



City of Santa Fe

Manufactured Home Placement Permit Checklist

Completed Applications are accepted Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. through 4:30 p.m. by the Building Permit Division located at 200 Lincoln Avenue, Santa Fe, New Mexico, 87504.

Applications will be accepted only after full completion of the items herein are verified by the City Building Permit Specialist. Contents herein are minimum compliance requirements for applicable federal, state and local ordinances and standards including the 2015 New Mexico Residential Code. For specifics, contact a Building Plan Reviewer at (505) 955-6624.

PRE-REQUISITE APPROVALS: The following pre-requisite approvals must accompany the building permit application: (if applicable)

- Address Issuance or Verification (if applicable) – Geographical Info Systems Division
- Final Board or Committee Action including filing of appropriate documents plats and development plans (if applicable) – Current Planning Division
- Water Budget Approval (required) – Technical Review Division
- Impact Fee Assessment – Building Permits Division
- Driveway Permit (required) – Parking Division
- Flood Plain Verification/Flood Hazard Report (if applicable) – Technical Review Division
- Escarpment Overlay District Approval (if applicable) – Technical Review Division
- Archeological Clearance Permit (if applicable) – Historic Preservation Division
- Notarized Guesthouse Affidavit (required) – Building Permit Division
- Liquid Waste and/or Well Permit w/two percolation tests (if applicable) – New Mexico Environmental Department - NMED
- Notarized Zoning Affidavit (if applicable) – Building Permit Division
- Homeowner's Affidavit (if applicable) – Building Permit Division

MINIMUM SUBMITTALS/BUILDING PERMIT APPLICATION

Three (3) complete sets of proposed construction plans, pre-requisite compliance documents and information described below:

- 1. Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.
- 2. Legal Lot of Record:** City approved subdivision plat. In the absence of an approved plat, provide a warranty deed and/or survey dated pre 1962 describing the meets and bounds of the property.
- 3. Property Location/Vicinity Map:** Depict nearest street intersections and north arrow. May be placed on the site plan.

Manufactured Home Placement Permit Checklist

_____ **4. Bill of Sale or Title:** Manufacturer, model, year manufactured, size, and location. Placement permits shall not be issued for manufactured (mobile) homes built prior to 1976.

_____ **5. Development Plan (if applicable):** City approved with signatures and Santa Fe data recording data.

_____ **6. Site Plan:** (Minimum scale 1"=20') must include:

- a. North arrow
- b. Official property address
- c. Zone district and proposed use of property
- d. Street names
- e. Lot dimensions, meets and bounds
- f. Lot area and acreage
- g. Existing and proposed improvements
- h. Setbacks: Label distances from all existing and proposed structures to property lines and distances between multiple buildings. Include roof overhangs, portals, trellis structures, posts, columns, canopies, sidewalks, and patios. distances between all structures
- i. topographical information (contours)
- j. easements
- k. location of required off-street parking and parking access – two per dwelling unit, one per guesthouse
- l. location of existing and proposed utilities
- m. location of existing and proposed impervious areas
- n. existing and proposed wall and fences
- o. required open space requirements
- p. flood zones and other drainage discharges
- q. label pre-existing structures, driveways, etc. as **“EXISTING”**; label all proposed development **“PROPOSED”**

_____ **7. Terrain Management Requirements (if applicable):**

- Minor Development Project.** All of the following four criteria must exist for a project to be considered “Minor Development”. (*Article 14-8.2(E), SFCC 1987*).

1. No more than 3,500 square feet of new impervious surface proposed;
2. No more than 5,000 square feet of total disturbance on the legal lot;
3. No more than 10% slopes disturbed, and
4. Drainage pattern is maintained

Grading and Drainage Plan (Minimum scale 1"=20') must include:

- Location of all impervious surfaces with square footage identified;
- Calculation of storm water requirement. New impervious surface square footage multiplied by 16% (.16) equals the cubic feet of storage required;
- Stormwater storage capacity based on the calculation above. Provide dimensions. Detention pond, retention pond, infiltration device, active water harvesting or passive water harvesting are all acceptable;

Manufactured Home Placement Permit Checklist

- Sufficient topographic information to show that there are no slopes greater than 10% disturbed. Include sea level datum at two foot contour intervals. This can be obtained from the Technical Review Division or the GIS office for minor development.
- If a retaining wall or yard wall is proposed, the top and bottom of wall elevations must be included along with the soil elevation on each side of the wall;
- One percent (1%) chance event floodplain “100 year floodplain” if located on the legal lot. Please reference the specific flood insurance rate map and effective date.
- All proposed grading, new final contours, slope limits, spot elevations including all surfaces.
- All easements.
- Erosion protection of all disturbed areas indicating methods to be used (*Article 14-8.2, SFCC 1987*).

- **All Other Development Projects:** Projects not meeting the four criteria above for “Minor Development” are classified as “All Other Development” (*Article 14-8.2(F), SFCC 1987*).

