

BUILDING PERMIT GUIDE FOR RESIDENTIAL CONSTRUCTION

State of New Mexico ♦ Regulation and Licensing Department ♦ Construction Industries Division

Albuquerque Office:	5200 Oakland Ave. NE	Albuquerque, New Mexico 87113	(505) 222-9800	FAX (505) 765-5670
Las Cruces Office:	505 S. Main, Ste 118	P.O. Box 939	Las Cruces, New Mexico 88004-0939	(575) 524-6320 FAX (575) 524-6319
Santa Fe Office:	2550 Cerrillos Rd	P.O. Box 25101	Santa Fe, New Mexico 87505	(505) 476-4700 FAX (505) 476-4685

WHEN BUILDING PERMITS ARE REQUIRED

(New Mexico Residential Code 106.1)

Except as specified in Section 105.2 IRC, 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 Residential Code 105.1)

A building permit shall not be required for the following:

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. 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
4. 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.
5. Sidewalks and drive way no more than 30 inches above adjacent grade and not over any basements or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work .
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment accessory to a one or two-family dwelling.
9. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
10. Deck not exceeding 200 sq ft in area, that are not more than 30" above grade at any point, are not attached to a dwelling and do not serve the exit door required by section R311.4.

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 form from your local New Mexico Environment Department Office. Call 1-800-219-6157 for the nearest location.

PERMIT APPLICATION DATA

To obtain a building permit, the applicant shall fill out an APPLICATION for STATE BUILDING PERMIT form. Applicant must list property owner's name and address, contractor's company name, address and license number (if applicable), architect's name, address and license number (if applicable), specific use of building, county in which the project is located, project address, nearest city/town/village, legal description, written directions to the site, description of work, construction material, and total square footage.

The qualifying party for the licensed contractor requesting the permit or the homeowner requesting a homeowner construction permit must sign the application.

The homeowner must also read sign and notarize the HOMEOWNER'S RESPONSIBILITIES FORM, FOR BUILDING A HOME OR FOR ALTERATIONS, REPAIRS OR IMPROVEMENTS TO A HOME WITH A HOMEOWNER'S PERMIT form. *A homeowner's permit may not be used to permit a project where a GB-2 or GB-98 contractor is acting as a general contractor on the project. Any contractor acting as a general contractor on a project where there is a homeowner's permit must obtain a building permit for his work, and shall be held responsible for any work performed at this site. Further, licensed subcontractors will be held responsible for their work, which also must be permitted separately.* A homeowner may not perform electrical, plumbing or mechanical work unless the homeowner applies for and passes the required CID exam for such work. Call (505) 476-4869 for information on the homeowner electrical and plumbing permits process.

ZONING APPROVAL

Your project may be located in an area requiring zoning approval from a city or county zoning authority. You must obtain zoning approval and signature on the APPLICATION for STATE BUILDING PERMIT before applying to this office for the building permit. Contact the Construction Industries Division for zoning requirements in your area.

VALUATION AND FEES

- **Valuation of your project is based CID Rules New Mexico Administrative code 14.5.5.10 . The project does need the signed contract between the project owner and contractor. If you are applying for a homeowner construction permit, the Division will calculate the valuation based on established valuation tables in our office. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. If you are mailing the application and plans to your nearest CID office, call any of the offices listed above for the fee prior to mailing.**

PLAN SUBMISSION

Two complete sets of plans at 1/4" = 1'-0 minimum with dimensions, on at least 8 1/2 "x 11" paper is required and will provide the following information:

1. **SITE PLAN.** Show proposed new structures and any existing buildings or structures on site, including existing adjacent structures within 10 feet of any adjacent property lines, and north arrow. Show property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show general drainage and grading information.
2. **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.*
3. **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.
4. **FLOOR & 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 sealed truss engineered specifications must be submitted with the drawings when applying for permit. The manufacturer's instructions on placement and attachment of all wood trusses must be at the job site for the building inspector's review.
5. **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, concrete footings and stem walls. Show stair details showing dimensions of rise and run of steps, handrail location, guardrail spacing, headroom, etc. Show fireplace details and section showing masonry reinforcement; if using pre-fabricated unit, the manufacturer's installation instructions must be at the job site for the building inspector's review and uses.
6. **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 STATE BUILDING PERMIT.
7. **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.

