
Building Permit Guide

When Building Permits Are Required

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by all applicable codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

When Building Permits Are Not Required

1. One story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
2. Oil derricks.
3. Movable cases, counters and partitions not over 5 feet 9 inches high.
4. 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.
5. 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.
6. Platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below.
7. Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Window awnings supported by an exterior wall or Group R, Division 3, and Group U Occupancies when projecting not more than 54 inches and do not require additional support.
10. Prefabricated swimming pools less than 24 inches deep.
11. Any work that is not otherwise regulated by specific provisions of the village code.
12. Not fixed and moveable fixtures, cases, racks, counters, and partitions not over 5 feet, 9 inches in height.
13. Any work not otherwise regulated by the New Mexico Building Code.
14. Unless otherwise exempted, separate plumbing, electrical and mechanical permits maybe required.

Septic Tank Permit

Obtain a permit to modify or install a liquid waste system from the New Mexico Environment Department Office located in Rio Rancho, 4359 Jager Dr. NE, Suite B Rio Rancho, NM 87144 (771-5980).

Zoning Approval

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

Fees

Applications and permits will not be released without payment of administrative fees and applicable business registration at the time of application. All fees are non-refundable. Fees shall be charged for Real Property Transactions, building permits, engineering review (if applicable), grading 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 Building Permit Fee Schedule adopted July 2010, or the latest adopted fee schedule.

Plan Submission

The following will be required in order to obtain a Building Permit:

1. Submittal of two complete sets of construction plans dimensioned and drawn to a scale of **not less than one-quarter inch per foot (1/4" = 1'-0") on at least 8½" x 11" paper**, which may be required to include any of the following.
2. **Liquid Waste Disposal Permit:** from the local New Mexico Environment Department office.
3. **Elevation Certificate:** completed by a licensed surveyor (if in a flood zone).
4. **Grading and Drainage Plan:** prepared by a licensed engineer or architect; three sets (if required).
5. **Completed Village of Corrales Application for Construction Permit:** completed and signed.
6. **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** (and metes and bounds), all streets, easements and setbacks. Corrales setbacks are 25 feet from the front and 10 feet from the sides and rear.
 - 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 field shall be placed within 100 feet of any existing well.
 - d. Show general **drainage and grading information**, including on-site ponding area/localized storm water retention. All lots, improved or developed, shall retain localized storm water on site unless otherwise approved by

the Village Engineer. The pond size is calculated at: total area of impervious surface on the lot x 2.66. ÷ 12 = cubic feet. This is the volume of water that must be retained in an on-site pond. The pond should be located in such a manner that it will intercept the run-off generated by development. Run off from driveways may not be diverted onto a publicly dedicated street or into an adjacent bar ditch. The run-off generated from the driveway must be contained on the lot in on-site ponds. Retention ponds shown on property are to be cleaned and maintained by the owners. If **building site is located west of the Corrales Main Canal**, submit a Grading and Drainage Plan per Sec. 18-160-18-172 of the Codified Ordinances, prepared and sealed by a professional engineer or architect licensed in the state of New Mexico; engineer or architect is required to certify the construction of the storm water facilities at the end of the project.

- e. **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 or top of parapet.
- 7. **Total Square Footage:** List the heated, garage, carport, covered porch, patio square footage and square footage of other impervious surfaces (paved driveway) on your plans.
- 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. **Electrical plan:** Show all electrical including switches, outlets, wiring runs, smoke detectors, etc.
- 11. **Truss Details (Engineer Approved).**
- 12. **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.
- 13. **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.
- 14. Include sample worksheets if available, as well as one page compliance sheets for your area.
- 15. **Masonry Fireplace Detail:** complete elevations and sections.
- 16. **Building Permit Checklist Guide.**
 - a. Liquid Waste Disposal Permit (NMED) (septic tank and infiltration field) _____
 - b. Elevation Certificate completed by licensed surveyor (if in a flood zone) _____
 - c. Village of Corrales Application for Construction Permit _____
 - d. Submittal of 2 complete sets of plans _____
 - e. Existing and Proposed structures on site plan _____
 - f. Lot coverage no more than 35% _____
 - g. Adjacent structures within 10 feet of property lines _____
 - h. North Arrow _____
 - i. Setbacks _____
 - j. Existing/Proposed Water and Sewer locations _____
 - k. Existing/Proposed Well and Septic Field Locations _____
 - l. No septic tank or field within 100 feet of existing well _____
 - m. Drainage & Grading Information or Terrains and Storm Water Management Plan _____
 - n. On site ponding area calculations _____
 - o. Elevations _____
 - p. Total square footage of all existing and proposed buildings _____
 - q. 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). If the structure is for commercial use, commercial codes shall be used in construction of all components of the project. _____
- 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. _____

Required Inspections

A 24-hour notice is required prior to inspection. The contractor or homeowner builder shall call the Village of Corrales Building Inspector (**897-0502, ext. 222**) 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. After all foundation insulation in place. 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 and Lath 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. **Wallboard inspection: before taped and bedded.**
7. **Bond Beam Inspection.**
8. **Masonry Fireplace Inspection:** first inspection before cells have been poured with rebar in place at top of firebox.
9. **Insulation Inspection:** Before it has been covered.
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.
11. **Plumbing, Electrical, Mechanical Inspections:** Permits must be obtained in the City of Rio Rancho Building Department unless directed otherwise by the Building Official.

