
Building Permit Guide for Residential Construction

When Building Permits Are Required

(New Mexico Building Code Section 106.1)

Except as specified in Section 106.2, no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a permit has first been obtained from the building official.

When Building Permits Are Not Required

(New Mexico Building Code Section 106.2)

1. One story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 200 square feet.
2. Fences not over 6 feet high.
3. Oil derricks.
4. Movable cases, counters and partitions not over 5 feet 9 inches high.
5. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or II-A liquids.
6. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
7. Platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below.
8. Painting, papering and similar finish work.
9. Temporary motion picture, television and theater stage sets and scenery.
10. Window awnings supported by an exterior wall or Group R, Division 3, and Group U Occupancies when projecting not more than 54 inches.
11. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons.
12. Any work that is not otherwise regulated by specific provisions of this code.
13. Any work not otherwise regulated by the New Mexico Construction Codes and C.I.D. rules.
14. Permits shall not be required for residential work that is not regulated under Corrales Building Code or applicable New Mexico Building Code.

Note: Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

Septic Tank Permit

Obtain a PERMIT TO MODIFY OR INSTALL AN INDIVIDUAL LIQUID WASTE SYSTEM from the local New Mexico Environment Department Office in Rio Rancho (771-5980).

Permit Application Data

To obtain a building permit, the applicant shall fill out an Application for Development Review Permit form.

Zoning Approval

Applications are reviewed for zoning compliance with the current Village of Corrales Land Use Ordinances. Zoning approval must be obtained and signed on the application for Corrales Building Permits. Applicants must submit a site plan following attached procedures to obtain zoning review.

Fees

Applications and permits will not be released without payment of an administrative fee at the time of application for each application: zoning review, grading and drainage review, plan check, and construction permit fee. All fees are non-refundable.

Fees shall be charged for building permits, inspections and issuance of Certificates of Occupancy for all construction within the scope of the Corrales Building Code.

Fees shall be paid in accordance with the Village Permit Fee Schedule adopted November 14th, 2006.

Plan Submission

The following will be required in order to obtain zoning approval for a Development Review Permit:

1. Submittal of three complete sets of plans that include **topographic data**, with site grades dimensioned and drawn to a scale of not less than one-eighth inch per foot 1/8" = 1'0") on at least 8½" x 11" paper but no larger than 24" x 36", to include the following:
 2. A *Liquid Waste Disposal Permit* from the New Mexico Environmental Department office, if applicable. (Located in Rio Rancho)
 3. An *Elevation Certificate* completed by a surveyor (if property is in a flood zone).
 4. A *completed Village of Corrales Application for Zoning and Development Review Permit*.
 5. *Site Plan:*
 - a. Show proposed new structures and any existing buildings or structures on site (lot coverage may not exceed 35% of property) including adjacent structures within 10 feet of any adjacent property lines and north arrow.
 - b. Show property lines with dimensions (including access to public roadway), all streets, easements and setbacks: setbacks are 25 feet from the front and 10 feet from the sides and rear. Some subdivisions have more restrictive covenants regarding setbacks.
 - c. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Identify existing and/or proposed water and sewer locations and well and septic field locations. No septic tank or drain field shall be placed within 100 feet of any existing well.
 - d. **Grading and Drainage Plan.** If applicable, submit a grading and drainage plan prepared by a licensed engineer to be reviewed and approved by the Village Engineer; the Building Inspector will advise. Show on-site facilities for localized storm water retention. All improved or developed lots shall retain localized storm water on site unless otherwise approved by the Village Engineer. The pond size is calculated at the total area of impervious surface on the lot x 2.66. ÷ 12 = cubic feet. This is the volume of water which must be contained in an on-site pond. The pond should be located in such a manner that it will in-