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 Pollution 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 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 Pollution 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 materials (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 county clerk's office in the county where your project is located.

REQUIRED INSPECTIONS To request an inspection e-mail us at CID.Inspection@state.nm.us our call 505-222-9813 or 877-243-0979

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 subfloor.

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 Certify of Occupancy to the contractor after approving final general construction inspection.

6. 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 Residential Code 106.1)

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:

- A.** Single-family dwelling not more than two stories in height.
- B.** 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.

- C.** Garages or other structures not more than two stories in height, which are appurtenant to buildings described in paragraphs A or B of this Section.
- D.** 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 2009 IRC Section 106., plans and specifications for the following construction methods be prepared and sealed by a New Mexico Registered Architect or Structural 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 three 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 CID 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:

- 2009 New Mexico Commercial & Residential Building Code
- 2009 International Building Code
- 2009 International Residential Code
- 1997 Solar Energy Code (IAPMO)
- 2006 NM Energy Conservation Code
- ICC/ANSI A117.1-2003
- 2009 New Mexico Plumbing and Mechanical Code
- 2009 Uniform Mechanical Code (IAPMO)
- 2009 Uniform Plumbing Code (IAPMO)
- 1997 Uniform Swimming Pool, Spa and Hot Tub Code
- 2011 New Mexico Electrical Code
- 2014 National Electrical Code
- 2009 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
- 2008 NFPA 58
- 1999 NFPA 57
- 2006 NFPA 54
- 1998 NFPA 52
- 1999 NFPA 1192

CONSTRUCTION INDUSTRIES DIVISION WEB SITE

CID has developed a new information web site with "view only" information at www.rld.state.nm.us/construction. This site includes information of interest to consumers, business and the regulated community.

CONTRACTOR LICENSE LOOK-UP

A license "view only" web site has been developed at public.psiexams.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 505-476-4770 for guidance on additions, alterations and repairs to manufactured homes.

Please include a self-address stamped envelope/container when submitting your plans. This will allow us to mail back your plans and permit.

Multi-Purpose State Building Application

State of New Mexico
Albuquerque Office 5200 Oakland Ave., NE
Las Cruces Office 505 S. Main St., Ste 118
Santa Fe Office 2550 Cerrillos Road

Regulation and Licensing Department
1-25 @Alameda Albuquerque, New Mexico 87113
P.O. Box 939 Las Cruces, New Mexico 88004-0939
Santa Fe, New Mexico 87504

Construction Industries Division
Phone: (505) 222-9800 Fax: (505) 765-5670
Phone: (575) 524-6320 Fax: (575) 524-6319
Phone: (505) 476-4700 Fax: (505) 476-4685

Date Issued: _____		Processed By: _____		TRACKING/Permit Number: _____	
Received By: Mail (A / R) _____	Paid By: _____	Cash Receipt #: _____	Check #: _____	Total Fees \$ _____	
Walk – In (A / R) _____		Cash Receipt #: _____	Check #: _____	Balance Due \$ _____	

Please check the appropriate type for which you are applying:

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Electrical Review Only	<input type="checkbox"/> Mechanical/Plumbing Review Only										
Type of Construction: <table border="1"> <tr> <td>I</td><td>II</td><td>III</td><td>IV</td><td>V</td><td>A</td><td>B</td> </tr> </table>			I	II	III	IV	V	A	B	Total Sq Ft. _____				
I	II	III	IV	V	A	B								
Occupancy Group: <table border="1"> <tr> <td>A</td><td>B</td><td>E</td><td>F</td><td>H</td><td>I</td><td>M</td><td>R</td><td>S</td><td>U</td> </tr> </table>			A	B	E	F	H	I	M	R	S	U	Valuation / Sign Contract _____	
A	B	E	F	H	I	M	R	S	U					
Division: <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table>			1	2	3	4	5							
1	2	3	4	5										

