

# **BERNALILLO COUNTY**

Planning & Development Services  
415 Silver Ave. SW 2nd Floor  
Albuquerque, NM 87102  
(505) 314-0350 Fax: (505) 314-0480  
www.bernco.gov



## **RESIDENTIAL BUILDING PACKET**

*This packet contains:*

- Building Permit Application
- Residential Building Permit Requirements
- Residential International Energy Conservation Code (if needed)
- Homeowner's Responsibilities
- Residential Water Conservation Requirements (if needed)
- Residential Water Conservation Worksheet (if needed)



# Bernalillo County Planning & Development Services

415 Silver Ave SW 2nd Floor • Albuquerque, NM 87102 Phone  
(505) 314-0350 • Fax (505) 314-0480

## Building Permit Application

### Site Information

Site Address: \_\_\_\_\_

UPC No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Block: \_\_\_\_\_

Tract: \_\_\_\_\_ Parcel: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Address: \_\_\_\_\_

**Type of Application** Type of Permit: \_\_\_\_\_ (Official Use Only)

**Homeowner Permit**   
(Must have Homeowner Responsibility Form)

**General Contractor**   
(Provide "Contractor Information" Below)

New Construction  Addition  Modular  Alteration/Repair  Demolition

Wall (over 6')  Sign (over 6')  Solar Array  Swimming Pool

Proposed Project and use: \_\_\_\_\_

### Contractor Information

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Qualifying Party: \_\_\_\_\_ NM License No.: \_\_\_\_\_

Contact Name: \_\_\_\_\_ NM License Type: \_\_\_\_\_

Contact Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_

### Construction Data

No. of Stories: \_\_\_\_\_ Area of Footprint: \_\_\_\_\_

Valuation of Work: \_\_\_\_\_  
(Final valuation to be set by Building Official, 2015 IBC, Sec 109.3)

Area Calculations: (For Structures Proposed Under IRC)\*

Heated Area: \_\_\_\_\_

Garage Area: \_\_\_\_\_

Carport, Porches, Patios: \_\_\_\_\_

Total Area: \_\_\_\_\_

**\*For structures proposed under the IBC provide information on reverse side**

**Project Architect**

Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

**Project Engineers**

Civil: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Structural: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Electrical: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mechanical: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Plumbing: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Structure Design Information**

Occupancy Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

(If mixed occupancy, indicate each occupancy group proposed)

Area Calculations: \_\_\_\_\_

(If mixed occupancy, indicate total area of each occupancy group proposed)

Total Area of Proposed: \_\_\_\_\_

Proposed Occupant Load: \_\_\_\_\_

(If mixed occupancy, indicate proposed occupant load for each occupancy group proposed)

Total Occupant Load of Proposed: \_\_\_\_\_

**Owner Acknowledgment:**

***By signing I acknowledge that I am the owner of record for the above mentioned property, and authorize the contractor or agent listed above to make application for permit as well as to handle all things in regards to the proposed project on my property as proposed herein, and I authorize Bernalillo County staff to conduct necessary inspections on my property as related to this permit application.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

**Permit Holder:**

***I agree and I understand that the issuance of this and any subsequent permits does not prevent the Bernalillo County Public Works Division, Environmental Health Department, Fire Marshall or the Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA) from requiring additional compliance with the provisions of the respective codes and/or ordinances.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_



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## BERNALILLO COUNTY RESIDENTIAL BUILDING PERMIT REQUIREMENTS

### 1. PLANS & SPECIFICATIONS

Plans and Specifications shall be drawn to scale and prepared upon suitable paper (minimum of 11x17) and shall be of sufficient clarity to indicate in detail the location, nature and extent of the work proposed. The Applicant shall provide all information listed below, as is applicable to the proposed project, and submit one (1) copy of the plot plan and one (1) copy of all other drawings:

#### A. **PLOT PLAN:**

This plan shall provide the owners name, site address, legal description (subdivision, lot and block numbers), Uniform Property Code (UPC), distance from property lines and any existing structures to proposed construction, location of water supply and liquid waste disposal.

#### B. **FOUNDATION PLAN:**

Show the location, size, dimensions and depth below grade of all footings, piers, stem walls and retaining walls. Provide a footing section detail with dimensions of footing width and depth below grade, height above grade, size and spacing of reinforcement steel, as well as R-Value, size and depth of perimeter insulation.

