yard area. Corner lot fencing may not exceed 3’ in height if located in clear sight triangle.



Residential Building Permit & Plan Review Application

City of Rio Rancho
Development Services
3200 Civic Center Circle NE, 1st Floor
Rio Rancho, NM 87144
(505) 891-5006 Fax: (505) 896-8994

Permit #_____

Model # _____

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:_____ Height of Primary: _____

Width of Front Yard Setback:_____ SQ. Ft. of Primary: _____

Physical Address

Address:_____

City:_____ State:_____ Zip:_____

Legal Description

Subdivision/Unit:_____ Block:_____ Lot:_____

Tract/Parcel:_____ Zoning:_____

Description of Work

☐ New Construction
☐ Fence
☐ Shed
☐ Addition
☐ Demolition
☐ Interior Renovation
☐ Residential Alteration/Repair
☐ Swimming Pool/In-Ground
☐ Well #_____
☐ Septic #_____

Dimensions – Set Back(s)

Front:_____ Rear:_____

Sides: Left _____ Right:_____

Proposed use of property:_____

Valuation:_____ Gross floor area:_____

Height of structure:_____ No. of Stories:_____ (Pool Only) Gallons:_____

Homeowner/Agent Information

Name (Print):_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Email: _____

Contractor Information

Name (Print):_____ License#_____

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_____

New Mexico Regulation and Licensing Department

CONSTRUCTION INDUSTRIES DIVISION

2550 Cerrillos Road • Santa Fe, NM 87505 • (505) 476-4700 • Fax (505) 476-4685

5200 Oakland Ave. NE • Albuquerque, NM 87113 • (505) 222-9800 Fax (505) 765-5670

505 S. Main St., Suite 150 • Las Cruces, NM 88004 • (505) 524-6320 Fax (505) 524-6319

www.rld.state.nm.us/cid

HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone. Please read each of the following statements. If you agree with a statement and your answer to it is "yes", then place a check mark in the appropriate box. If you do not answer, "yes" to every statement, you should **seriously reconsider** applying for a Homeowner's Permit.

After marking each item and signing this form in the presence of a Notary Public, you are required to submit this checklist with your Building Permit application package. This signed checklist will be kept on record with the permit application as proof of your assumption of the risks and liabilities associated with a Homeowner's Permit. Call or visit your State or local office as to other required submittals.

Check the appropriate box:

- I plan to build a single-family home that will be owned and occupied by myself.
- I plan to alter, repair or make improvements to a home owned and occupied by me.
- I plan to build or improve a free-standing storage building 200 sq ft or more located on my residential property

❑ Yes ❑ No	I understand I must apply for my Homeowner's Permit by myself and cannot delegate this task to anyone.
❑ Yes ❑ No	I am familiar with the construction process and know enough about building to be my own homeowner-builder.
❑ Yes ❑ No	I am familiar with the New Mexico Building Code, the Construction Industries Licensing Act, the Construction Industries Division Rules and Regulations, and the building requirements of the jurisdiction in which I plan to build my home or in which my home is located.
❑ Yes ❑ No	
❑ Yes ❑ No	I will comply with all applicable building codes and requirements.
❑ Yes ❑ No	I will call for inspections at appropriate times and will make my premises accessible to the inspector.
❑ Yes ❑ No	I understand that a re-inspection and a re-inspection fee will be required if any work does not meet code and/or I call for an inspection when work is not ready and/or the work to be inspected is not accessible to the inspector.
❑ Yes ❑ No	I understand that, by taking out a Homeowner's Permit, I am acting as my own homeowner-builder.
❑ Yes ❑ No	I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work.
❑ Yes ❑ No	I understand that before I hire any subcontractor, I must verify with the Construction Industries Division that he is duly licensed in New Mexico to perform the type of work for which I intend to hire him.
❑ Yes ❑ No	I understand that, as the homeowner-builder, I may physically do the work myself and/or hire employees.
❑ Yes ❑ No	If I hire anyone (besides a licensed subcontractor) to assist me in building, altering or repairing, I understand that person will be my employee and under my direction.
❑ Yes ❑ No	I will pay hourly wages to my employee(s) and will offer no other form of compensation.
❑ Yes ❑ No	If I hire any employee(s), I understand I must have, or must secure, my own State and federal employer tax numbers.
❑ Yes ❑ No	I will make my State and federal employer tax numbers available to the Construction Industries Division upon request.
❑ Yes ❑ No	I will withhold all required State and federal taxes, Social Security, etc. from the wages I pay to my employee(s).
❑ Yes ❑ No	I will make my payroll records available to my inspector upon his request.
❑ Yes ❑ No	I understand that I must carry Workers' Compensation insurance if I employ a total of three or more persons (not including subcontractors
❑ Yes ❑ No	I understand that if I have less than three employees, I may carry Workers' Compensation insurance but am not required to do so.

HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

❑ Yes ❑ No	I understand that if I do not carry Workers' 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 was not required to carry Workers' Compensation insurance.
❑ Yes ❑ No	If I hire a subcontractor and he does not carry Workers' Compensation, I understand I may be financially responsible if any of his workers are injured while working on my premises.
❑ Yes ❑ No	If I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, I understand such person will be my employee, and I will pay him hourly wages and no other form of compensation.
❑ Yes ❑ No	If I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, I understand that, as the homeowner-builder, I am still the responsible party for compliance with all building codes and construction requirements and for the quality and completion of all contracting work performed under my Homeowner's Permit by my subcontractor(s), employee(s), and me.
❑ Yes ❑ No	If I hire a GB-2 or GB-98 licensed contractor to supervise my work, I must void my Homeowner's Permit. The licensed contractor must permit the project under his own license.
❑ Yes ❑ No	I understand that if I do not want to be responsible for the quality and completion of all work on my home and for compliance with all building codes and construction requirements, I should not obtain a Homeowner's Permit. Rather, I should hire a licensed general contractor to take over those responsibilities.
❑ Yes ❑ No	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 understand I am no longer eligible for a Homeowner's Permit. At that time, I will immediately cancel my Homeowner's Permit and hire a licensed general contractor to complete the work.
❑ Yes ❑ No	I understand my Homeowner's Permit is only for general construction building. Any electrical, mechanical or plumbing work must be permitted separately.
❑ Yes ❑ No	I understand electrical and/or a properly licensed contractor must perform plumbing work unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by the electrical or plumbing inspector for the jurisdiction in which I am building my home. This includes: (1) Having my submitted plans approved and (2) obtaining all required permits and calling for all required inspections.
❑ Yes ❑ No	I understand that, under no circumstances, can I perform HVAC or natural gas work under my Homeowner's Permit, and I must hire an appropriately licensed subcontractor who will obtain his own permit for performing such work.
❑ Yes ❑ No	I understand that if I hire a subcontractor to do the electrical and/or plumbing work, that subcontractor must obtain his own permit for his portion of the work.
❑ Yes ❑ No	I understand that if I do not cure any cited code violation within ninety (90) days, the Construction Industries Commission may assess a penalty of up to Two Hundred Dollars ($200.00) against me.
❑ Yes ❑ No	I understand that if I fail to call for a final inspection, the Construction Industries Commission may assess a penalty of up to Five Hundred Dollars ($500.00) against me.
❑ Yes ❑ No	I understand that I must call for and pass all required inspections, including a final Inspection, in order to obtain a Certificate of Occupancy.
❑ Yes ❑ No	I understand the law requires I may not occupy my home (or addition to my home) until a Certificate of Occupancy has been issued; by my general construction inspector.
❑ Yes ❑ No	I understand that if I disregard the law and occupy my home (or addition) prior to final inspection, no Certificate of Occupancy will be issued to me after final inspection or at any time in the future.
❑ Yes ❑ No	I understand that I may have difficulty in closing on a construction loan, refinancing my home or selling my home in the future if I do not follow all laws and procedures and obtain a Certificate of Occupancy.
❑ Yes ❑ No	I understand the Certificate of Occupancy will clearly state my home (or addition) was built under a Homeowner's Permit.
❑ Yes ❑ No	I understand that I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission because I have assumed the responsibilities for this project that would have normally been assumed by a licensed general contractor.

HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

I _____ certify that I have read the above statements and understand the requirements and responsibilities that accompany a Homeowner's Permit, and I agree to be bound by all applicable codes, law, rules, regulations, requirements and responsibilities. I understand I cannot perform any electrical, mechanical or plumbing work under this permit, If I hire a licensed contractor to do any portion of this project; the contractor will apply for his own permit for this portion of the work. I understand I am required to substantiate my construction knowledge to the satisfaction of the Division.

X _____

Homeowner Signature (must be signed before a notary witness)

NOTARY

Sworn to before me this _____ of

_____, 20

_____

Notary witness signature

My Commission Expires: _____

NOTE: *This signed copy is to be attached to the Homeowner's Permit application. A photocopy is to be given to the homeowner named above.*

(g) Mechanical equipment. Mechanical equipment such as air-conditioning units, pool filtering and heating equipment, water softeners, and similar mechanical equipment may occupy the required rear and side yard setback areas if screened from abutting lots and streets by fences, walls or landscaping, and if such mechanical equipment does not restrict the required access through such setback areas as determined by the Department of City Development.

(4) Building envelopes. If a building envelope is included at the time of plat, appropriate placement of the building envelope within the setback area will be allowed. Envelopes may be placed within the setback area for the following reasons:

(a) To preserve open space;

(b) To preserve native plant material on the site;

(c) To preserve natural drainage courses; and

(d) To preserve views of nearby lots.

(E) *Off-street parking.* Off-street parking must be provided as set forth in this chapter.

(F) Height restrictions.

(1) No building or structure shall exceed 32 feet in height

(2) No accessory building shall exceed the height of the primary building.

(3) Antennas, chimneys, flues, vents, or similar structures, shall not exceed over ten feet above the specified maximum height limit.

(4) Water towers and mechanical equipment shall not extend over five feet above the specified maximum height limit.

(5) Church spires, bell towers and like architectural projections, as well as flag poles, may extend over the maximum height limit.

(6) Satellite dishes may not exceed the permissible height of the building they are attached to, and may not have a dish diameter that exceeds 18 inches.

(7) Ground-mounted antennas shall not exceed 12 feet in height and shall be screened from view from public rights-of-way by structures or landscaping. (Ord. 02-004, § 9-1-5; Am. Ord. 02-036)

(i) All utility installations shall be placed underground. All liquid propane installations shall be either behind the primary structure from the address street or placed underground.

(j) Sites shall be prepared in such a manner that positive drainage of surface water is maintained and directed away from the dwelling unit as per state regulations.

(k) Landscaping. All single-family residential development shall include the installation and maintenance of landscaping in the front yard, and when an unscreened side yard abuts a street right-of-way, in that side yard as well. A minimum of two trees, each of a minimum 1½ inches in caliper, (deciduous trees) or 8-foot high conifers (evergreen trees) and three 5-gallon shrubs or, the equivalent thereof in accordance with a written plan submitted to and approved by the Director of City Development, or that person's official designee, .shall be installed within a reasonable time after occupation of the dwelling unit not to exceed 120 days.

(1) With the exception of division (b) above, all requirements of this division shall be completed within a reasonable time after occupation of the dwelling unit not to exceed 120 days;

(2) Accessory buildings or structures, but not to include structures for livestock or fowl; provided such accessory buildings or structures meet the following design standards:

(a) Accessory buildings and structures shall not in the aggregate encompass a greater total square foot area than the primary structure.

