



ADDITION REMODEL

1. BUILDING PERMIT & PLAN REVIEW APPLICATION
2. SITE PLAN
3. FRAMING PLAN
4. FOUNDATION PLAN
5. ROOFING PLAN (Engineered truss details, if applicable)
6. FLOOR PLAN
7. FINISHED ELEVATION
8. MUST COMPLY WITH MINIMUM DESIGN STANDARDS
9. SIGNED & NOTARIZED HOMEOWNER'S RESPONSIBILITY FORM (if applicable)

****PROVIDE 2 SETS OF ALL DRAWINGS & FORMS AT SUBMITTAL****

CITY OF RIO RANCHO
3200 CIVIC CENTER CIRCLE N.E. RIO RANCHO, NEW MEXICO 87144

BUILDING DIVISION
(505) 891-5006

ZONING DIVISION
(505) 891-5005

FAX: (505) 896-8994
EMAIL: PERMITS@RRNM.GOV



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 stands 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
 - o Include wall section
 - o Window/Door Schedule
- Finished Floor Elevation (with height measurements)
- Engineered Truss Detail (with layout)
- Setback Incorporated into Site Plan
- Heat Loss Calculation (Manual J and Manual D)
- Notarized Responsibility Checklist (if homeowner submitting permit)
- Engineered Grading & Drainage Plan (if applicable)
- ES Report (Stucco Company)
- Shear Wall Bracing
- Building Thermal Envelope Plan (Rescheck, Remrate, Resnet)

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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 the Building Permit Fee

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
Track/Parcel Zoning

Description of work to be conducted:

Cost of Project: \$

Dimensions- Set Backs

Gross Floor Area: Heated Unheated
Front Rear Left Right
Garage # of Bays Water #
No. of Stories Septic #
Height of Structure Gallons (Pool only)

Homeowner Information

Name (Print)
Address
City State Zip
Phone Email

Contractor Information

Name License #
Address
City State Zip
Phone Fax 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

Development Services

3200 Civic Center Circle NE 1st Floor

Rio Rancho, NM 87144

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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 (minimum 11" x 17") to the Building Inspection Division. Required plans include but not limited to Site Plan, Floor Plan, Framing Plan, Foundation Plan, Elevations detail, Grading and Drainage plan (if necessary), Truss Engineering and Heat Loss Calculations. There is a Building Permit fee and a Plan check fee (non-refundable after plan submittal).

Step 2: Department Review

Upon submission of the two (2) sets of plans and the completed Building and Plan Review application. The plan review process will begin.

Step 3: Department Approval/ Disapproval

- Approved plans are stamped and signed by the appropriate reviewer.
- Disapproved/Rejected plans are returned with comments for revisions to the applicant.

Step 4: Completion of plan review

Once plans are approved the applicant is notified. One set of the approved plans is returned back to the applicant.

Setbacks

All setbacks are measured from the property line

Residential and Garages (R-1)

FRONT:

Minimum 20'

Minimum 20' front garage

REAR:

Minimum 15'

SIDE:

Minimum 5' each side

CORNER LOT SIDE:

Minimum 10' on corner side

Estate Residential (E-1)

FRONT:

Minimum 35'

REAR:

Minimum 25'

SIDE:

Minimum 10' each side

CORNER LOT SIDE:

Minimum 10' on corner side

Minimum setbacks are determined by the zoning of lot for additional information please visit www.rnm.gov > Municipal Code > TITLE XV LAND USAGE > 154. PLANNING AND ZONING. It is the applicant's responsibility to obtain appropriate setbacks.

Gross Square Footage

Gross square footage is comprised of everything under roof, including garages, porches, portals, etc.



Governing Regulations

- 2015 International Building Code*
- 2015 International Residential Code*
- 2015 Uniform Mechanical Code*
- 2015 Uniform Plumbing Code*
- 2017 National Electric Code*
- 2009 International Energy Conservations Code
- 2009 International Existing Building Code
- 2009 International Fuel Gas Code
- 2003 ICC/ANSI A117.1 Accessibility Code
- 2003 International Fire Code*
- City of Rio Rancho Code of Ordinances, Title XV, Land Usage:
 - Chapter 151 Building Code
 - Chapter 152 Flood and Erosion Control
 - Chapter 153 Storm Drainage Requirements
- City of Rio Rancho Development Process Manual
- Residential and Commercial Collection Ordinance Chapter 50, section 7
- Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) “Drainage Policy”
- State of New Mexico Environmental Department
- State of New Mexico Engineer’s Office

*With State Amendment

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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
<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.

