

## **I.9 CONSTRUCTION - PERMITTING BUILDINGS**

The Building Inspection Division's mission is to create and maintain a safe and healthy environment through compliance with construction and zoning codes. The objectives are met through providing customer service, utilizing model codes, and examination of all requests involving construction projects and uses of properties within the City of Rio Rancho [Title XV – Land Usage, Chapter 151 Building Regulations].

A Building Permit is a legal document that gives you permission to start construction of a project in accordance with approved drawings and specifications.

Building Permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. Generally, such Permits will fall into one of two categories:

- Residential (including add-on construction).
- Commercial/Multi-family.

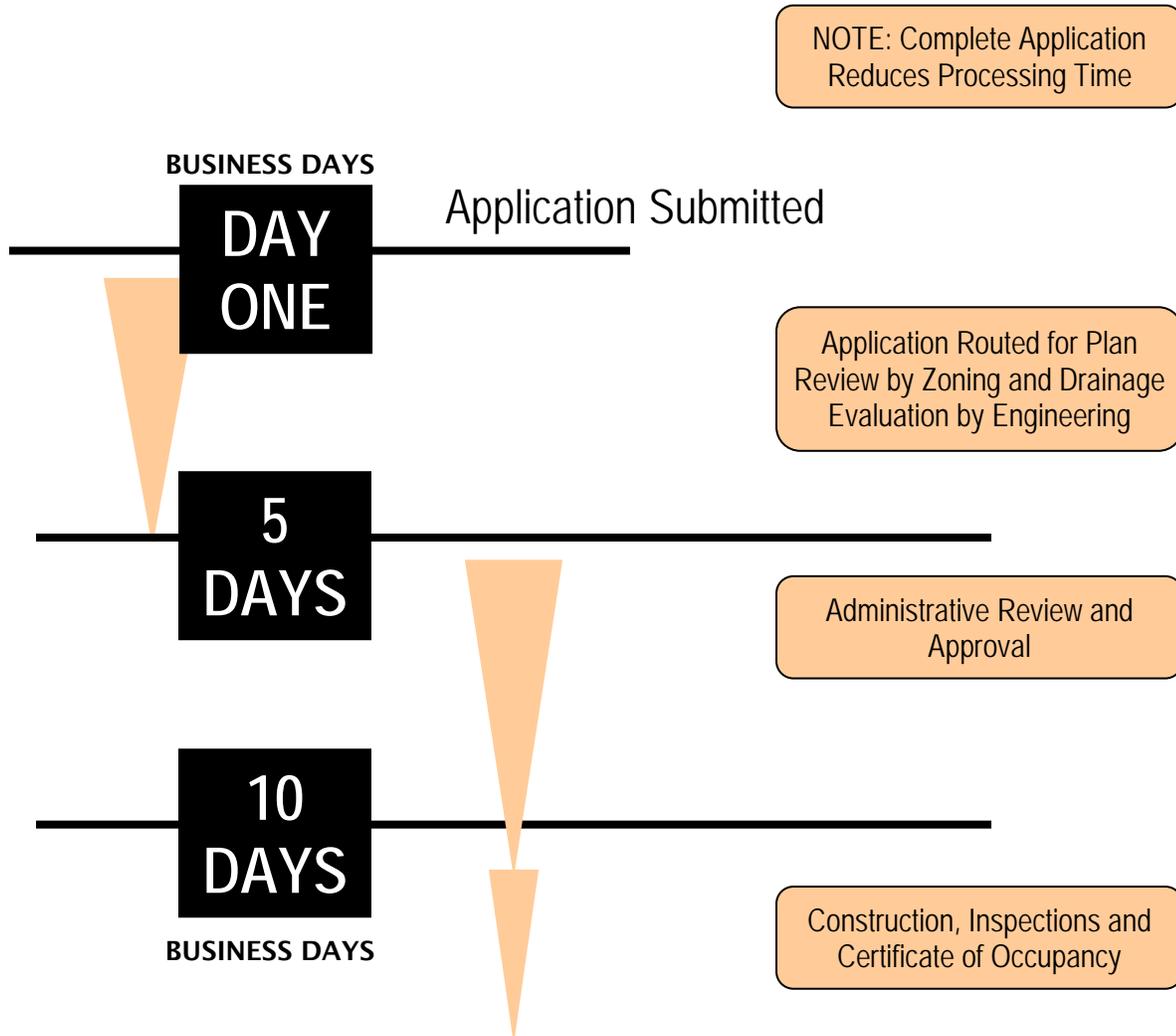
In each case, the process will include the review and approval of construction and site plans, the payment of plan check, permit and impact fees, the issuance of a building permit, scheduled inspections of the work in process, and approval at its completion.

