



## **SECONDARY STRUCTURE**

### **\*\*120 SQ FT & UNDER\*\***

1. BUILDING PERMIT & PLAN REVIEW APPLICATION
2. SITE PLAN
3. HEIGHT & SQ FT OF STRUCTURE
4. SET BACK MEASUREMENTS TO PROPERTY LINE
5. \* 2 SETS OF DRAWINGS & FORMS\*
6. \$10.00 FEE
7. USUALLY APPROVED WHILE YOU WAIT

City of Rio Rancho  
3200 Civic Circle Center  
Rio Rancho, NM 87144  
(505) 891-5000

**Building Division**  
(505) 891-5006  
**Zoning Division**  
891-5005

[www.ci.rio-rancho.nm.us](http://www.ci.rio-rancho.nm.us)



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

- Checkboxes for: 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 \_\_\_\_\_

## 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"

# 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.