- tercept the run-off generated by development. Run-off from driveways may not be diverted onto public right of way or into an adjacent bar ditch. Retention ponds shown on property are to be cleaned and maintained by the owners.
6. *Exterior Elevations:* Show all views. Show all vertical dimensions and heights. No building, antenna and/or structure of any type shall exceed 26 ft. in height, measured to the ridgeline.
 7. *Total Square Footage:* List the heated, garage, carport, covered porch and patio square footage on your plans. Include area of paved driveways.
 8. *Foundation Plan:* Indicate size, location and depth below grade of all footings, piers, and stem walls. *If necessary, provide a geotechnical report, including soil-bearing capacity for the proposed structure at the site.*
 9. *Floor Plan:* Show all floors including basement. Label all the rooms and provide overall dimensions. Show all doors and windows. Provide door and window schedules. Locate smoke detection systems.
 10. *Truss Detail (Engineer Required).*
 11. *Floor and Roof Framing Plans:* Show size, spacing and spans of joists, girders, rafters, beams and headers. Specify grade and species of all wood members. All wood trusses must be engineered and pre-manufactured. The manufacturer's instructions on placement and attachment of all wood trusses must be at the job site for the building inspector's review and use.
 12. *Details:* Include typical interior and exterior wall sections showing floor, wall and ceiling type, size, spacing and insulation required by the Model Energy Code. Show footing and foundation depth and dimensions; detail anchor bolt size and spacing and spacing of steel reinforcement in masonry reinforcement; if using prefabricated unit, the manufacturer's installation instructions must be at the job site for the building inspector's review and uses.
 13. *Total Square Footage:* List the heated, garage, carport, covered porch and patio square footage on your plans. The total floor area square footage must be listed on the Application for Development Review Permit form.
 14. *Model Energy Code:* A package explaining and detailing Model Energy Code requirements, including sample worksheets is available, as well as one page compliance sheets for your area.
 15. *Masonry Fireplace Detail.*
 16. *Development Review Checklist.*
 - a. Septic Tank/Drain Field Permit (ED) _____
 - b. Elevation Certificate completed by a surveyor (if in a flood zone) _____
 - c. Completed Village of Corrales Application for Development Review Permit _____
 - d. Submittal of 3 complete sets of plans _____
 - e. Existing and Proposed structures on site plan _____
 - f. Lot coverage of 35% _____
 - g. Adjacent structures within 10 feet of property boundaries _____
 - h. North Arrow _____

- i. Setbacks _____
- j. Existing/Proposed Water and Sewer locations _____
- k. No septic tank or field within 100 feet of existing well _____
- l. Drainage & Grading Plan prepared by a licensed engineer or architect and reviewed by the Village Engineer, if required. _____
- m. On-site storm water retention facilities _____
- n. Elevations _____
- o. Total square footage _____
- p. Fees _____

Special Conditions

1. *Additions:* In addition to the above requirements, the floor plan shall show the addition and all existing rooms, doors and windows that will adjoin the addition. Provide distances on all sides of the addition to property lines and existing structures. Ensure that an existing sleeping room's sole means of egress to the exterior is not blocked by the addition. _____
2. *Alteration/Repair:* When performing alterations and repairs to an existing residence without performing structural changes, two sets of lists outlining work to be performed and materials to be used will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Quality Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information. _____
3. *Relocated Residence:* When relocating an existing residence to a new site, the structure will be considered new construction and must comply with all current applicable codes. Submittal shall reflect all the requirements listed under Plan Submittal (above). _____
4. *Demolition:* Two site plans identifying the structure(s) to be demolished will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Quality Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information. _____
5. *Alternative Methods and Materials:* Utilizing alternative methods and material (other than masonry, wood frame, adobe and rammed earth construction) requires submission of the Certification For Alternative Methods And Materials form with the application for state building permit. The certification shall be recorded with the Sandoval County Clerk's office in Bernalillo, NM. _____

Required Inspections

A 48-hour notice is required prior to inspection. The contractor or homeowner builder must call the Village of Corrales' building inspector (897-0502, extension 19) for each of the following phases of construction.

1. *Foundation Inspection:* To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards. The concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.
2. *Concrete Slab or Under-floor Inspection:* To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the sub-floor.
3. *Frame Inspection:* To be made after the roof, all framing, fire blocking and bracing is in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.
4. *Weather-Resistive Barrier Inspection:* To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.
5. *Final Inspection:* To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general construction inspection. The Construction Inspector will issue the Certificate of Occupancy to the Contractor after approving final general construction inspection.
6. *Fire Resistance Rate Construction Inspection*
7. *Bond Beam Inspection*
8. *Masonry Fireplace Inspection*
9. *Permitted Insulation Inspection*
10. *Other Inspections:* In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws, which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

When Professional Seals Are Not Required

(New Mexico Building Code Section 106.3.2)

The requirement for plans and specifications to be prepared by an architect and/or engineer shall not be required of the following unless, at the discretion of the building official, exception is not in the best interest of public safety or health:

1. Single-family dwelling not more than two stories in height.
2. Multiple dwellings not more than two stories in height containing not more than four dwelling units of wood-frame construction and provided this paragraph is not construed to allow a person who is not an architect to design multiple clusters of four

- dwelling units each where the total exceeds four dwelling units on each lawfully divided lot.
3. Garages or other structures not more than two stories in height that are appurtenant to buildings described in paragraphs A or B of this Section.
4. Group A, B, E, divisions 1 and 2, F, M, S, U buildings or additions having a total occupant load of ten or less (as defined in Section 1003.2.2 and Table 10-A) and not more than two stories in height.
5. Alterations to buildings or structures that present no unusual condition or hazards or change in occupancy.

