

# 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 150 P.O. Box 939 Las Cruces, New Mexico 88004-0939 (505) 524-6320 FAX (505) 524-6319  
**Santa Fe Office:** 2550 Cerrillos Rd P.O. Box 25101 Santa Fe, New Mexico 87505 (505) 476-4869 FAX 505-476-4619

## 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 106.1)

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 120 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.

**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. **If the homeowner hires a licensed contractor to perform any portion of the work on this residence, the contractor must apply for a permit for that portion of the work.** 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 1/8" = 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](mailto: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 2006 IRC Section 106., 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 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:

- 2006 New Mexico Commercial & Residential Building Code
- 2006 International Building Code
- 2006 International Residential Code
- 1997 Solar Energy Code (IAPMO)
- 2006 NM Energy Conservation Code
- ICC/ANSI A117.1-2003
- 2006 New Mexico Plumbing and Mechanical Code
- 2006 Uniform Mechanical Code (IAPMO)
- 2006 Uniform Plumbing Code (IAPMO)
- 1997 Uniform Swimming Pool, Spa and Hot Tub Code
- 2008 New Mexico Electrical Code
- 2008 National Electrical Code
- 2002 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
  - 2004 NFPA 58
  - 1999 NFPA 57
  - 2002 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/cid](http://www.rld.state.nm.us/cid). 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](http://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.