

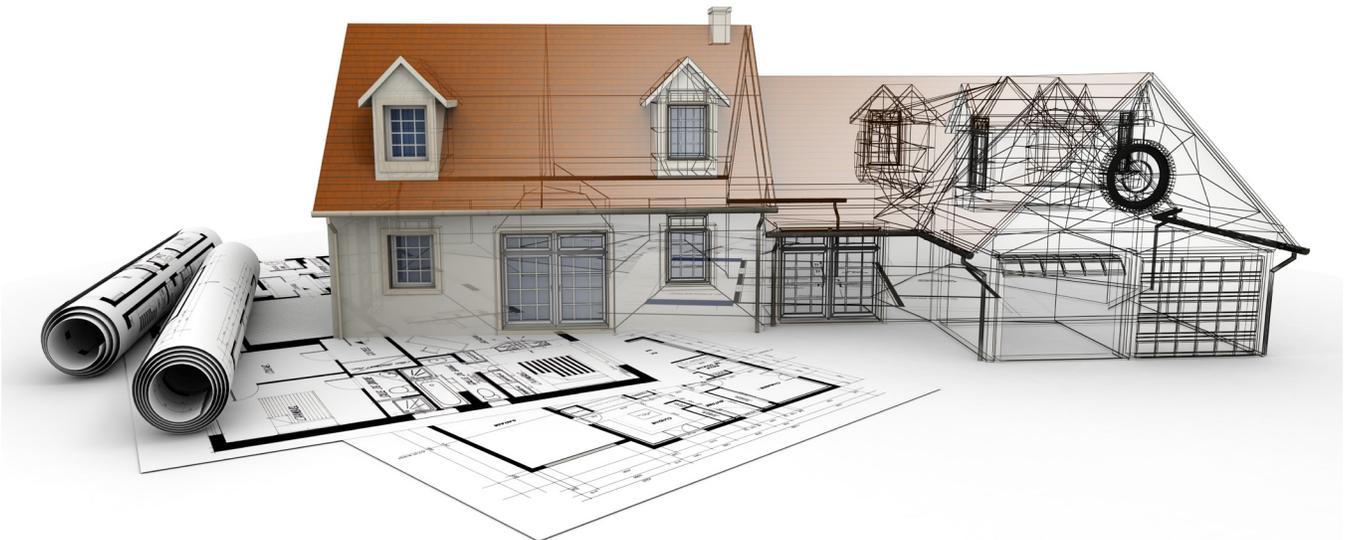
CITY OF GALLUP

PLANNING & DEVELOPMENT DEPARTMENT



HOMEOWNER'S BUILDING PERMIT APPLICATION

**New Construction, Additions, Alterations, Wall, Fence,
Demolition, Stucco, Excavation & Grading**



RESOLUTION NO. R2004-40

A RESOLUTION ESTABLISHING FEES TO BE ASSESSED FOR REVIEW ISSUANCE AND INSPECTIONS REGARDING A BUILDING PERMIT WITHIN THE MUNICIPAL BOUNDARIES

WHEREAS, the City of Gallup has adopted the New Mexico Building Code for building and structure construction, demolition and maintenance; and

WHEREAS, Ordinance No. C2004 - 40 requires the Gallup City Council to adopt a schedule of fees by resolution for the administration of the New Mexico Building Code; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GALLUP THAT:

The following schedule of building, plan check, zoning, and re – inspection fees will be used by the Planning office in the administration of Ordinance No. C2004 - 40

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$15.00
\$501.00 to \$2,000.00	\$15.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$45.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$252.50 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,000.01 to \$100,000.00	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$3,539.50 for the \$1,000,000.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
OTHER INSPECTIONS AND FEES	
Plan Check Fee	75% of building permit fee for new commercial construction.
	55% of building permit fee for new commercial additions or remodeling with a building valuation not to exceed \$50,000.00
	45% of building permit fee for all residential building permits
Zoning Check Fee	\$25.00 for All commercial permits
	\$15.00 for All residential permits
Re-inspections fees	\$25.00 per Re-Inspection

INTRODUCTION

Building permit inspections are a service provided to the public by the City of Gallup Planning & Development Department.

