

VALENCIA COUNTY

COMMUNITY DEVELOPMENT DEPARTMENT
 444 Luna Ave.
 Los Lunas, NM 87031
 (505)866-2050 Fax: (505)866-2002
 www.co.valencia.nm.us



APPROVED DENIED

**MULTI-PURPOSE PERMIT
 APPLICATION**

PERMIT # _____

BP/DP(50.00) ___ MHP(100.00) ___ FP(100.00)___
 RESIDENTIAL ___ / COMMERCIAL ___

PROJECT LOCATION / SITE ADDRESS:		PROPOSED PROJECT		TOTAL SQ FT _____	
R _____	PROPERTY OWNER NAME			PHONE	
MAILING ADDRESS		SPACE	CITY	STATE	ZIP
PROJECT CONTACT OR AGENT INFORMATION					
NAME _____		PHONE _____		Company _____	

FLOOD ZONE: _____ BFE: _____	ELEVATION CERTIFICATE DATE _____	PROPERTY CHECK <input type="checkbox"/> YES <input type="checkbox"/> NO
MAP & PANEL# _____	PRE CONSTRUCTION _____ FINAL _____	NOTES: _____
OTHER PERMITS ISSUED: V ___ TU ___ CU ___		SEPTIC PERMIT # _____
PERMIT # _____		
NOTES		

PRIOR LOCATION OF MOBILE HOME: DEALER: _____ OUT OF COUNTY _____		
IN COUNTY ADDRESS:		
TRANSPORT COMPANY: CONTACT NAME / PHONE:		METHOD OF LAND ATTACHMENT: Xi2 _____ BLOCK & STRAP _____
VIN# / SERIAL #	YEAR	MAKE/MODEL
		SIZE (840 MIN) _____ X _____

*** FOR MOBILE HOME PLACEMENT ***

<p>Construction Permits: Prior to any construction, you are responsible for taking all plans and documents to Construction Industries Department (CID) in Albuquerque to obtain building inspection permit 5500 San Antonio Ave NE, Albuquerque 505-222-9800 CID WILL BE RESPONSIBLE FOR ALL INSPECTIONS AND FINAL OCCUPANCY CERTIFICATE</p>	<p>Mobile Home Permits: Prior to movement of mobile home, you are responsible for taking all plans and documents to Manufactured Housing Department in Alb. to obtain set up & inspection permits 5500 San Antonio Ave NE, Albuquerque 505-222-9813 MANUFACTURED HOUSING WILL BE RESPONSIBLE FOR ALL INSPECTIONS AND FINAL OCCUPANCY CERTIFICATE</p>
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I hereby acknowledge that I have read this entire application and affirm that all of the provided information is correct. I agree to comply with the requirements of Valencia County and the State of New Mexico regulations as outlined in all applicable state laws and local ordinances.

Printed Name _____ Signature _____ Date _____

APPLICATION RECEIVED By _____ REVIEWED BY _____ APPROVED BY _____ DATE _____

REQUIRED DOCUMENTATION

Manufactured Home Placement

1. Title, Bill of Sale, OR Purchase Agreement
2. Paid Tax Release (obtained at Assessor's office – Paid at Treasure's office)
3. Name of Transport Company, Contact Name and Phone Number
4. Identify Approved Method of Attachment to Land
5. Discharge or Septic System Permit (obtained at NM State Environmental Department)
6. Elevation Certificate from a surveyor (if property is in a flood zone)
7. Site Plan Drawing
 - a. Showing placement of MH and all other structures located on the property
 - b. Showing distance to all property lines and distance between other structures
 - c. Minimum Set backs
 1. Front of property = 30 feet
 2. Side of property = 15 feet
 3. Back of property = 15 feet
 4. Distance between structures = 10 feet

Building projects

1. 2 Complete Sets of Plans to include the following information (must be stamped by engineer or architect)
 - a. Foundation Plan
 - b. Floor Plan layout
 - c. Roof and Floor Framing Plans
 - d. Wall Section- interior and exterior detail wall section
2. Discharge or Septic System Permit (obtained at NM State Environmental Department)
3. Pre and Final Elevation Certificate from a surveyor (if property is in a flood zone)
4. Site Plan Drawing
 - a. Showing placement of new construction and all other structures located on the property
 - b. Showing distance to all property lines and distance between other structures
 - c. Minimum Set backs
 1. Front of property = 30 feet
 2. Side of property = 15 feet
 3. Back of property = 15 feet
 4. Distance between structures = 10 feet

If you are renting a "Rental Agreement" and an "Agent Authorization form will be required

***Once application is submitted the review process
may take up to 15 business days to process***