#### C. **FLOOR PLAN:**

Show all rooms and label use. Indicate all door and window sizes, types and operation. Indicate all safety glazing where required, and indicate U-Factors of all windows and doors. Show the location of all smoke detectors and carbon monoxide alarms; they shall be hard wired with battery backup, inside and outside each bedroom. Show separation at garage to residence.

*Note for additions to existing: Indicate all rooms and their use that are adjacent to the proposed construction. Installation of smoke detectors and carbon monoxide alarms will also be required throughout existing portions of the residence the addition is attached to.*

#### D. **FLOOR AND ROOF FRAMING PLAN:**

Show the size, spacing and spans of all structural members (joists, girders, rafters, headers, beams and/or vigas). Indicate the lumber grade and species of all wood structural members. Provide job specific engineered truss details, and key to the framing plan. Show attachment of beams, columns and ledgers.

*Note: All wood members, such as vigas or square beams used for roof framing members or round or square log posts, used as structural members that are not of conventional dimension will require to have a lumber grading stamp and certification from the material supplier.*

#### E. **ELEVATIONS:**

Provide four (4) exterior elevations of proposed construction, show windows, doors, porches, columns, roof top height, finish floor elevation and finish grade elevations and dimensions.

#### F. **WALL SECTION:**

Show wall sections for typical interior and exterior construction, indicating depth of footing below grade and height above grade, finish grade, concrete steel reinforcement, footing dimensions, perimeter insulation, floor to ceiling dimensions, wall construction, wall insulation R-value, exterior finish, lath gauge, ceiling insulation R-value, roof decking material, roof materials and roof slope.

**G. STAIRS:**

Show step rise, run, width, height of handrails, size of handrails, spacing of intermediate rails, size of handgrip portion of the handrail and the headroom above stairs.

**H. SPECIAL DETAILS:**

Show detail of masonry fireplace construction with clearance to combustible materials (at walls and ceiling), steel reinforcement, hearth width and extension, and firebox opening (see fireplace detail example). Retaining walls exceeding four (4) feet in height are required to be designed by a registered professional.

*Note: All yard walls and retaining walls that are not part of the building must have their own permits.*

**I. ADDITIONAL DOCUMENTATION:**

In addition to the above requirements the following items must be submitted:

- a. A completed International Energy Conservation Code Residential Compliance Certificate and all supporting documentation.
- b. A Manual J HVAC equipment sizing calculation and Manual D duct sizing calculation. Both must be prepared by a qualified professional.
- c. Duct layout plan with duct sizes and outlet sizes labeled.

**2. NATURAL RESOURCES REQUIREMENTS**

**A. ONSITE WASTEWATER or CITY SEWER SERVICE:**

In areas where city sewer services are not available, the Applicant must obtain a wastewater permit from the Bernalillo County Natural Resource Services Department (NRS). This includes both conventional and alternative systems. Certain areas within Bernalillo County, particularly the valley and mountain areas may require an engineered design, due to extreme site conditions. NRS requires (10) days to review an onsite Wastewater Permit application. In areas where city sewer services are available a ABCWUA account is required.

**B. WATER SUPPLY:**

In areas where the city of Albuquerque water services (ABCWUA) or a Community water supply is not available the Water Source application will be obtained from the Natural Resource Services Department.

**3. FLOODPLAIN REQUIREMENTS**

Properties located within the 100-year floodplains indicated on the Flood Insurance Rate Maps, are required to meet minimum finish floor elevations. Those properties located near an arroyo or watercourse will require a grading and drainage plan. These plans will be subject to the review and approval of the Bernalillo County Floodplain Administrator.

**4. PUBLIC WORKS REQUIREMENTS**

**A. ACCESS AND PAVING PERMITS:**

Access permits may be required before the issuance of the Certificate of Occupancy. The Public Works Hydrologist will review the plans for access and paving requirements

**B. GRADING AND DRAINAGE PLANS:**

These plans must be submitted for construction of single family dwellings in North Albuquerque Acres and Sandia Heights and may be required for other residential construction over 500 square feet.

**C. WATER CONSERVATION REQUIREMENTS:**

A water conservation form indicating which water conservation options will be included in the construction of the building or any addition with plumbing must be submitted before a building permit is issued. Inspections of the chosen options may be required before issuance of the certificate of occupancy.