Description of Work:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alterations/Repairs	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Demolition	<input type="checkbox"/> Renew Permit # _____
<input type="checkbox"/> Wood	<input type="checkbox"/> Masonry	<input type="checkbox"/> Adobe	<input type="checkbox"/> Rammed Earth	<input type="checkbox"/> Alternative Material	_____	
<input type="checkbox"/> Metal / Steel (required Engineer STAMPED foundation & structure drawings)		<input type="checkbox"/> Baled Straw (required Architectural STAMPED)		<input type="checkbox"/> Other: (required Architectural STAMPED)		

PLEASE PROVIDE THE FOLLOWING INFORMATION (Refer to the BUILDING PERMIT GUIDE or call for addition information):

Parcel No. and/or Project Address: (must provide physical address) _____		Nearest City/Town/Village to project _____		Zip Code _____	County _____
Subdivision Name _____		Lot Number _____	Township _____	Range _____	Section _____
Provide Written Directions to the project site: _____ _____ _____					

Contractor Information:

Company Name: _____			NM State License Number _____		
Address-No. & Street/PO Box/Rural Route _____		City _____	State _____	Zip Code _____	Phone _____

Property Owner or Homeowner Information:

Name: _____					
Address-No. & Street/PO Box/Rural Route _____		City _____	State _____	Zip Code _____	Phone _____

Design Professional Information:

Professional Name or Firm: _____			NM State License Number _____		
Address-No. & Street/PO Box/Rural Route _____		City _____	State _____	Zip Code _____	Phone _____

PLEASE READ AND SIGN THE FOLLOWING: (Contractors or Homeowner)

I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements of the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for purpose of determining whether the work of building or structure on the premises complies with the New Mexico Building Code. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code.

X _____ Date: _____

OFFICIAL USE ONLY	
PLANING/ZONING APPROVED BY:	Signature _____ Date _____
FLOOD PLAIN APPROVED BY:	Signature _____ Date _____
PERMIT APPROVED BY:	Signature _____ Date _____
UPC APPROVED BY:	Signature _____ Date _____
NEC APPROVED BY:	Signature _____ Date _____



New Mexico Regulation and Licensing Department

CONSTRUCTION INDUSTRIES DIVISION

2550 Cerrillos Road ▪ Santa Fe, NM 87505 ▪ (505) 476-4700 ▪ Fax (505) 476-4619
 5200 Oakland Ave. NE ▪ Albuquerque, NM 87113 ▪ (505) 222-9800 ▪ Fax (505) 765-5670
 505 S. Main St., Suite 118 ▪ Las Cruces, NM 88004 ▪ (575) 524-6320 ▪ Fax (575) 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. Licensed subcontractors will be held responsible for their work, which also must be permitted separately.
<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)

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 have less than three employees, I may carry Workers' Compensation insurance but am not required to do so.
<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 <u>only</u> 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.

New Mexico Residential Energy Plan Review Checklist

2009 New Mexico Energy Conservation Code

Building ID: _____ Building Conditioned Floor Area: _____ ft² Date: _____

Building Contact: Name: _____ Phone: _____ E-mail: _____

Building Address: _____ State: _____ County: _____ Zip: _____

Climate Zone: [] 1 [] 2 [] 3 [] 4 [] 5 [] 6&7

Compliance Method (check all that apply); [] Prescriptive Path [] Trade-Off [] Performance Path

NOTE: (Trade-Off or Performance Path approach must attach documentation)

Compliance software Used: _____

Building Type: 1- and 2-Family, Detached: [] Single Family [] Modular [] Townhouse

Multifamily: [] Apartment [] Condominium

Project Type: [] New Building [] Existing Building Addition [] Existing building Renovation

- ☐ **Construction drawings and documentation available. Documentation sufficiently demonstrates energy code compliance per section 103.2 of the 2009 International Energy Conservation Code (IECC)**
- ☐ **HVAC loads calculations that comply with section 405.6 of the IECC:**

- **Heating system size(s): kBtu:** _____

- **Cooling system size(s): kBtu:** _____ (Calculations must be provided if applicable.)