PHYSICAL ADDRESS

110 W. Aztec Avenue
Gallup, New Mexico 87301

MAIL ADDRESS

Post Office Box 1270
Gallup, New Mexico 87305

Telephone

(505) 863-1240 / Fax: (505) 722-5131

Office hours:

Monday through Friday from 8:00 am – 5:00 pm

*****IMPORTANT: 24 Hour Notice is Required for Inspection Requests*****

The State of New Mexico provides their own permits and inspections for plumbing, mechanical and electrical. To schedule an appointment, please call: (505) 222-9813 or (877) 243-0979.

WHEN DO I NEED A BUILDING PERMIT?

Building permits are required for:

1. New Construction
2. Remodeling Work
3. Additions to a Structure
4. Alterations or Repairs to a Structure
5. All Fences
6. Demolition Work
7. Excavation Work
8. Asphalt / Overlay
9. Stucco
10. Roof Overlay, Re-Roof and or Structural Roof Renovations

HOW DO I APPLY FOR A BUILDING PERMIT?

Complete a *Building Permit Application* (page 6); incomplete applications will not be accepted. Please read all of the information in the application package, and provide the applicable information indicated on the Building Permit Check list (pages 8 thru 10); read and complete the Homeowners Responsibilities Section (pages 12 thru 14).

HOW SOON CAN I START WORK?

Work may commence after receiving an issued building permit through the City of Gallup Planning & Development Department.

WHEN IS MY PROJECT INSPECTED?

Depending on the project, there will be various inspections required. Once the permit is issued, our staff will go through all comments with you and notify you of any and all inspections required by our Building Inspector and/or other City departments. All projects require a final inspection and must successfully pass prior to the appropriate certificate being issued.

NOTE: The City inspector will not conduct any general construction inspections until the plumbing, electrical and mechanical inspections have been passed by the New Mexico Construction Industries Division (NMCID).

Failure to obtain all required inspections will result in the permit becoming null & void, and a Certificate of Occupancy or Certificate of Completion will not be issued.

WHAT ARE THE MOST COMMON PROBLEMS ENCOUNTERED DURING THE PERMIT / ENFORCEMENT PROCESS & HOW CAN I AVOID THEM?

1. Unlicensed contractors being used for work: there is numerous liability issues for the owner should something go wrong in this type of situation. Using a licensed contractor ensures compliance as required by law.
2. The International Building Codes & International Residential Codes in addition to local codes and ordinances shall be utilized for all building permits issued.
3. Permit Cost: Fees are set by City Resolution. Payment is required for all permits. Also, there is an additional charge for Plan Checking and a Zone Check Fee included in the Permit Fee.
4. Red Tag / Stop Work Notice: The Building Inspector will stop work when the project is not in compliance or no permit is issued for a job. You'll avoid a delay to your project by complying with the appropriate codes. Any project that has been red tagged for "NO PERMIT" shall be assessed a "double fee" when a permit is acquired.
5. Zoning Ordinance: All permits must comply with the Zoning Ordinance. Call ahead to find out specific requirements and avoid disappointment.
6. Canceled permit applications will require a written letter requesting the cancellation and the plan check fee will be assessed.

USEPA LEAD - BASED PAINT RENOVATION NOTIFICATION

Permits associated with renovation, repairs, and painting in homes, pre-schools and day-care centers built before 1978 are required to notify the United States Environmental Protection Agency (USEPA) or an EPA authorized state and use certified renovators trained by approved training providers who follow safe work practices.