**D. STORM WATER POST-CONSTRUCTION EVALUATION FORM:**

Applicants will be required to fill out the storm water post-construction evaluation form if any activity to the land results in a change to the topography and/ or existing soil cover. Forms are available at the Planning & Development Permit Center or Public Works Natural Resources.

**5. ZONING REQUIREMENTS**

- A. A permit is required before erecting, constructing, reconstructing, altering or changing the use of any building or structure within any portion of the unincorporated are of Bernalillo County.
  
- B. Land uses are regulated by the requirements of the zone in which the property is located. Any use not designated a permissive or conditional use in the zone is specifically prohibited from that zone.

**6. IMPACT FEES**

An Impact Fee is imposed on any new construction on vacant land and additions over 500 square feet. The fees are collected by the Bernalillo County Zoning Building & Planning Department.

**7. PLAN CORRECTIONS & AUTHORIZATION**

Corrections on Architect or Engineer (A/E) certified plans shall be made only by the individual or his agent, having written authorization from the A/E. Authorization is required in written form whenever the plans are to be submitted or picked up by anyone other than the owner, contractor, architect or engineer.

**8. AGENCY ADDRESSES & OFFICE HOURS**

Bernalillo County Planning & Development Services  
111 Union Square St. SE Suite 100  
Albuquerque New Mexico 87102  
Phone: 314-0350 M-F 8:00AM-4:30PM

Bernalillo County Public Works Department  
2400 Broadway SE  
Albuquerque New Mexico 87102  
Phone: 848-1500 M-F 8:00AM-5:00PM

Bernalillo County Natural Resource Services  
111 Union Square St. SE Suite 100  
Albuquerque New Mexico 87105  
Phone: 314-0375 M-F 8:00AM-4:30PM

Bernalillo County Floodplain Administrator  
2400 Broadway SE  
Albuquerque New Mexico 87102  
Phone: 848-1514 M-F 8:00AM-5:00PM



International Energy Conservation Code

Residential Compliance Certificate

This form is based on the current adopted New Mexico Administrative Code (NMAC). It is applicable to One- and Two-Family Dwellings as well as R2, R3, and R4 buildings that are no more than three stories in height. The certificate is required to be submitted as part of the plan review package.

Address: \_\_\_\_\_

**Method or path of compliance:**

The IECC provides multiple options for compliance with minimum standards. Check the box to next to the method of compliance proposed.

- 1. *Prescriptive Path (IECC Section 402.1.1)*  
For Options 2 and 3- Please attach documentation and calculations to substantiate compliance (ex. REScheck).
- 2. U-Factor Alternative (IECC Section 402.1.4)
- 3. Total UA Alternative (IECC Section 402.1.5)
- 4. Simulated Performance Alternative. (IECC Section 405) Available to design professionals licensed in the State of New Mexico or by qualified persons approved by the Building Official.

*If the Simulated Performance Alternative is selected please attach a summary of compliance. Complete third-party documentation of compliance must be submitted at time of final inspection.*

Prescriptive Method Requirements by Component										
CLIMATE ZONE	Glazing U-Factor	Skylight U-Factor	Door U-Factor	Ceiling R-Value	Wood Frame Wall R-Value	Mass Wall R-Value	Floor R-Value	Basement Wall R-Value	Slab R-Value <sup>1</sup> and Depth	Crawl Space Wall R-Value
Metro	0.32	0.55	0.32	49	20 or 13+5	8/13	19	10/13	10, 2 ft	10/13
East Mountain	0.30	0.55	0.30	49	20 or 13+5	13/17	30	15/19	10, 2 ft	15/19

<sup>1</sup>Heated slabs, those with radiant heat or underground ducts, must have R-5 insulation under slab

**Insulation Data:**

Enter the appropriate values for the scope of work that coincides with the compliance method selected above. This data is required for all methods of compliance.

- \_\_\_\_\_ Wall R-Value (wood frame or mass)
- \_\_\_\_\_ Ceiling R-Value
- \_\_\_\_\_ Floor R-value (above unheated space)
- \_\_\_\_\_ Floor R-Value (above exterior space)
- \_\_\_\_\_ Basement Wall R-Value
- \_\_\_\_\_ Crawlspace Wall R-Value
- \_\_\_\_\_ Slab Perimeter R-Value (24" Min.)
- \_\_\_\_\_ Glazing U-Factor
- \_\_\_\_\_ Door(s) U-Factor

4.23.20

READ CAREFULLY-YOUR RIGHTS ARE AFFECTED BY OBTAINING A HOMEOWNER’S PERMIT!!!



