

NEW HOME SUBMITTALS

1. SITE PLAN
2. FRAMING PLAN
3. ROOFING PLAN
4. FOUNDATION PLAN
5. FLOOR PLAN
6. FINISHED ELEVATION
7. LANDSCAPING
8. BUILDING PERMIT APPLICATION
9. PLAN REVIEW APPLICATION
10. ENGINEERED TRUSS DETAILS
11. MUST FOLLOW SET BACK RULES
12. COPY OF SEPTIC & WELL PERMIT
13. WATER AVAILABILITY FORM
14. HOMEOWNER RESPONSIBILITY FORM (IF PULLING AS A H/O).
15. IF H/O: MUST NOTORIZE BLDG PERMIT.
16. HEAT LOSS CALCULATIONS
17. HOMEOWNER CHECK LIST
18. * * *2 COPIES OF EVERYTHING * * *

Residential Plan Review Submittal Checklist



I certify that these plans include all the items I have **checked** on this checklist, and were prepared per the development standards cited below. I understand that the plans may not be accepted if I have failed to provide this information.

Signature of preparer of plans

Date

Two (2) copies of everything must be submitted on a minimum size 11"X 17" Sheets.

- Completed Building and Plan Review Application
- Site Plan
- Framing Plan
- Roofing Plan
- Foundation Plan (with footing cross section)
- Floor Plan
 - Include wall section
 - Electrical Schematic
 - Window/Door Schedule
- Finished Floor Elevation (with height measurements)
- Landscaping
- Engineered Truss Details (with layout)
- Setback Incorporated into Plans
- Copy of Septic and Well Permit (if applicable)
- Water Availability Form (if applicable)
- Heat Loss Calculations
- Notarized Responsibility Checklist (If Homeowner submitting Permit)
- Engineered Grading & Drainage Plan (if applicable)



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, Engineering, and Planning and Zoning Application

Submit two (2) sets of 24" x 36" 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, truss engineering, and Heat-Loss Calculations.
C. Floor Plan: Showing size, placement of rooms, openings, smoke detection(s), etc.
D. Framing Plans: Showing materials and construction of floor, walls, roof, etc.
E. Foundation Plan: Showing materials and construction of foundation.
F. Electrical Plan: Showing placement of all outlets.
G. Elevation Plan: Showing structure from front and side views and the height of the structure
H. Drainage Detail or Plan

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 and Garages (R-1, R-2, R-3, R-4)

FRONT: Minimum 20'
Minimum 25' front garage
(50' maximum on lots less than .50 acre in R-1 Single Family Residential District)
REAR: Minimum 15'
SIDE: Minimum 5' sides
(10' side setback on the street side of corner Lots in R-2 & R-4 Single-Family Residential District)

Estate Residential (E-1)

FRONT: Minimum 35'
REAR: Minimum 25'
SIDE: Minimum 10 feet sides
(north property line shall be one (1) foot of setback for every 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.

**Preferred size for printed plans is 24" x 36", but we will accept as long as not less than 11" x 17"



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 [] Addition [] Residential Alteration/Repair
[] Fence [] Demolition [] Swimming Pool/In-Ground
[] Shed [] Interior Renovation [] 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 _____



CITY OF RIO RANCHO

3200 Civic Center Cir NE
Rio Rancho, NM 87144
(505) 891-5005 • Fax (505) 896-8994

Permit #: Contractor and/or

Homeowner Name:

Property Address:

Legal Description: Unit: _____ Block: _____ Lot:

.00

I, _____ (print) am the owner of the property described above. I hereby agree to comply with both the all-weather driveway and landscaping requirement pursuant to the City of Rio Rancho Residential Zoning Ordinance.

- An all-weather driveway shall be constructed from the property line to the private garage or carport, or to any other area designated for off-street parking. [§ 154.05(B)(1)(h)]
- 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 1.5 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 Development Services, or that person's official designee, shall be installed within a reasonable time after occupation of the dwelling unit not to exceed 120 days [§ 154.05 (b)(1)(k)]

The above is acknowledged by _____
Signature of Contractor and/or Homeowner

Executed on this date: _____

**CITY OF RIO RANCHO
UTILITIES DIVISION
DEPARTMENT OF PUBLIC
INFRASTRUCTURE**

**UTILITIES DIVISION INFORMATION
SUBMITTAL FORM
FOR BUILDING PERMIT
&
WATER OR SEWER SERVICE**



ONE REQUEST PER LOT

PLEASE RETURN COMPLETED FORM TO:
UTILITIES DIVISION
3900 SOUTHERN BLVD. SUITE 201C
RIO RANCHO, NEW MEXICO 87124
PHONE NUMBER (505)-896-8715
FAX NUMBER (505)-891-5201

DATE OF REQUEST:	
NAME OF REQUESTOR:	
MAILING ADDRESS:	
TELEPHONE NUMBER:	
CELL NUMBER:	
FAX NUMBER:	
E-MAIL:	

LEGAL DESCRIPTION/ADDRESS					
UNIT:		BLOCK:		LOT:	
STREET ADDRESS					
PROPERTY OWNER					

ALL INFORMATION REGARDING CITY WATER/WASTEWATER SERVICE ON AVAILABILITY MUST BE REQUESTED USING THIS FORM.

