

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 individual(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 DWELLING).
- _____ 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 located in a FLOOD ZONE a Certificate of Elevation 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 2nd 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 to the Town of Peralta shall be check, money order or credit card only).

After the Zoning Review you will need to take the plans to Construction Industries Division in Albuquerque, at 5200 Oakland Ave. NE (off of Alameda west of 125). The phone # is 222-9813. Construction Industries Division will be doing all of the Construction Inspection.

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

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