## New Mexico Regulation and Licensing Department

### CONSTRUCTION INDUSTRIES DIVISION

BOX PO Box 25101 ▪ Santa Fe, NM 87504 ▪ Ph (505) 476-4675 ▪ Fax (505) 476-4685  
5500 5500 San Antonio Dr. NE ▪ Albuquerque, NM 87109 ▪ Ph (505) 222-9800 ▪ Fax (505) 765-5670  
505 S. 505 S. Main St., Suite 118 ▪ Las Cruces, NM 88004 ▪ Ph (575) 524-6320 ▪ Fax (575) 524-6319  
[www.rld.state.nm.us/construction](http://www.rld.state.nm.us/construction)

## HOMEOWNER PERMIT RESPONSIBILITIES AND LIABILITIES ACKNOWLEDGEMENT

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**BY OBTAINING THIS PERMIT, AS A HOMEOWNER, I ACCEPT SOLE RESPONSIBILITY AND ACKNOWLEDGE THAT I AM FULLY LIABLE FOR THE PROJECT.**

The three possible homeowner’s permits are a building permit, an electrical permit and a plumbing permit. The performance of HVAC and natural gas is not available through the homeowner’s permit.

Homeowner responsibilities and liabilities are strictly monitored and must be adhered to by a homeowner seeking a homeowner’s permit. Please read each of the following statements as each pertains to your application for the homeowner’s permit. You must place your initials on the line adjacent to each statement as an acknowledgement of your agreement that you understand and shall abide by each statement. If you do not adhere to each of the following statements, your permit will be cancelled.

Prior to applying in person for a homeowner’s permit with CID or the local permitting authority, you, as the homeowner, must obtain zoning approval from the local planning and zoning department, including floodplain determination. If you live in an area that does not have a planning and zoning department, you must obtain flood plain determination prior to applying for your permit.

### **TO BE COMPLETED BY THE LOCAL PERMITTING AUTHORITY WHEN APPROPRIATE.**

I have verified that the individual signing this document as homeowner has provided (1) proof of identity; (2) proof of ownership of the property; (3) acknowledgement of review and signing of the Instruction sheet for obtaining a homeowner’s permit AND (4) has completed all portions of this document.

\_\_\_\_\_  
Signature of local permitting authority or  
local planning & zoning authorized personnel

PDS Building Department

415 Silver Ave SW 2nd Floor

505-314-0351

permits@bernco.gov

Revised 10/27/20

After initialing each item, sign the acknowledgement before a Notary Public, present this document, proof of identity and ownership of the real property, completion of local planning & zoning documents, flood plain determination and the completed permit application package, including the instruction sheet, in person to the Authority Having Jurisdiction (AHJ) office or the local planning and zoning department. If the completed documentation is submitted to a local planning and zoning department, such documentation shall be mailed or emailed to the AHJ. The homeowner agrees and stipulates that an email submittal to the AHJ shall be considered by all parties as original signed documentation submitted to the AHJ for all intents and purposes. All completed homeowner documentation shall be kept on record by the AHJ with the permit application as proof of the responsibilities and liabilities you have assumed by applying for and obtaining a homeowner’s permit.

**THIS FORM MUST BE COMPLETED BY HOMEOWNER IN PERSON AT EITHER THE APPROPRIATE PERMITTING AUTHORITY OR THE LOCAL PLANNING AND ZONING DEPT PRIOR TO SUBMITTAL TO THE APPROPRIATE PERMITTING AUTHORITY. ALL PORTIONS MUST BE INITIALED OR THIS ACKNOWLEDGEMENT IS DEEMED INCOMPLETE AND UNACCEPTABLE!**

**Place a checkmark adjacent to the appropriate contracting you plan on completing when obtaining the homeowner’s permit.**

\_\_\_\_\_ I plan to build/construct a single-family primary residence that will be owned and occupied by me for a minimum of two years after the Certificate of Occupancy is issued. Violation of this two-year requirement may result in denial of future additional homeowner permits and/or initiation of criminal [unlicensed contracting] charges against you in accordance with the requirements of the Construction Industries Licensing Act, § 60-13-52.