When Professional Seals Are Required

The Construction Industries Division requires, as provided under New Mexico Building Code Section 106.3.2, plans and specifications for the following construction methods be prepared and sealed by a New Mexico Registered Architect or Engineer:

1. Construction utilizing steel studs, structural steel members (red iron) and/or steel pipe.
2. All prefabricated, premanufactured and component structures.
3. Residential construction utilizing a wood foundation.
4. All retaining walls over four feet in height measured from the bottom of the footing to the top of the wall.
5. A second story addition to an existing first story (unless proof of previous approval shows current construction will support additional second story load).
6. Residential construction utilizing an alternate material, design or method in construction.

Certificate of Occupancy

No building or structure shall be used or occupied and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

Applicable Codes

The Construction Industries Division currently enforces the following codes:

- 2003 New Mexico Commercial and Residential Building Code
- 2003 International Building Code
- 2003 International Residential Code
- 1997 Solar Energy Code (IAPMO)
- 2003 New Mexico Energy Conservation Code
- ICC/ANSI A117.1-1998
- 2003 New Mexico Plumbing and Mechanical Code
- 2003 Uniform Mechanical Code (IAPMO)
- 2003 Uniform Plumbing code (IAPMO)
- 1997 Uniform Swimming Pool, Spa and Hot Tub Code
- 2002 New Mexico Electrical Code
- 2002 National Electrical Code
- 2002 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
- NFPA 58-1998 for LP Gas
- NFPA 57
- NFPA 54 National Fuel Gas Code
- NFPA 52

- NFPA 501-C

Construction Industries Division Web Site

CID has an information web site with “view only” information at www.state.nm.us/rld/cid. This site includes information of interest to consumers, businesses and the regulated community.

Contractor License Look-Up

A license “View Only” web site is located at www.contractorsnm.com. This site includes the names, addresses and telephone numbers of licensed contractors and their license classification. It also includes information on licensing and required qualifications for license examination.

Manufactured Homes

Contact the Manufactured Housing Division, located within the CID office, at 505-222-9800 for guidance on additions, alterations and repairs to manufactured homes.

Development Review Permit Questions & Answers

Before building, be sure to check your subdivision for any restrictive covenants. In some cases, they would take precedence over these guidelines. All structures must meet the uniform building code.

Q: What do I need to get a building permit?

A: You will need to complete both the Village and State applications, submit three sets of plans (including a site plan and elevations), a septic permit from the New Mexico Environment Department field office located in Rio Rancho (892-4483) and, if you are in a flood zone, you need an Elevation Certificate completed by a surveyor. If you are in an area designated as needing a grading and drainage plan, and reviewed by the Village Engineer, you will need to submit that plan with the application for a construction permit. After completion of the Village permitting process, the Village Building Inspector will issue a construction permit.

Q: How long does it take to obtain Zoning Approval for a Development Review Permit?

A: Once we receive the documentation as indicated above, our permitting process requires that we conduct an on-site inspection, which can take up to *five working days* to schedule and complete.

Q: What about storm water retention?

A: All improved or developed lots shall retain localized storm water in an on-site ponding area, unless otherwise approved by the Village Engineer. Pond formula is as follows: Total area of impervious surface created x 2.2 12 = cubic feet. There is a Storm Water and Terrain Management Ordinance in effect that declares that every development shall be evaluated for storm water and terrain management. The Village Engineer shall review all development applications not deemed to be exemptions by the Village Building Inspector.

Q: What zone am I in?

A: Generally, Sandoval County is zoned A-1; an area generally south of Meadowlark and east of Loma Larga Road is zoned A-2. Additionally, there are certain areas in the Village that are zoned Commercial, Historical, Municipal, or Office. There is an area called the Far Northwest Sector (FNWS) that contains a North Commercial District (NCOD); the area has special development requirements, including Impact Fees.

Q: Are there limitations as to how much I can build on my property?

A: Yes, total lot coverage (including accessory structures) shall not exceed 35% of the area of the property. Density shall be limited to one dwelling unit per net acre.

Q: How do I get mail delivery?

A: Register your address with the Post Office in Corrales to obtain a P.O. Box or cluster box.

Q: How can I get an address?

A: Addresses are issued by the Planning & Zoning Department.

Q: What is the Zip Code?

A: All of Corrales has the same zip code (87048).

Q: How close to the property line can I build?

A: 25 feet from the front and 10 feet from the sides and rear. Some subdivisions have more restrictive covenants regarding setbacks.

Q: How high can I build by home?

A: No higher than 26 feet.

Any further questions can be directed to the Planning & Zoning Department at 897-0502.