Design Professional / Owner Affidavit (If Applicable):
(Must be completed before submission for request for permit)

I _____ certify that the above residential structure is designed in accordance with the minimum Energy Conservation requirements of the New Mexico Energy Conservation Code for Residential Buildings.

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

Contractor Affidavit (If Applicable):
(Must be completed before final inspection is requested.)

I _____ certify that to best of my knowledge the above permitted residential structure is built in accordance with the minimum Energy Conservation requirements of the New Mexico Energy Conservation Code for Residential Buildings.

Signature (Original) _____ Printed Name: _____

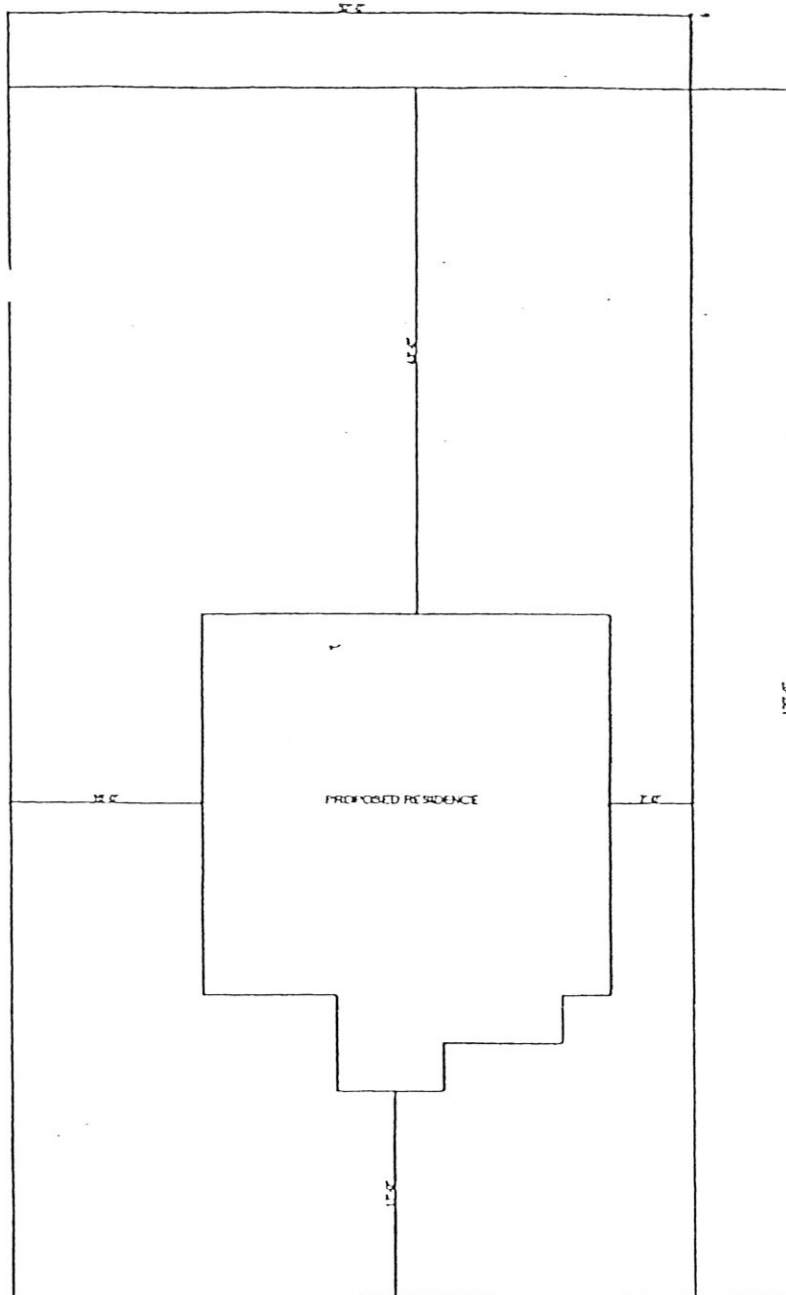
Company Name: _____ Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

