

**REQUIREMENTS TO OBTAIN A ZONING APPROVAL FOR A CONSTRUCTION PERMIT**

CALLING FOR AN INSPECTION PRIOR TO ALL REQUIREMENTS BEING MET MAY CAUSE A DELAY REINSPECTION. TOWN OF PERALTA, CODE ENFORCEMENT DEPARTMENT.

**(505)869-2050**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Type of Structure: \_\_\_\_\_

TOP Permit # \_\_\_\_\_

- \_\_\_\_\_ 1. The following items shall be turned in with 2 sets of plans and a Multi-Purpose State Building Application.
- \_\_\_\_\_ 2. Property Identification Number obtainable from the **(County Assessor's Office)**.
- \_\_\_\_\_ 3. Plat Maps of the property: obtainable from the **(County Clerk's Office)**.
- \_\_\_\_\_ 4. Proof of Ownership, title, warranty deed or other legal documents demonstrating that the individuals(s) or corporation making certain the application is the current property owner.
- \_\_\_\_\_ 5. Site Address: \_\_\_\_\_ **(Rural Addressing Department)**.
- \_\_\_\_\_ 6. A Copy of the **Approved, Septic System Permit** (obtainable from the NM State Environmental Department 505-841-5280) **(IF THIS IS AN ADDITION OR NEW DEWLLING)**.
- \_\_\_\_\_ 7. Site plan showing where the structure will sit on the property showing the setbacks (a Minimum of 10 feet from the sides and the back; 30 feet from the front.
- \_\_\_\_\_ 8. If the property is in a **FLOOD ZONE** a Certificate of Elevation to from a surveyor is required. Please bring in a copy of the Certificate of Elevation to this office with the Multi-Purpose State Building Application, to determine how high it must be elevated, and a **2<sup>nd</sup> Certificate of Elevation after the structure is finished**.

\_\_\_\_ 9. Payment shall be made when the plans are ready to be picked up in the amount of \$35.00. **PAYMENT SHALL BE BY CARD, CHECK OR MONEY ORDER ONLY, (no cash).**

After the Zoning Review, you will need to submit plans to **Construction Industries in Albuquerque, ([nmrld.force.com](http://nmrld.force.com)), the phone # is 505-222-9813. Construction Industries Division will be doing all the Construction Inspections.**

**ALL THE ABOVE MUST BE PROVIDED BEFORE A ZONING OFFICE WILL REVIEW ANY OF THE PLANS.**

**Upon completion of the applicable requirements a Certificate of Compliance shall be issued and the address assigned.**