

# Application for Zoning, Site Development and/or Building Permit

Village of Ruidoso

313 Cree Meadows Drive, Ruidoso, NM 88345

Phone: 575-258-4343 x1065; Fax: 575-258-4367

The following steps must be followed in order to obtain a zoning, grading or building permit for new construction that changes the use or adds to the development footprint:

1. Submit a "Fire Hazard Rating Form" or a letter from the Village Forester (575-257-5545) waiving the requirement
2. Submit documentation from the Village Forester that the lot assessment inspection requirements have been or will be met
3. Submit 2 copies of a site development plan
  - a. Topographic map of existing and proposed conditions with minimum 5 foot contours
  - b. Spot elevations for finished grade around building
  - c. Scale accurate drawing showing location of all existing and proposed structures, walls, parking and drainage features
  - d. Location and spot elevations for ingress and egress
  - e. Height of retaining walls every 25 feet and at horizontal breaks plus spot elevations along top of wall
  - f. Width of right-of-way and pavement within right-of-way
  - g. Grade of road fronting lot
4. Submit a 911 address obtained from either the County or the Village (County, 575-648-2385 x138) (Village, 575-257-2386)
5. Submit a floodplain certification from the County if required (Curt Temple, 575-258-5934). Village floodplain certification included in review of application by Planning, Zoning & Building staff.
6. Submit evidence of compliance with stormwater requirements ([www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater)) ([www.nmenv.state.nm.us](http://www.nmenv.state.nm.us) or 505-827-2798)

Note: On-site wastewater disposal, manufactured housing, are governed by the State of New Mexico (Wastewater, 575-258-3272) (Mfg. Housing, 505-827-7070) (NM Regulation & Licensing Department, Construction Industries Division, 505-476-4700) ([www.rld.state.nm.us/cid](http://www.rld.state.nm.us/cid))

Submittal Receipt Checklist			
1.	PLOT PLAN & TOPOGRAPHY		
2.	FOUNDATION PLAN		
3.	FLOOR PLAN		
4.	ROOF FRAMING PLAN		
5.	FLOOR FRAMING PLAN		
6.	WALL CROSS SECTION		
7.	ELEVATIONS		
8.	FOREST EVALUATION		
9.	HOME OWNER SHEET		
10.	HEAT LOSS CALCS.		
11.	IMPACT FEE AGREEMENT ON NEW SERVICE		

<p><b>Forestry</b> inspection will be required before final inspection is performed. Call <b>Forestry Department for inspection at 257-5545</b></p>	<p><b>Recertification</b> will be required for block or stem walls and placement of mobile homes within the Village limits.</p>	<p><b>Excavation</b> inspection required <b>BEFORE</b> footing inspection for lots steeper than 20%. Call <b>258-4014 EXT. 2222 For Inspection</b></p>
---	---	--

**PLUMBING, ELECTRICAL AND FORESTRY INSPECTIONS MUST BE DONE BEFORE FRAMING OR FINAL INSPECTION CAN BE PERFORMED**

I (print name) \_\_\_\_\_ have read the requirements of this application and understand what is needed (sign name)\_\_\_\_\_.



# Village of Ruidoso

## BUILDING PERMIT APPLICATION

**PERMIT NO.**  
**BP-1** \_\_\_\_\_

**INSPECTION PROCEDURES FOR ALL PERMITS:** Call hot line 258-4014 or 258-4343 ask for ext. 2222, leave name, address, type of inspection, permit number and call back number. All this info **MUST** be on recorder or inspection cannot be scheduled. Inspection will be scheduled for the **NEXT** working day. **NOTE: INSPECTIONS WILL NOT BE SCHEDULED OVER THE CELL PHONE!!!**

Submittal Date \_\_\_\_\_

**NOTE: APPLICATIONS NOT FILLED OUT COMPLETELY WILL NOT BE ACCEPTED!!**

**PARCEL INFORMATION**  
 Parcel Owner# \_\_\_\_\_  
 Project Address \_\_\_\_\_  
 Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Unit \_\_\_\_\_  
 100-Y Flood Plain?  Yes  No ← if Yes, will need Flood Hazard App.  
**OWNER INFORMATION – Business:** \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Village Water?  Yes  No Well Permit # \_\_\_\_\_  
 Village Sewer?  Yes  No E.I.D. Septic# \_\_\_\_\_  
 Excavation Planned?  Yes  No Contractor VOR LIC# \_\_\_\_\_  
 Dumpsite Location \_\_\_\_\_  
**CONTRACTOR INFORMATION**      **Builder( )**    **Owner( )**  
 Name \_\_\_\_\_ Ruidoso Lic# \_\_\_\_\_  
 Company \_\_\_\_\_ NM State Lic# \_\_\_\_\_  
 Address/City/ST/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED WITH APPLICATION**