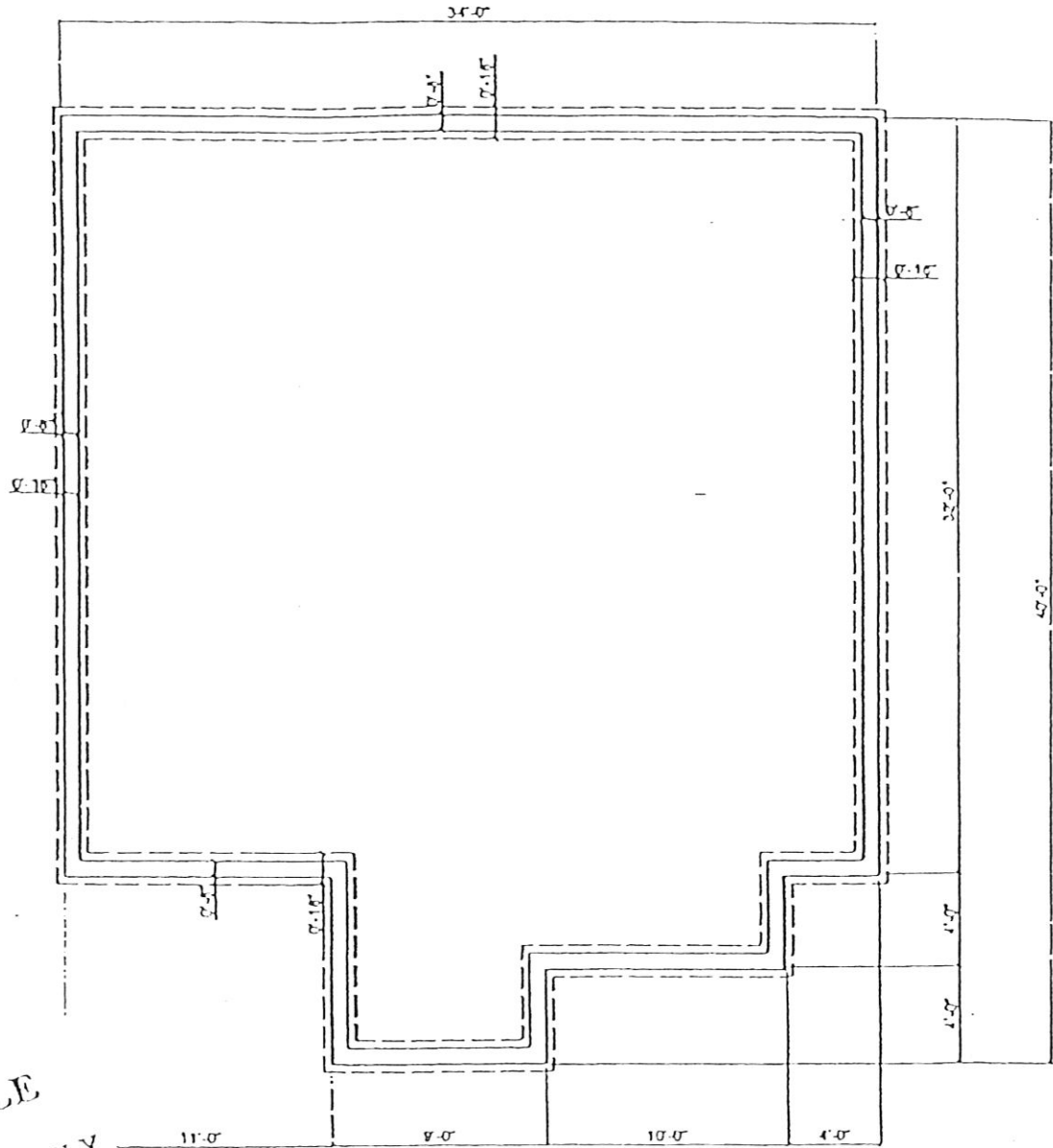
SITE PLAN

SCALE: 1/4" = 1'-0"