EPA Region 6 (South Central)

Serving Arkansas, Louisiana, New Mexico, Oklahoma, Texas and 66 Tribes

Address & Telephone

EPA Region 6 Main Office
1201 Elm Street, Suite 500
Dallas, Texas 75270

Main: (800) 887-6063

Website: www.epa.gov/aboutepa/epa-region-6-south-central

USEFUL PHONE NUMBERS

CITY OF GALLUP

Planning & Development Department: (505) 863-1240

Customer Care: (505) 863-1299

Electrical Department: (505) 863-1203

Fire Marshal / Fire Inspector: (505) 726-5448

Public Works Department: (505) 863-1290

Solid Waste Department: (505) 863-1212

Water & Wastewater Department: (505) 863-1207

Service Outage or Utility Emergencies: (505) 722-2002
(Nights, Weekends and Holidays)

OTHER AGENCIES

Century Link Residential Customers: 1(877) 837-5738

Comcast: (505) 863 – 9334

McKinley County Assessor's Office: (505) 863-3032

New Mexico Air Quality Bureau: (505) 476-4300 / (800) 224-7009

New Mexico Construction Industries Division: (505) 476-4700 / (505) 222-9800

New Mexico Department of Transportation (NMDOT)
District VI: (505) 285 – 3200 or (800) 361 – 3596

New Mexico Gas Company: (505) 697-4494 / (888) 664-2726

New Mexico One Call (*before you excavate*): 811 / 1(800) 321-2537
Excavators choose option 2

GENERAL NOTES:

1. Plans and specifications must be kept at the building or work-site at all times while the authorized work is in progress.
2. Separate State issued permits are required for plumbing, mechanical and electrical work.
3. The issuance of a building permit does not constitute the guarantee of water and sanitary sewer service. Such availability is determined by the City of Gallup Water & Wastewater Department (*See page 5*).
4. For Foundation Permits ONLY: Foundation plans must be submitted for approval before plumbing or electrical work is started. Include proposed use and type if known with the International Residential Code construction type on submittal.

ZONING:

1. Zoning approval is given for a structure site exactly as specified on the plans. The front setback is measured from the lot line (property line), which is not necessarily the curb or the edge of the sidewalk.
2. Around the perimeter of the off-street parking areas, wheel stops, curb or some similar barrier shall be installed at the ends of parking spaces.
3. Sidewalk, curb and gutter are required for all new construction and built to city standard drawings.

TERRAIN MANAGEMENT:

1. A storm drainage plan shall be submitted and approved by the City Engineer prior to the issuance of a building permit. This requirement may be waived by the City Engineer for residential development that contains an area less than one (1) acre after a determination is made that a storm drainage plan is not necessary in order to carry out the intent of this section.

INTERNATIONAL BUILDING CODES:

1. The International Residential Code and the City of Gallup Land Development Standards shall be utilized for all building permits issued.
2. Water conserving fixtures are required in all construction.

HOMEOWNER'S BUILDING PERMIT CHECKLIST

Property Owner Name: _____

Construction Site Address: _____

Description of Work (check one):

- New Residential – Go to Section I
- Residential Remodel – Go to Section II
- Demolition Permit – Go to Section III
- Excavation Permit – Go to Section IV
- Other – Go to Section V

This form will assist you in determining what construction plans and information must be submitted along with your application for a building permit.

The Planning & Development Department will NOT accept an incomplete application. Refer to Section 10-5-B-c of the Land Development Standards to determine whether a building permit is required.

NOTE: All construction, regardless of construction type, fronting along a State Highway shall contact the New Mexico Department of Transportation (NMDOT) to determine the permit requirements for work along a Highway Right-of-Way. The final inspection and Certificate of Occupancy may be held up, if all NMDOT requirements and inspections have not been met.

SECTION I – New Residential (including additions)

1. A surveyor's stamped site or plot plan drawn to scale shall contain the following information:
 - Title of the project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Location of residential dwelling with actual set backs from each property line
 - Off-street parking area (*If applicable*)
 - Design and location of access cut (*If applicable*)
 - Location of curb, gutter and sidewalk (*If applicable*)
 - Landscaping (*If applicable*)
 - Street names on all frontages (*If applicable*)
2. A utility site or plot plan containing:
 - Location of existing utilities main lines, services and appurtenances (*If applicable*)
 - Water meter location and size (*If applicable*)
 - Sewer main and manhole location (*If applicable*)
 - Electrical service entrance location (*If applicable*)
 - Electrical service size and voltage (*If applicable*)
3. Building floor plan and elevations drawn to scale
 - Floor framing plan
 - Roof framing plan
 - Foundation plan
 - Wall framing plan with elevations (*If applicable*)
 - Existing floor plans

SECTION I – New Residential (including additions)- CONT.