\_\_\_\_\_ I plan to alter, repair, install or make improvements to my primary residence owned and occupied by me.

\_\_\_\_\_ I plan to build/construct or improve a free-standing garage or storage building located at my owned and occupied primary residence.

\_\_\_\_\_ I plan to install, alter or repair electrical wiring or plumbing systems at my owned and occupied primary residence.

I shall self-perform or subcontract each scope of work as indicated below:

- |                 |                    |                   |
|-----------------|--------------------|-------------------|
| concrete        | _____ self-perform | _____ subcontract |
| framing         | _____ self-perform | _____ subcontract |
| insulation      | _____ self-perform | _____ subcontract |
| sheetrock       | _____ self-perform | _____ subcontract |
| exterior finish | _____ self-perform | _____ subcontract |
| roofing         | _____ self-perform | _____ subcontract |
| windows         | _____ self-perform | _____ subcontract |
| doors           | _____ self-perform | _____ subcontract |
| millwork        | _____ self-perform | _____ subcontract |
| electrical      | _____ self-perform | _____ subcontract |
| plumbing        | _____ self-perform | _____ subcontract |

**Based on the scopes of work you have stated you shall self-perform and subcontract, the appropriate AHJ shall make a determination as to whether a homeowner's permit is applicable for this project and whether you qualify to perform the work to entitle you to a Homeowner's permit.**

**Read each statement and initial ONLY if you fully agree and acknowledge you will abide by and understand each responsibility and accompanying liability.**

- \_\_\_\_\_ I understand that the AHJ shall determine whether or not I am qualified to perform the work and whether I qualify for the homeowner permit.
- \_\_\_\_\_ I understand that I must self-perform with or without employees the major portion of the project based on dollar amount to be eligible for the homeowner's permit.
- \_\_\_\_\_ I understand that, by requesting and obtaining a homeowner's permit as a homeowner, I am acting as my own general builder, electrician or plumber and acknowledge I am solely responsible for my project.
- \_\_\_\_\_ I understand that my entitlement to this homeowner's permit is premised on this single-family dwelling being **owned and occupied by me** as required by statute and rule.
- \_\_\_\_\_ I understand that I am personally applying for this homeowner's permit and I cannot delegate this task to anyone.
- \_\_\_\_\_ I understand that I must comply with all provisions of the Construction Industries Licensing Act, all regulations, and building standards and codes acknowledging that I have sufficient familiarity with these laws, standards and codes to do the construction, alter and repair of my own personal residence.
- \_\_\_\_\_ I understand that my homeowner's building permit shall only be issued for the general construction portion of the work and that electrical and/or plumbing work must be performed by a properly licensed contractor unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by the electrical or plumbing department for the jurisdiction in which I am building my home and obtaining the appropriate electrical or plumbing homeowner's permit.
- \_\_\_\_\_ I understand that I must submit plans and all other required submittals for approval by the appropriate AHJ including my acknowledgement of my responsibilities to fulfill all the requirements in connection with my homeowner's permit.
- \_\_\_\_\_ I understand that, under no circumstances, can I perform HVAC or natural gas under my homeowner's permit and that I must contract appropriately licensed subcontractors to perform such work. These appropriately licensed subcontractors must obtain their own permits and call for their own inspections.
- \_\_\_\_\_ I understand that, as the homeowner obtaining the building permit I shall physically perform the work myself, hire employees to assist in the performance of the work or subcontract work.
- \_\_\_\_\_ I understand that if I obtain a homeowner plumbing or electrical permit, only I can perform the work. I am not entitled to hire employees to assist nor may I subcontract any of the plumbing or electrical work.
- \_\_\_\_\_ I understand that any portion of the construction work that I subcontract must be to licensed contractors and that each of these subcontractors must permit each scope of work separately from the Homeowner's permit. Licensed contractors are licensed business entities not individuals.
- \_\_\_\_\_ I understand that before I subcontract any scope of work, I must verify with the Construction Industries Division that the subcontractor is duly licensed in New Mexico to perform the type of work for which I intend to subcontract.