EXAMPLE
FOR CID USE ONLY



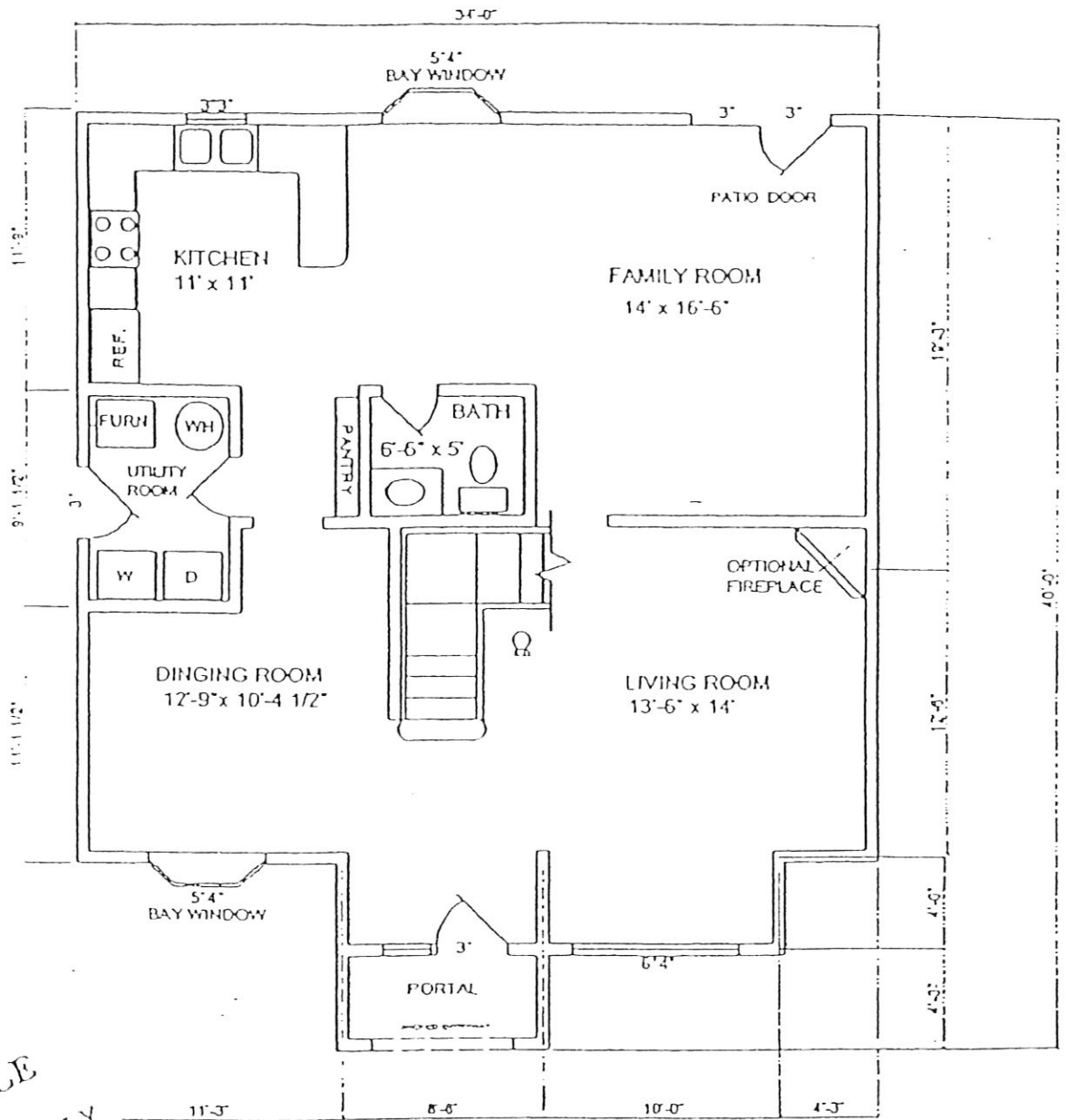
SILVA STREET



EXAMPLE
FOR CID USE ONLY

FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