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. Commercial and Municipal zoned properties are also required to obtain a Certificate of Occupancy from the Planning & Zoning Administrator upon completion of approved site development plan.

Applicable Codes

The Village of Corrales & Construction Industries Division currently enforces the following codes:

- 2009 New Mexico Commercial Building Code
- 2009 New Mexico Residential Building Code
- 2009 New Mexico Historic Earthen Buildings Code
- 2009 New Mexico Earthen Building Materials Construction Code
- 2009 New Mexico Non-Load Bearing Baled Straw Construction Building Code
- 2009 New Mexico Energy Conservation Code
- 2009 New Mexico Plumbing code
- 2008 New Mexico Electrical Code
- 2008 New Mexico Electrical Safety Code
- 2006 New Mexico Swimming Pool, Spa and Hot Tub Code
- 2009 New Mexico Mechanical Code
- 2006 New Mexico Solar Energy Code
- 2009 International Building Code
- 2009 International Residential Code
- 2009 International Fire Code
- 2009 Existing Building Code
- ICC/ANSI A117.1-1998
- Liquefied Petroleum Gas Standards
- NFPA 58-1998 for LP Gas
- NFPA 57
- NFPA 54 National Fuel Gas Code
- NFPA 52
- NFPA 501-C
- Manufacturing Housing Requirements
- Modular Structures

VILLAGE OF CORRALES

HOMEOWNER'S RESPONSIBILITY FORM

For any type of alteration or construction made to a residential building.

Reference: NMBC-CID Rules. NM Administrative Code. Title 14.5.2.18 – Homeowner's Permit

A Homeowner's Construction 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 your initials in the blank. If you do not answer, "yes," to every statement, you should seriously reconsider applying for a Homeowner's Construction Permit.

You are required to submit this checklist (signed and notarized, with each item initialed) with your Homeowner Construction Permit application. Call or visit the Corrales Building Inspector if you need information regarding other required submittals. 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 Construction Permit.

Please initial where indicated:

- 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 120 sq. ft. or more located on my residential property.
- I understand I must apply for my (Owner-Builder) Homeowner's Construction Permit and cannot delegate this task to anyone.
- I am familiar with the construction process and know enough about building to be my own homeowner-builder.
- I am familiar with the New Mexico Building Code, the International Building Codes, the Construction Industries Licensing Act, the Construction Industries Division Rules and Regulations, and the building requirements of the Village of Corrales in which I plan to build my home or in which my home is located.
- I will comply with all applicable building codes and requirements.
- I will call for inspections at appropriate times and will make my premises accessible to the inspector, and have stamped plans available.
- 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; Village of Corrales Re-Inspection Fee -- \$55 or most recently adopted fee schedule.
- I understand that, by taking out a Homeowner's Permit (Owner-Builder), I am acting as my own homeowner-builder.
- I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work.
- If I hire sub-contractors, or employees, I will follow the Rules and Regulations of the State and Federal laws concerning taxes and workers compensation insurance.

- ___ 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. 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.
- ___ If I hire a GB-2 or GB-98 licensed contractor to supervise my work, I must void my Homeowner’s Construction Permit. The licensed contractor must permit the project under his own license.
- ___ **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 (Owner-Builder) Homeowner’s Construction Permit; I should hire a licensed general contractor to take over those responsibilities.**
- ___ 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 Construction Permit. At that time, I will immediately cancel my (Owner-Builder) Homeowner’s Construction Permit and hire a licensed general contractor to complete this work.
- ___ I understand my (Owner-Builder) Homeowner’s Construction Permit is only for general construction building. Any electrical, mechanical, or plumbing work must be permitted separately.
- ___ I understand a properly licensed contractor must perform electrical and/or 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.
- ___ I understand that, under no circumstances, can I perform HVAC or natural gas work under my (Owner-Builder) Homeowners Construction Permit, and I must hire an appropriately licensed subcontractor who will obtain his own permit for performing such work.
- ___ 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.
- ___ I understand that if I do not cure any cited code violation I may be subject to penalties, the Village of Corrales may assess a penalty.
- ___ I understand that if I fail to call for a final inspection, the Village of Corrales may assess penalties against me.
- ___ I understand that I must call for and pass all required inspections, including a Final Inspection, in order to obtain a Certificate of Occupancy, prior to occupying my home.
- ___ 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 from the Village of Corrales.
- ___ 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.
- ___ 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.
- ___ I understand the Certificate of Occupancy will clearly state my home (or addition) was built under a (Owner-Builder) Homeowner’s Construction Permit.
- ___ 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.

I _____, certify that I have read the above statements and understand the requirements and responsibilities that accompany a Homeowner's Construction Permit. 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 Village of Corrales.

Homeowner Signature (must be signed before a notary public)

VERIFICATION

Subscribed and sworn to before me by _____ this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

NOTE: This signed original is to be attached to the (Owner-Builder) Homeowner's Construction Permit application. A photocopy shall be given to the homeowner named above.