1. Two sets of building plans
2. Plot plan and topography map
3. E.I.D. Septic tank permit number
4. Well permit number
5. Heat loss Calcs.
6. If fence permit, drawing on plot plan showing location of fence

**BUILDING CLASSIFICATION CHART**

- (01) Single Family Dwelling
- (02) Res. Add/Alterations
- (03) Res. Storage Shed
- (04) Res. Garage/Carport
- (08) Res. RE-roof
- (09) Res. Fence/Retaining Wall
- (11) Res. Deck
- (20) New Commercial Building
- (21) Commercial Add/Alterations
- (32) Commercial Storage Shed
- (34) New Apartment
- (36) Hotels/Motels
- (40) Commercial Roof Repair
- (41) Commercial Fence/Retaining Wall
- (43) Commercial Deck
- (90) Other

**ALL INSPECTION MUST BE COMPLETED AND A CERTIFICATE OF OCCUPANCY ISSUED BEFORE BUILDING MAY BE OCCUPIED.**

**UNDER PENALTY OF \$500.00 FINE OR 90 DAYS IN JAIL – ORD#88-6**

**\_\_\_\_\_ VILLAGE    \_\_\_\_\_ ETZ**  
 \_\_\_\_\_ Residential    \_\_\_\_\_ Single Family  
 \_\_\_\_\_ Multi Family    \_\_\_\_\_ Mobile Home

**BUILDING**  
 PROJECT DESCRIPTION \_\_\_\_\_  
 PURPOSE (See Building Classification Chart above right) # \_\_\_\_\_  
 I – II – III – IV – V – N – A – B – 1 – 2 – 3    ← Type of Construction  
 A – B – E – F – H – I – M – R – S – U – 1 – 2 – 3 – 4 – 5 – 6 – 7    ← Occupancy Use

FLOOR AREA ( )	AREA	VALUE
_____ SFD Heated	_____ x	_____ \$92.62= \$ _____
_____ Open Deck	_____ x	_____ \$10.09= \$ _____
_____ Covered Deck	_____ x	_____ \$21.55= \$ _____
_____ Storage	_____ x	_____ \$46.98= \$ _____
_____ Basement	_____ x	_____ \$15.78= \$ _____
_____ Car Port	_____ x	_____ \$15.74= \$ _____
_____ Garage	_____ x	_____ \$35.96= \$ _____
_____ Other/Site Dev.	_____ x	_____ \$ _____
<b>_____ Total</b>	<b>_____ x</b>	<b>_____ \$ _____</b>

**ROOF only**  
 Type Installed  
 \_\_\_\_\_ 3-Tab  
 \_\_\_\_\_ Enameled  
 \_\_\_\_\_ Other \_\_\_\_\_  
 Type Removed  
 \_\_\_\_\_ 3-Tab  
 \_\_\_\_\_ Enameled  
 \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ None  
 Times over-laid \_\_\_\_\_  
 Width \_\_\_\_\_  
 X \_\_\_\_\_  
 Length \_\_\_\_\_  
 = \_\_\_\_\_  
 Total Sq. Ft. \_\_\_\_\_  
**TOTAL\$** \_\_\_\_\_

**FENCE only**  
 Type \_\_\_\_\_  
 Adjoins River/Drainage  
 \_\_\_\_\_ Yes  
 \_\_\_\_\_ No  
 Total Length \_\_\_\_\_  
 Fence Height \_\_\_\_\_  
**TOTAL\$** \_\_\_\_\_

**FEES**  
**SUBTTL \$** \_\_\_\_\_  
 ETZ \$ \_\_\_\_\_  
 Site Dev\$ \_\_\_\_\_  
 Red Tag\$ \_\_\_\_\_  
 Forestry\$ \_\_\_\_\_

**TOTAL FEES \$** \_\_\_\_\_

\_\_\_\_\_ Bid \*(optional)\*Must submit copy of BID contract \_\_\_\_\_