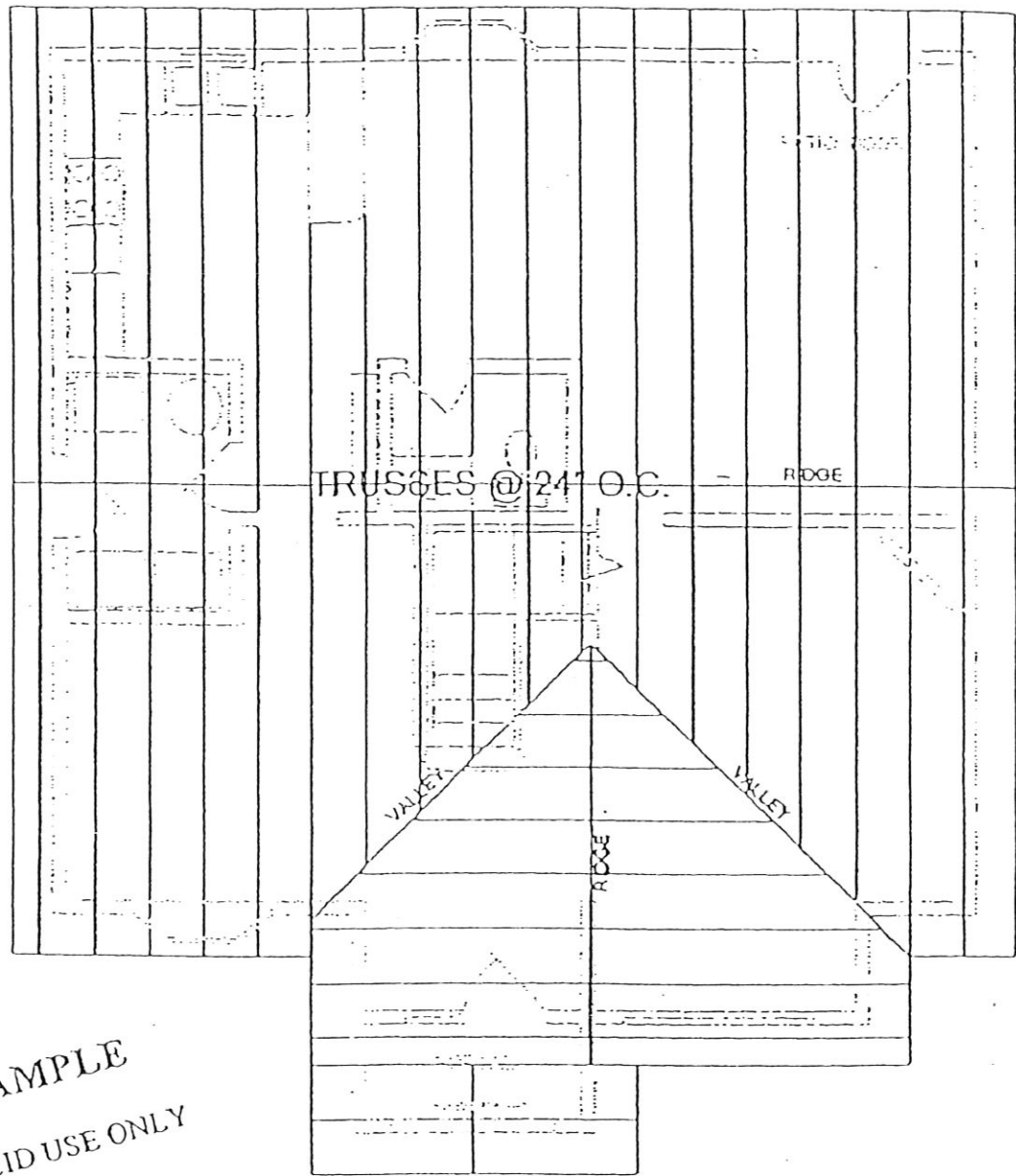


EXAMPLE
FOR CID USE ONLY

FLOOR PLAN 1ST LEVEL

SCALE: 1/4" = 1'-0"