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

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

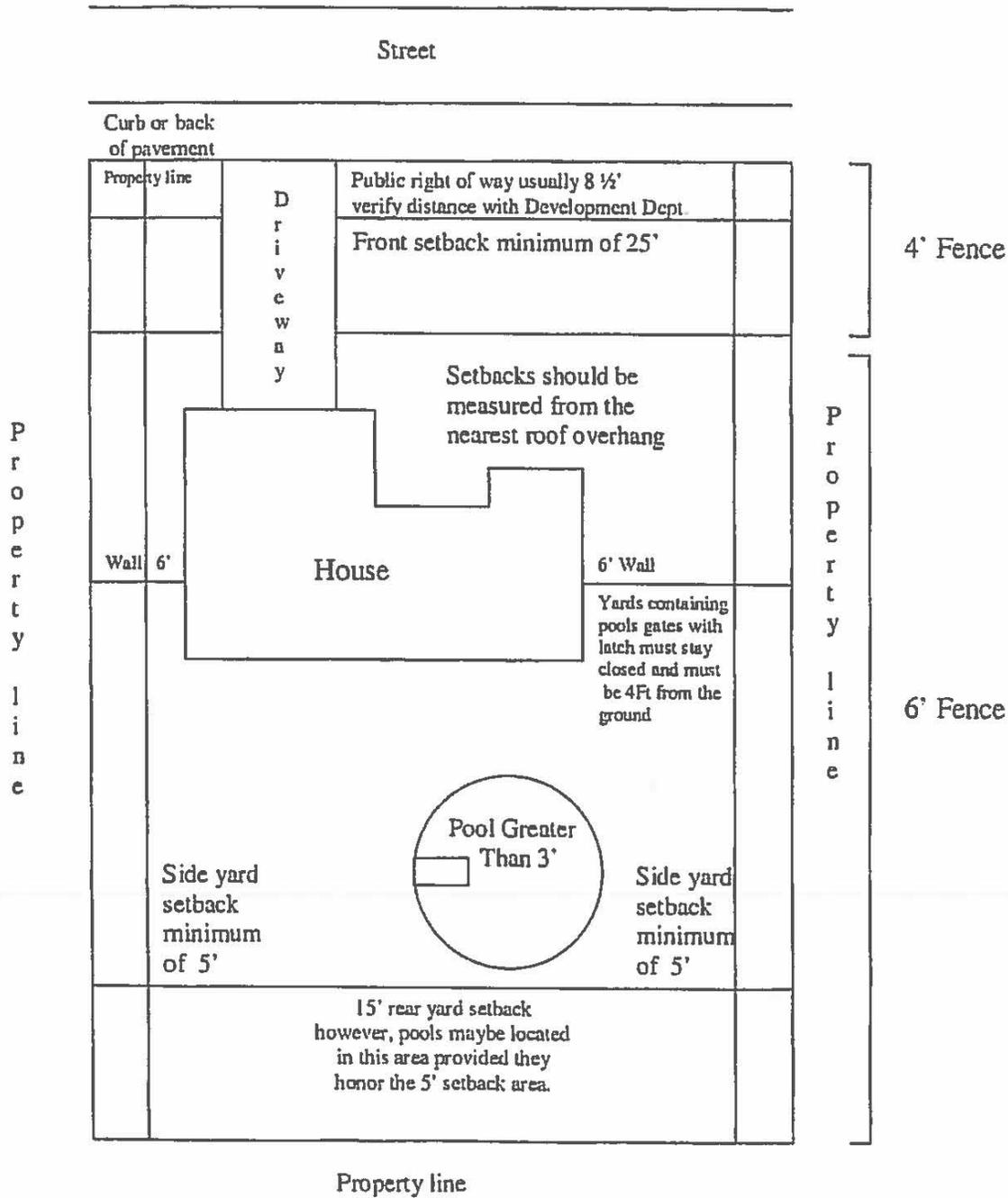
Notary witness signature

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.

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.



EXTRACTED FROM 1997 INTERNATIONAL BUILDING CODE

TABLE NO. 1-A- BUILDING VALUATIONS FEES

This a "valuation" based permit schedule

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$25,000.00
\$2001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or a fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 f for each additional \$1,000.00 or a fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3,223.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or a fraction thereof, to and including \$1,000,000.00.
\$1,000,000.01 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or a fraction thereof.



FEE FORMULAS

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 footageⁱ X \$67.21ⁱⁱ = valuation (i.e. 2,000 SF X \$67.21 = \$134,420.00)
- Commercial:
Square footage X \$73.63ⁱⁱⁱ = valuation (i.e. 5,000 SF X 73.63 = \$368,150.00)
 - i. Square footage = EVERYTHING UNDER THE ROOF
 - ii. Group R3, Type VB = \$74.67 X .90 (NM Modifier) = \$67.21
 - iii. 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: *Calculations are rounded up to the nearest thousand.*

- Residential Building Permit and Plan Review Fee
For \$134,420.00 valuation:
 - Building Permit Fee: \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.

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: \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.

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