Revised 10/27/20

- \_\_\_\_\_ I understand that if I contract with a GB-02 [licensed residential contractor] or a GB-98 [licensed residential/commercial contractor] to supervise my work, to act in the capacity of a general contractor or project manager, the homeowner's permit is automatically VOIDED requiring the licensed contractor to permit the project under the contractor's license. Any violation of this requirement by the licensed contractor shall subject the contractor to disciplinary action against the contractor's license.
- \_\_\_\_\_ I understand that if I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, that individual must be my employee, I will pay the employee hourly wages and no other form of compensation, the employee shall work strictly under my direction and I shall be responsible to comply with all tax and worker's compensation legal requirements. my home, that individual will be my employee and strictly working under my direction.
- \_\_\_\_\_ I understand that if I hire an individual to assist me in this construction I shall pay this employee strictly hourly wages, no other form of compensation and be responsible for complying with all tax and worker's compensation legal requirements.
- \_\_\_\_\_ I understand I must provide my state and federal employee tax numbers and payroll records to the division, upon request.
- \_\_\_\_\_ I understand I will withhold all required state and federal taxes, including social security taxes from the wages I pay to my employee(s).
- \_\_\_\_\_ I understand that if I do not carry Worker's Compensation Insurance, I may be financially responsible if any of my employees are injured while working on my premises. This financial liability will include employee(s) for whom I may not be required to carry Worker's Compensation Insurance or injured workers hired by a subcontractor I subcontract, who does not carry his/her own worker's compensation insurance.
- \_\_\_\_\_ I understand that I must call for each and every required inspection, except those inspections permitted by my subcontractor(s). I shall make the premises accessible to all inspectors.
- \_\_\_\_\_ I understand that if an inspection results in a cited code violation, such violation must be cured within the time required by the AHJ building official or the inspector. Failure to correct is a violation of CID rules and may result in disciplinary action by the division.
- \_\_\_\_\_ I understand that for new construction all appropriate inspections, including the final, must be passed by the inspector in order to obtain a Certificate of Occupancy. The Certificate of Occupancy must be issued prior to my occupation.
- \_\_\_\_\_ I understand that if I occupy my home (or addition) prior to a final inspection, no Certificate of Occupancy shall be issued. Failure to call for a final inspection or obtain a certificate of occupancy shall result in a permanent record of such failure which may present issues in the future if I desire to sell or refinance my home.
- \_\_\_\_\_ I understand the Certificate of Occupancy shall state that my home, addition or storage building was built under a Homeowner's permit.
- \_\_\_\_\_ I understand that if I am building my own home and during the process of building, I decide not to own and/or occupy the home when it is completed, I am no longer eligible for the Homeowner's permit. At that time, I shall immediately notify the permitting AHJ who shall cancel my Homeowner's permit and I shall hire a licensed contractor to complete the work.
- \_\_\_\_\_ I understand that if I don't require each of my subcontractors to obtain their own permits, each of their contractor's bonds will not cover the work each performed and I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission. Because I have assumed the responsibility for this project that would normally have been assumed by a licensed general/electrical/plumbing contractor I also assume all liabilities as to this project.

I, \_\_\_\_\_, stipulate, acknowledge and certify that I have read each of the above statements and I understand each requirement, responsibility and liability that accompanies a Homeowner’s Permit. I agree to be bound by all applicable laws, regulations, codes, standards, requirements and responsibilities. I understand I must obtain separate permits to self-perform general building, plumbing and/or electrical work. I understand I am required to substantiate my plumbing and/or electrical knowledge to the satisfaction of the division or the appropriate AHJ. I further understand that I cannot perform HVAC or mechanical work pursuant to a homeowner’s permit. If I subcontract a licensed contractor to do any portion of this project, the contractor will apply for his/her own permit for his/her portion of the work and ensure all inspections are conducted.

By signing I acknowledge that I must submit the appropriate completed permit application and comply with all the conditions, requirements, documents and plan submittals listed in the “Building Permit Guide for Residential Construction”, which is being provided with this document. I have reviewed this Building Permit Guide for Residential Construction, and I understand and accept all the included responsibilities.