WATER SERVICE AVAILABILITY:

- WATER SERVICE FOR METER (FILL OUT FORM UT-003)
- WATERLINE EXTENSION
- *WATER SERVICE LINE (INSPECTION REQUIRED IF NEEDED)
 - COMMERCIAL
 - RESIDENTIAL

- *COMMERCIAL BUILDING FOR BUILDING PERMIT
- *RESIDENTIAL BUILDING FOR BUILDING PERMIT

WASTEWATER SERVICE AVAILABILITY:

- WASTEWATER FOR SERVICE (FILL OUT FORM UT-003-07)
- WASTEWATER LINE EXTENSION
- *WASTEWATER SERVICE LINE (INSPECTION REQUIRED)
 - COMMERCIAL
 - RESIDENTIAL

- *COMMERCIAL BUILDING FOR BUILDING PERMIT
- *RESIDENTIAL BUILDING FOR BUILDING PERMIT

* DENOTES THAT A WATER AND SEWER DISTRIBUTION MAIN IS IN PLACE AND SERVICEABLE./FIRE PROTECTION AVAILABLE.

DESCRIBE REQUEST

FOR DEPARTMENT USE ONLY

LOG NUMBER:

SUBMITTED TO:

REMARKS:

	YES OR NO	MAP NUMBER
WATER SERVICE:	<input type="checkbox"/> <input type="checkbox"/>	_____
SEWER SERVICE:	<input type="checkbox"/> <input type="checkbox"/>	_____

- DOMESTIC WELL PERMIT REQUEST SEPTIC APPROVAL REQUEST (COPY OF SEPTIC PERMIT NEEDED FROM NMED.)
- OTHER SPECIFY:

NOTES

FILL OUT FORM UT-003

IF SEWER OR WATER FOR BUILDING STRUCTURE DOES REQUIRE LETTER OF AVAILABILITY FORM MAY BE FILLED OUT AND SUBMITTED TO BUILDING DEPARTMENT.

LETTER OF AVAILABILITY NEEDED PRIOR TO SUBMITTING TO BUILDING DEPARTMENT

NOTE: PAVEMENT CUTS MUST BE APPROVED IF NEEDED THROUGH THE PUBLIC INFRASTRUCTURE DEPARTMENT.

UTILITY CUT PERMIT MUST BE APPROVED PRIOR TO SUBMITTAL OF WATER SERVICE LINE INSTALLATION.

**Utilities Division
Meter Application for Residential and Commercial Development**

Applicant Information: To be completed by applicant:

Name: _____ Phone: _____

Mailing Address: _____ Fax: _____

Name of Contact Person (if different from above): _____ Phone: _____ Fax: _____

Street Address of property being applied for: _____

Legal Description of property being applied for (Unit, Block, and Lot Number): _____

Subdivision (if applicable): _____

IS THE ROAD PAVED? YES _____ NO _____

Signature of Applicant: _____ Date: _____

To be completed by Department of Public Infrastructure Staff:

Pro-Rata for Water and Sewer must be paid along with impact fees.	Pro-Rata Payment Due YES or NO - See Customer Service
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Description of Water Situation

- SERVICE AVAILABLE** The water infrastructure has been completed and accepted.
NOTE: Subdivision applications cannot be submitted for building permit or water meters prior to final acceptance of water utility infrastructure.
- SERVICE LINE NOT AVAILABLE** The water distribution main is located in the street and may provide service. (See Utilities Division for further information.) NOTE: (IF NO SERVICE LINE AVAILABLE) Copy of inspection sheet from the City of Rio Rancho Utility Inspector must be submitted prior to release of water service request.
- DISTRIBUTION SERVICE MAIN NOT AVAILABLE** A new water main must be extended.
NOTE: No approval for building permit will be allowed without a letter of availability and the FORM UT-003 approved by the Utilities Division.
- WELL PERMIT REQUEST** City water is not available now or in the near future. Applicant can pursue a private domestic well permit. Packet received from the Building Department. Please submit the completed packet to Environmental Programs (Utilities Division) room 201C.

Description of Wastewater Situation

- SERVICE AVAILABLE** The sewer infrastructure has been completed and accepted.
NOTE: Subdivisions cannot be submitted for building permit or wastewater service prior to final acceptance of Utility Infrastructure.
- SERVICE LINE NOT AVAILABLE** Wastewater collection is available but does not have service line to property. NOTE: Copy of inspection sheet from the City of Rio Rancho Utility Inspector must be submitted prior to release of wastewater request.
- COLLECTION SYSTEM MAIN NOT AVAILABLE** A wastewater main must be extended.
NOTE: No approval for building permit will be allowed without a letter of availability from the Utilities Division.
- SEPTIC PERMIT REQUEST** City sewer is not available now or in the near future. Applicant should pursue a Liquid Waste Disposal System approved by NMED. A septic tank is allowed. Customer must provide copy of septic permit attached to this Form (UT-003) from NMED.