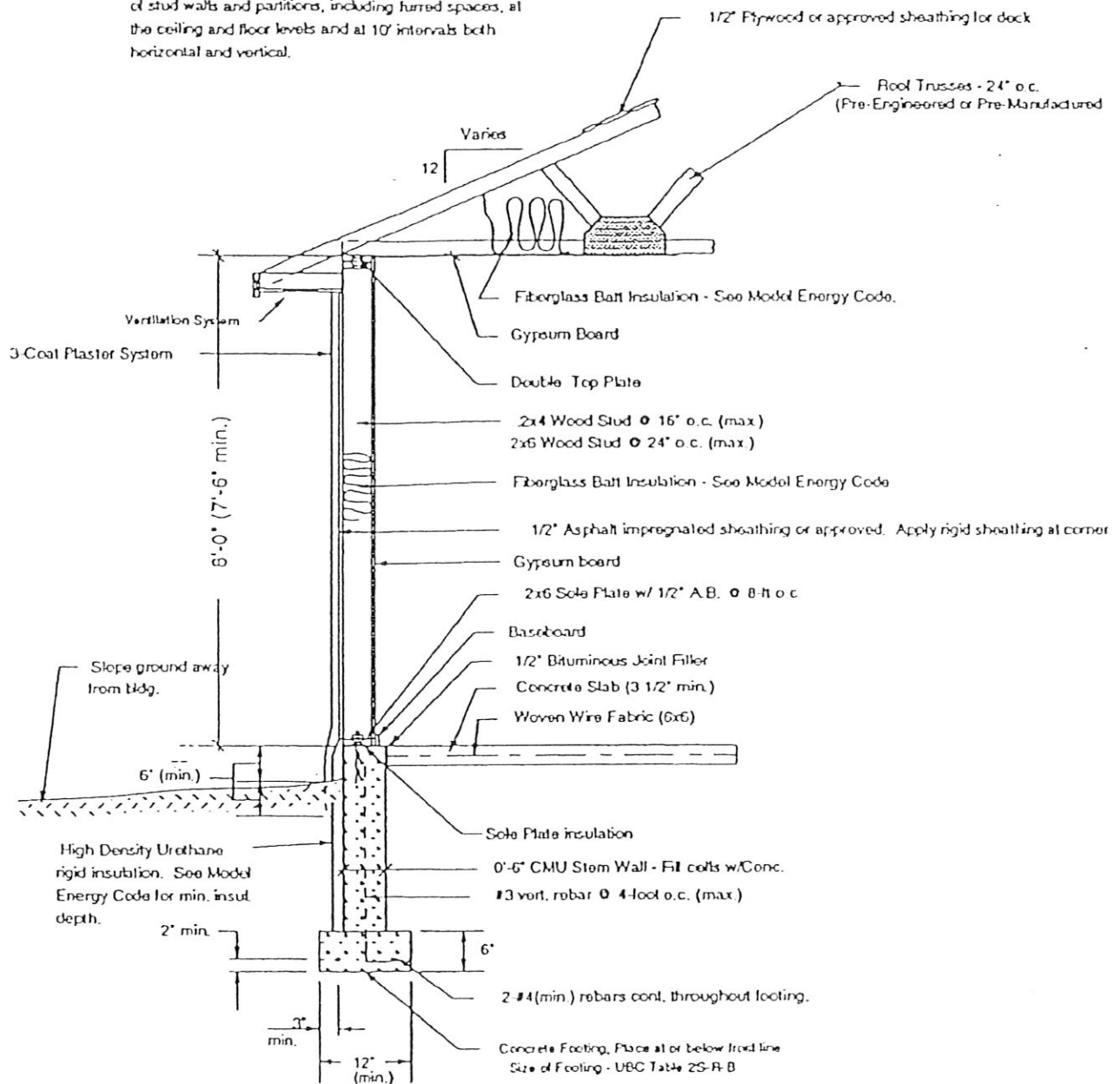
EXAMPLE
FOR CID USE ONLY



ROOF FRAMING PLAN

SCALE: 1/4" = 1'-0"

Note: Fireblocking shall be provided in concealed spaces of stud walls and partitions, including furred spaces, at the ceiling and floor levels and at 10' intervals both horizontal and vertical.



Wood Frame Wall Section w/Pitched Roof