\_\_\_\_\_  
Homeowner signature  
[Must be signed and acknowledged before a Notary Public]

**SWORN AND ACKNOWLEDGED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_



## RESIDENTIAL WATER CONSERVATION MEASURES FORM For New Construction and Remodel/Additions

The [Bernalillo County Water Conservation Ordinance](#) (Section 30-241 through 30-251 of the Bernalillo County Code) requires all new residential construction in the unincorporated area of Bernalillo County to implement one of the three water conservation options below (Option 3: EPA WaterSense Fixtures is most commonly selected). All residential remodels or additions within the unincorporated area must use EPA WaterSense fixtures for any new plumbing fixtures installed. All new residential landscaping must comply with the restrictions on plants, ponds, and fountains below. The County will conduct an inspection to verify these water conservation requirements have been met prior to issuance of the Certificate of Occupancy. Please contact the Water Conservation Program at (505) 848-1500 with any questions.

### Applicant Information

Applicant Name \_\_\_\_\_ Site Address \_\_\_\_\_

### Water Conservation Measures (CHECK ONE)

- Option 1** [Bernalillo County Water Conservation Measures Worksheet](#)
- Applicant will provide worksheet demonstrating 20% reduction in indoor water use using plumbing fixtures that are more efficient than fixtures required in the 2006 Uniform Plumbing Code.
- Option 2** [Build Green New Mexico Bronze Certification](#)
- Applicant will provide proof of Build Green New Mexico certification at least the bronze level.
- Option 3** EPA WaterSense Fixtures
- All toilets will meet EPA WaterSense specifications (i.e. 1.28 gpf).
  - All bathroom faucets will meet EPA WaterSense specifications (i.e. 1.5 gpm).
  - All showerheads will meet EPA WaterSense specifications (i.e. 2.0 gpm).
  - If a dishwasher is installed by builder, it will be Energy Star qualified.
  - If a clothes washer is installed by builder, it will be Energy Star qualified.
  - Piping runs will be minimized, or other efficient hot water system design will be used.

### Restrictions on Plants, Ponds, and Fountains (CHECK BOTH FOR ANY NEW LANDSCAPING)

- High-water-use turf and plants will not exceed 1,500 sq. ft. or 10% of the landscaped area, whichever is less. If 10% of the landscaped area is less than 300 sq. ft., high-water-use turf and plants may total 300 sq. ft. ABCWUA's [Albuquerque Plant List](#) will be used to determine water requirements for plants.
- Ornamental ponds will not exceed 500 sq. ft., and ornamental fountains will not exceed 250 sq. ft.

Signature \_\_\_\_\_ Date of Certification \_\_\_\_\_

I hereby certify that the statements expressed on this form are true and correct, and it is my intent to comply with Water Conservation Ordinance requirements at the time of building construction and landscape installation, as applicable.



# COUNTY OF BERNALILLO

## HVAC Energy Load Calculations Review Affidavit

### As Adopted by the County of Bernalillo Building Ordinance

Building Permit :BRBP \_\_\_\_\_ Building Conditioned Floor Area: \_\_\_\_\_ sq.ft. Date: \_\_\_\_\_

Building Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Building Address: \_\_\_\_\_ Climate Zone: \_\_\_\_\_

Compliance Method (check all that apply):      Prescriptive Path      Trade-Off      Performance Path

**NOTE:** (Trade-Off or Performance Path approach must attach documentation)

Compliance software Used: \_\_\_\_\_

Project Type:              New Building              Existing Building Addition              Existing Building Renovation

Construction drawings and documentation available. Documentation sufficiently demonstrates energy code compliance per section 103.2 of the 2018 International Energy Conservation Code (IECC)

HVAC loads calculations that comply with section 405.6 of the IECC:

Provide the following: ● Heating system size(s): Btu: \_\_\_\_\_ K (Calculations must be provided if requested)  
● Cooling system size(s): Btu: \_\_\_\_\_ K

A permit, license, or certificate inadvertently issued in conflict with the provisions of County of Bernalillo ordinances, rules or regulations is null and void Also, a permit, license, or certificate issued based upon false or materially incorrect statement or omission in the application is null and void.

### **Design Professional / Owner Affidavit (If Applicable) ( Must be completed before submission for request for permit)**

As applicable to work performed under the associated application, I \_\_\_\_\_ certify that the above structure is designed in accordance with the minimum Energy Conservation requirements of the New Mexico Energy Conservation Code for Building(s). Note the issuance of a permit shall not be construed to be approval of any violation of adopted code.

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature (Original): \_\_\_\_\_ Printed Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**Notary Public**

\_\_\_\_\_

1-7-2019 dr

My commission expires: \_\_\_\_\_