It is always best to call before you build. Any new construction or alteration to an existing structure in the City of Rio Rancho requires a permit. The following is a general list of improvements that require a residential building permit:

- New Single-Family Homes, Additions and Remodeling.
- Garage Conversions & Attached Garages.
- Patio Covers & Sunrooms.
- Accessory Buildings to include, but not limited to, Detached Garages, Storage Sheds (>120 SF), Guest Houses, Re-roofs, Swimming Pools, Carports & Stucco.
- Accessory Structures Fences, Walls & Sheds (See Section I.12).

**CITY OF RIO RANCHO NEW MEXICO – DEVELOPMENT SERVICES DEPARTMENT**

**Residential Building Permit Process and Flow Chart**



**NOTE:** Revisions, modifications and/or changes may require additional review time.

**Residential Building Permit Application and Checklist**

The Residential Building Permit Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

The City requires a complete application and two (2) copies of construction plans to be submitted, to scale, on a minimum sheet size of 11" x 17".

**Notice to Homeowners:** If you are doing the work yourself instead of hiring a contractor, you must complete the *Homeowner's Building Permit Responsibility Application* from the State of New Mexico Construction Industries Division (C.I.D.).

Residential building submittals require plan sets with the following sheets and attachments:

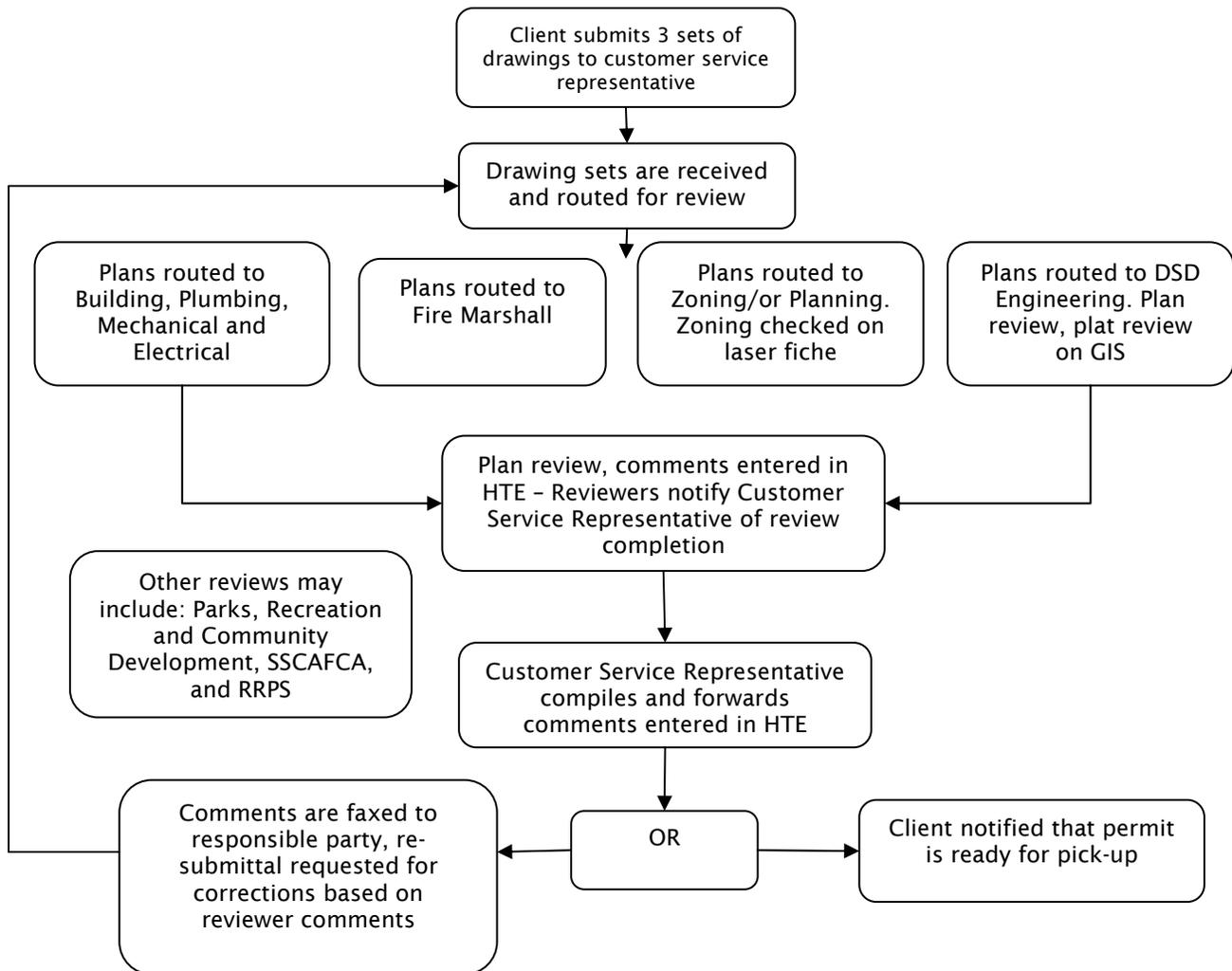
- Site plan to show setbacks from property lines, landscaping (new residences only), pad and site reference elevations, building area (SF) and dimensions, all weather driveway.
- Foundation plan.
- Floor plan.
- Framing plan.
- Roofing plan.
- Grading and Drainage Plan or Disclosure Requirement. For a determination as to the need for a Grading and Drainage Plan, please contact the Engineering Division of the Public Works Department - 505.891.5016.
- Finished elevation drawings (show building height).
- Electrical and plumbing plan.
- Engineered, stamped truss details (current date).
- Energy Code Compliance Worksheet (heat loss calculations).
- Copy of approved liquid waste permit, if applicable.
- Copy of well permit, if applicable.
- Water & Wastewater Availability form signed by the City of Rio Rancho's of Public Works Department.

**NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process.**

A "Disclosure Requirement" form may be required by the Public Works Department, Engineering Division prior to a building permit being issued. The disclosure is issued by the Public Works Department, Engineering Division to advise homeowners that they are building a residence in a subdivision platted without public improvements. The City is not obligated to make public improvements such as roads and drainage facilities.

Once all approvals have been secured, the applicant is notified. One (1) set of approved plans is returned to the applicant and required to be at the job site for the duration of construction. If, at any point during the construction phase, changes occur, the applicant must resubmit amended site and building plans for approval. Approved plans are stamped and signed by building inspection staff.

# Commercial Building Permit Process and Flow Chart



## Commercial Building Permit Application and Checklist

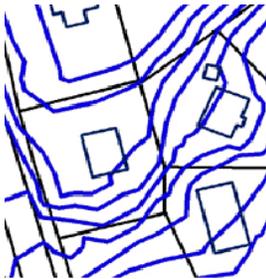
The Commercial Building Permit Application & Checklist may be obtained either from the DSD or on line at <http://www.ci.rio-rancho.nm.us>.

Commercial building submittals require plan sets with the following sheets and attachments (to be signed by a professional engineer, architect or landscape architect stamp, signature, and date):

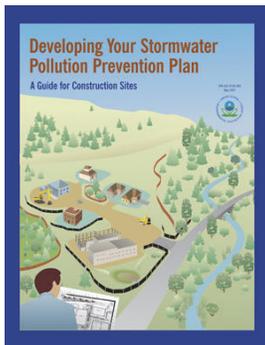
**NOTE: The following list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process. See website for current requirements.**



**SITE DEVELOPMENT PLAN:** Site location map, plat/survey, all easements, existing conditions/topo, elevations - NAD 1983 coordinates, property dimensions, building footprint & exterior dimensions, driveways/access with dimensions, adjacent R-O-W & names, all building/structures within 10 ft. of property line, sidewalks/pedestrian access, parking aisle & space dimensions, parking ratio (including ADA), bicycle rack location & ratio, loading/unloading areas, dumpster location, outdoor lighting specifications, fences/walls dimensions and construction materials.



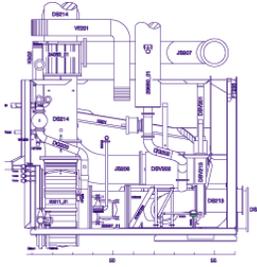
**GRADING AND DRAINAGE PLAN:** Scale (min. 1 in. = 20 ft.) show scale and north arrow, existing and proposed contours 25' beyond property, spot elevations, existing and proposed curb and gutter, top of wall and bottom of wall - retaining walls, flow paths and drainage direction, 100-year floodplain.