Grading and Drainage Plan (Minimum scale 1”=20’) must include:

- Calculation of stormwater requirement stamped and signed by a licensed New Mexico Engineer. All calculations are to be based on the pre and post development 1 One percent (1%) chance event floodplain “100 year floodplain”. The applicant will be required to provide on-site storage for the difference between the pre and post development run off;
 - Stormwater storage capacity based on the engineer’s calculations. Provide dimensions. Detention pond, retention pond and infiltration device are acceptable for All Other Development;
 - Proof that the stormwater will dissipate within 24 hours must be included on the plan;
 - One percent (1%) chance event floodplain “100 year floodplain” if located on the legal lot. Please reference the specific flood insurance rate map and effective date.
 - All existing and proposed final grading contours; and
 - If a retaining wall or yard wall are proposed, the top and bottom of wall elevations must be included along with the soil elevation on each side of the wall.
- **Certified Topographic and Slope Analysis** if slopes 20% or greater are disturbed, provide the following: Article 14-8.2(D) (2)
 - Topography based on every two (2) feet of elevation change. The slope analysis should include three different slope ranges (0-19.99%, 20-29.99% and 30% and greater). This must be stamped and sealed by a licensed New Mexico surveyor or engineer and must be based on the best available data.
 - Slopes greater than 30% can be shown based on every five (5) feet of elevation change.
- **Short Term and Long Term Erosion Control Plan**
 - Show compliance with SFCC Section 14-8.2(D)(1)(d).
 - If a Stormwater Pollution Prevention Plan is required by the EPA NPDES Program, the map of temporary and long term Best Management Practices can be submitted to meet the City requirement.

Manufactured Home Placement Permit Checklist

8. Structural Plans (Minimum 1/4"=1') must include:

- Building Elevations (Minimum scale 1/4")**
 - Building height at the center line of each façade from finish grade to the highest point of the structure.
 - Exterior building features, size, location, materials, colors, windows, doors, glazing systems, wall mounted equipment and lighting. Indicate surface area of materials, colors, doors and windows.
 - Building length
 - Finish grade
 - Natural grade at building perimeter
 - Wall and Fence typical

- Floor Plan:**
 - Label and dimension all rooms and spaces
 - Detail references
 - Location of doors & windows, smoke detectors, stairs, fireplace etc.
 - Indicate egress windows
 - Locate posts, columns, slabs, portals, canopies and roof overhangs, plumbing fixture layout and mechanical room locations
 - Stair plans & details (if applicable) to include fully dimensioned width, landing depths, riser, treads, winders, handrails, guardrails, railing spindles, etc
 - Stories above ground level, indicate heated and unheated gross square footage

IMPORTANT INFORMATION ABOUT SUBMITTAL

Submittal Intake: Three (3) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted in person to the Building Permit Division, 200 Lincoln Avenue, Santa Fe, NM 87504, First Floor, West Wing.

Application Tracking: Monitor the status of the application using the City's Voice Inspections/Permit System (VIPS). (505) 955-6110, Option 4. The pass code is the application tracking #.

Fees: Plan check and building permit fees are based on Resolution No 2008.83 which is available upon request or at http://www.santafenm.gov/document_center/document/1393. A plan check fee will be collected at application, the remainder plus any impact fees will be collected at permit issuance.

Revisions: Plans will be reviewed for compliance and either approved or rejected. Rejected plans must be corrected for compliance and resubmitted after the initial review cycle has been completed. The applicant will receive a phone call from the Building Permit Expeditor when revisions can be accepted.

Application Tracking: Monitor the status of the application AT <http://www.santafelanduse.com/>

Homeowner's Permits: The homeowner's permit covers general, residential construction only. No more than one (1) homeowner's permit for a single-family dwelling shall be issued to the same person within any twelve (12) month period. Any person applying for a homeowner's permit must sign an affidavit issued by the State of New Mexico Construction Industries Division and the City of Santa Fe acknowledging responsibility and liability.

An examination may be taken by homeowner's who plan to perform their own electrical and plumbing work. **This applies to residential projects only.** The fee for the electrical exam is \$15.00 and the fee for the plumbing exam

Manufactured Home Placement Permit Checklist

is \$10.00. Applicants must pass the exam and submit a copy of the test to the Building Permit Division before the permit can be issued. Please contact the Inspections and Enforcement Division for testing dates, location, and other criteria at (505) 955-6646.

General Contractor Licensing: The General contract must obtain valid Santa Fe City Business License and a valid New Mexico State Contractor's License before a permit will be issued.

Permit Notification and Inspections: Once a building permit is issued, it is the responsibility of the permittee to immediately post the Building Permit Poster in a conspicuous place visible from the public way, to place the approved perforated plans and supporting documents at the site for inspectors and to schedule required inspections.

Permit Expiration/Extensions: A building permit is valid for one year from date of issuance provided construction has commenced within 180 days, otherwise, the permit becomes invalid. An extension may be granted by the Building Permit Division if requested in writing by the applicant before the permit expires.

Appeals: Appeals may be filed by any person aggrieved by any decision made by officials administering Article 14-3.17, SFCC 1987. Such appeals must be filed within thirty (30) days of issuance of the building permit.