(b) The exterior of any accessory building and structure encompassing more than 250 square fee shall be constructed of materials similar in color and appearance to those used in the primary structure or has a facade similar to that of the primary structure. Accessory structures greater than 500 square feet shall be constructed of the same materials or have the same facade as the primary structure.

(c) By definition, an accessory building may not be constructed without the existence of the primary structure; the dwelling unit;

(3) Accessory living quarters;

(4) Noncommercial gardens, swimming pools, tennis courts;

(5) Parks, open space, public utilities and facilities;

(6) Home occupations;

(7) Construction trailers for a period not to exceed 21 days before construction plus the entire period of construction up to 12 months and no more than 14 days after construction has finished,

FEE FORMULAS 2004

CALCULATIONS FOR VALUATION AND BUILDING PERMIT & PLAN REVIEW FEES

1. CALCULATE VALUATION:

SFR:	$67.21	RESADD:	$41.99
GARSHD:	$23.18	PORCAR:	$13.64

- Residential:
  Square footage[1] X $67.21[2] = valuation (i.e.
  2,000 SF X 67.21 = $134,420.00)
- Commercial:
  Square footage[1] X $73.63[3] = valuation (i.e.
  5,000 SF X 73.63 = $368,150.00)

1. *square footage = EVERYTHING UNDER THE ROOF*
2. *Group R3, Type VB = $74.67 X .90 (NM Modifier) = $67.21*
3. *Group B, Type VB = $81.61 X .90 (NM Modifier) = $73.63*

2. CALCULATING BUILDING PERMIT AND PLAN REVIEW FEES:

- Residential AND/OR Commercial Building Permit Fee
  = 40% of calculated fee based on 1997 UBC TABLE 1-A

- Residential AND/OR Commercial Plan Review Fee
  = 65% of calculated fee

Sample Calculations:

- Residential Building Permit Fee and Plan Review Fee
  For $134,420.00 Valuation:
  - Building Permit Fee: $933.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.

    Calculated fee of $1,189.75 X 40% = $475.90

  - Plan Review Fee : $475.90 X 65% _ $309.34

- Commercial Building Permit Fee and Plan Review Fee
  For $368,150.00 valuation:
  - Building Permit Fee: $933.75 for the first $100,000.00 plus $5.60 for each additional $1,000.00, or fraction thereof, to and including $500,000.

    Calculated fee of $1,189.75 X 40% = $1,000.06

  - Plan Review Fee: $1,000.06 X 65% = $650.04

August 23, 2006

Dear Builders and Developers,

On July 26, 2006 the Rio Rancho City Council approved the following changes to the existing Residential and Commercial Collection Ordinance Chapter 50, Section 7, to reduce windblown and misplaced waste from construction sites in Rio Rancho.

Commercial Collection:
Subsection B,1(d): The contractor shall collect all solid waste except special or hazardous wastes, which is contained inside the approved receptacle with lid or approved covering to be serviced for that premises. The solid waste shall not exceed the receptacle capacity and the container's lid or covering must be closed and secured when not in use. The owner shall not place any solid waste in any area other than the solid waste container.

Construction Debris:
Subsection C, 2(a): All construction sites shall have a method of containment, with a covering or lid that will be secured when not in use, for construction debris to prevent the debris from blowing or scattering upon the site or adjacent property and streets. The method of containment shall meet with the approval of the Sanitation Officer.

The existing ordinance required developers, builders and their agents to ensure that building sites have an approved container with lid for collecting and storing all construction site wastes as they are generated, for disposal . In order to ensure builders and their agents are better able to comply with this ordinance, these changes expand the requirement of a lid on all containers to include "approved coverings" such as tarps and other durable materials that will cover and completely contain construction site waste while the container is not actively being used.

In order to avoid citations at your building sites, please make sure that this information is passed on to all of your staff and agents, including subcontractors and laborers, at your current and future sites. Thank you for your compliance.

Sincerely,
Dyane N. Sonier
Keep Rio Rancho Beautiful
Coordinator