

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 ☐ YES ☐ NO

MAP & PANEL# _____

PRE CONSTRUCTION _____ FINAL _____

NOTES: _____

OTHER PERMITS ISSUED: V _____ TU _____ CU _____
PERMIT # _____

SEPTIC 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 ***

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**

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**

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 _____

REV 1-2022

REQUIRED DOCUMENTATION

All state applications to be completed on the website portal nmrld.force.com

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 with ability to prove allowed to do business in Valencia County (Business License), 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. Minimum square footage must be **840 sq. ft.**
8. 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. Two (2) Complete Sets of Plans to include the following information (must be stamped by engineer or architect if the property is in the flood zone)
 - 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 (auxiliary structures = 60 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.

If your property is subject to a Home Owner's Association/Architectural Committee or governed by Restrictive Covenants please provide all applicable documents.

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

ADDRESS: 123 CALLE SAMPLE 87031
PROPERTY OWNER: JUAN Q. PUBLIC
PROJECT: 800 SQ. FT. STORAGE SHED



SCALE
1 Inch = 20 Feet

STREET NAME

STREET NAME