Approved by Utilities Division Staff: _____ Date: _____

Received by Customer Service: _____ Date: _____

Utilities Division Form UT-003
Revised 16 APRIL 2007

See reverse side for instructions on processing this form and an explanation of the different water and wastewater availability situations that may exist.



Heat Loss Calculations

For One (1) and Two (2) Family Dwellings

General Requirements

Compliance

- Provide design documents that meet or exceed the minimum requirements, as determined below
- Minimum requirements are given; better quality insulation and windows are acceptable and will provide improved comfort.
- Calk and seal all joints, cracks, and holes. Weather-strip all doors and windows.
- Up to 1% of heated area is allowed in skylight units. Skylights shall be insulated.
- Piping insulation of circulating water heating systems shall be R-4 for up to 1.25 inch diameter pipe and R-8 for larger diameters.
- For floor requirements, use floor system applicable to the design. In many cases, only one (1) type will apply.
- Slab permanent insulation; use the Tradeoff worksheet (taken from the 2003 New Mexico Energy Conservation Code) or visit www.energycodes.gov/rescheck/ to download REScheck.

Roof, Wall, Window, and Door Requirements

- Roof batt insulation..... R-30: 10" fiberglass batt
- Wall batt insulation..... R-19: 6" fiberglass batt, 2x6 studs
- Window Units and Glass Doors..... R-1.5: Insulated, metal frame, thermal break
- Doors..... R-2.5: 1-3/4" solid core wood (paneling optional)

Floor Requirements

- Slab..... R-4: 1"x24" expanded polystyrene board
- Slab w/Radiant Floor heating..... R-6: 2"x24" expanded polystyrene board
- Crawl space walls..... R-12: 3" expanded polystyrene board
- Basement walls..... R-10: 2" expanded polystyrene board
- Floor over unheated crawl space or unheated basement..... R-19: 6" fiberglass batt
- Floor over outdoor air..... R-30: 10" fiberglass batt

Name (printed) _____

Signature _____ Date _____



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 X \$67.21² = valuation (i.e.
2,000 SF X 67.21 = \$134,420.00)
- Commercial:
Square footage X \$73.63³ = 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:

- o Residential AND/OR Commercial Building Permit Fee
= 40% of calculated fee based on 1997 UBC TABLE 1-A
- o 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:
 - o 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
 - o Plan Review Fee : \$475.90 X 65% = \$309.34
- Commercial Building Permit Fee and Plan Review Fee
For \$368,150.00 valuation:
 - o 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
 - o Plan Review Fee: \$1,000.06 X 65% = \$650.04

Effective January 1, 2007

Land Use Type	Unit	Roads	Bikeways & Trailways	Parks	Public Safety	
Single-family	Dwelling	\$2,691	\$32	\$1,258	\$339	
Multi-family	Dwelling	\$1,887	\$23	\$832	\$225	
Commercial	1,000 sq ft	\$4,196	\$49	\$0	\$755	
Office/Institutional	1,000 sq ft	\$3,094	\$36	\$0	\$335	
Industrial/Warehouse	1,000 sq ft	\$1,955	\$23	\$0	\$177	

Effective January 1, 2008

Meter Size	5/8"	3/4"	1"	1.5"	2"	
Water Impact Fee	\$3,264	\$4,896	\$8,160	\$16,320	\$26,112	Bas
Sewer Impact Fee	\$2,298	\$3,447	\$5,745	\$11,490	\$18,384	es

Effective July 1, 2007 - schedule for Drainage Impact Fees (for areas with obsolete platting only)

Land Use Type	Unit	Year 3: 100% Effective July 1, 2007
Single-family	Dwelling	\$4,465
Multi-family	Dwelling	\$1,191
Commercial	1,000 sq ft	\$1,786
Office/Institutional	1,000 sq ft	\$1,786
Industrial/Warehouse	1,000 sq ft	\$1,786



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



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

<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand I must apply for my Homeowner's Permit by myself and cannot delegate this task to anyone.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I am familiar with the construction process and know enough about building to be my own homeowner-builder.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will comply with all applicable building codes and requirements.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will call for inspections at appropriate times and will make my premises accessible to the inspector.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, by taking out a Homeowner's Permit, I am acting as my own homeowner-builder.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that, as the homeowner-builder, I may physically do the work myself and/or hire employees.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will pay hourly wages to my employee(s) and will offer no other form of compensation.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If I hire any employee(s), I understand I must have, or must secure, my own State and federal employer tax numbers.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will make my State and federal employer tax numbers available to the Construction Industries Division upon request.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will withhold all required State and federal taxes, Social Security, etc. from the wages I pay to my employee(s).
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will make my payroll records available to my inspector upon his request.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that I must carry Workers' Compensation insurance if I employ a total of three or more persons (not including subcontractors)
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand that if I have less than three employees, I may carry Workers' Compensation insurance but am not required to do so.

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

<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand my Homeowner's Permit is only for general construction building. Any electrical, mechanical or plumbing work must be permitted separately.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand the Certificate of Occupancy will clearly state my home (or addition) was built under a Homeowner's Permit.
<input type="checkbox"/> Yes <input type="checkbox"/> 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.

Construction Industries Division
**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.