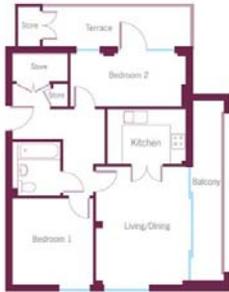
**STORMWATER POLLUTION PREVENTION PLAN (SWPPP):** Scale (min. 1 inch = 20 ft.) show scale and north arrow, location and names of adjacent streets, existing and proposed drainage system - stormwater inlets, proposed impervious surface, disturbed areas, approximate gradient and direction of slopes + & - grading, overland runoff from adjacent areas, location of all erosion & sediment control measures, temp. soil storage areas, driveways & Environmental Protection Agency Notice of Intent <http://cfpub.epa.gov/npdes/stormwater/enoi.cfm> & [http://www.epa.gov/npdes/pubs/sw\\_swppp\\_guide.pdf](http://www.epa.gov/npdes/pubs/sw_swppp_guide.pdf).



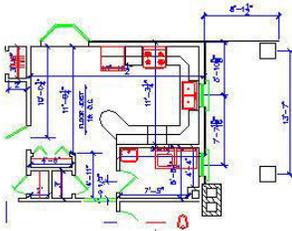
**ARCHITECTURAL PLANS:** Dimensioned foundation system, retaining walls, floor & roof framing plan reflecting materials, size and location of all framing members (headers, beams, girders, floor joists and/or trusses), Identify post and columns by size, type, locations and spacing, show span, spacing and direction of all framing members, specify plywood floor type & thickness, elevations reflecting building heights, materials list & stairs, fireplaces, stucco details.



**MECHANICAL PLAN:** Dimensioned plans reflecting duct layouts and sizes, smoke and combination fire/smoke dampers, location of mechanical units (roof, ground or wall), cross section of roof showing mechanical units and parapet walls, detailed schedule of equipment and sizes.



**PLUMBING & GAS PLAN:** Show all connections to water and sewer lines, plumbing fixtures & schedule, individual & total appliance BTU/CFH demands, in either plan or isometric view, show gas pipe type, size, and length, availability letter from New Mexico Gas Co.



**ELECTRICAL PLAN:** Size and location of main electrical service and all sub-panels, One-line diagrams of all major wiring, location of all outlets (GFCI & AFCI), switches, light fixtures (interior and exterior), smoke detectors, special & protected outlets.



**LANDSCAPE PLAN:** Total SF of planting "live" areas, plant type & sizes, irrigation layout plan, landscape contouring, detention facilities & "screening".

**ADDITIONAL REPORTS (If Applicable):** Geotechnical report, drainage report, fire safety plan, traffic impact analysis, water & wastewater availability, preliminary engineer's estimate, drainage calculations/assumptions for pre- & post-development, buffer locations, gas calculations, structural calculations and soil reports.

**NOTE:** This list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process.

# Construction and Inspection Process

The applicant shall call Building Inspection Division to schedule all required inspections. Furthermore, the applicant shall call to reschedule any inspections that were disapproved (failed) and pay any re-inspection fees if assessed.

The following inspections are required by the City (based on the complexity and size of the project):

- Insulation.
- Sheet Rock.
- Seismic Inspection.
- Ceiling Grid.
- Lath/Stucco.
- Rebar.

**FOUNDATION:** Tilt Wall, Dumpster Pad & Walls, Parking Lot Bases, Partial Footing/Foundation.

**FRAMING:** Partial Frame, Fire Wall, Party Wall.

**ROUGH-IN:** Electrical, Walls, Ceilings, Partials, Alarm, Fire, Mechanical, Plumbing, Grease Trap, if applicable, Floor Drain.

**SPRINKLER SYSTEM INSPECTION:** Fire & Landscape Sprinklers.

**FINAL:** Electrical, Mechanical, Medical gas test (if applicable), Plumbing, Fire, Zoning, Engineering, Building, NM Environmental Department, if applicable.

**NOTE: This list is not meant to cover all items but to provide a list of major items required to begin the plan review and building permitting process.**

## Certificate of Occupancy Process

A Certificate of Occupancy (C.O.) is a document that allows a building to be habitable after completion of all final inspections. The process of issuing a C.O. involves a Building Inspector removing the Final Inspection Sheet from the job site. The C.O. will be provided by the Building Inspector in the field for all construction (residential and commercial construction).

## Other Construction Permits

Other types of permits and/or inspections may be required as part of a construction project to include, but not limited to the following:

- Private Utility Extension from Public Infrastructure.
- Demolition Permit.
- Temporary Electrical Pole.
- Low Voltage Inspection.
- Tenant Improvement.