4. Storm drainage and grading plan. (*Exceed one acre - If Applicable*)
5. Submit a written scope of work outlining project details.
6. Plans requiring revision will be returned & a new revised set and PDF will be required

SECTION II – Residential Remodel (Interior / Exterior)

1. Building floor areas and elevations drawn to scale and existing.
2. A utility site or plot plan containing:
 - Electrical service entrance location
 - Electrical service size and voltage
3. Floor plan.
4. Roof framing plan.
5. Wall framing plan with elevations.
6. Detailed fixtures for electrical, plumbing and mechanical.
7. Submit a written scope of work outlining project details.
8. Plans requiring revision will be returned & a new revised set & PDF will be required.

SECTION III – Demolition Permit

1. Traffic control plan (if street is to be closed).
2. Dust and debris control plan.
3. Residential demo requires reporting to the New Mexico Air Quality Bureau (*See page 4*).
4. Site plan shall show structure to be demolished and existing structure to remain.
5. Interior demolition floor plan showing any structural changes.
6. Submit a written scope of work outlining project details.
7. Plans requiring revision will be returned & a new revised set & PDF will be required.

NOTE: No illegal dumping is permitted within City or County boundaries. Debris must be deposited at an approved dumping site & copies of dumping tickets must provide to building inspector at final inspection

SECTION IV – Excavations / Grading (on – site)

1. A site or plot plan (drawn to scale) stamped by a NM licensed architect/engineer containing the following information:
 - Title of project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Design and location of access cut
 - Location of access, curb, gutter and sidewalks
 - Grading and drainage plan with calculations performed and stamped by a professional NM Engineer
 - Sewer construction permits are required prior to performing work on city sewer mains or city manholes
2. Submit a written scope of work outlining project details
3. Plans requiring revision will be returned & a new revised set & PDF will be required.

NOTE: BEFORE you excavate call New Mexico One Call 811 or (800) 321 - 2537

SECTION V – Other Types of Permits

1. Fence - A surveyor's stamped site or plot plan drawn to scale shall contain the following information:
 - A site plan / survey (drawn to scale) showing location of fence and easement
 - List of fence materials
 - Indicate fence height
 - Indicate fence lengths
 - Submit a written scope of work outlining project details
2. Stucco
 - Complete and submit Request for Building Permit application
 - Submit a written scope of work outlining project details
3. Re-Roofing
 - Complete a Re-Roof Permit Application



HOMEOWNER'S PERMIT APPLICATION

INSTRUCTIONS FOR OBTAINING A HOMEOWNER'S PERMIT

In order to qualify for a Homeowner's Permit the City of Gallup Planning & Development Department will verify that the homeowner has properly completed the Acknowledgement Form and in order to fully understand his/her responsibilities and liabilities in assuming the project, the homeowner must appear in person either at City of Gallup Planning & Development Department and provide the following information:

1. This Acknowledgement & Instruction sheet must be signed and acknowledged as accepting all responsibilities and liabilities by the homeowner in person at the City of Gallup Planning & Development Department.
2. Proof of identity and proof of ownership of the property for which a permit is sought. Proof of identity may include current driver's license; Proof of ownership of the property may include a deed, real estate contract, or such other proof as acceptable to the division.

THE HOMEOWNER PERMIT RESPONSIBILITIES AND LIABILITIES ACKNOWLEDGEMENT FORM MUST BE SIGNED AND NOTARIZED!!!

I, _____ state and certify that I have read this instruction sheet completely, that I understand what I must do in order to obtain a homeowner's permit, and agree that I shall comply with the requirements.

Signature

Print Name

Mailing Address

City / State / Zip Code

Telephone Number

E-Mail Address

FOR OFFICIAL USE ONLY

[DATE RECEIVED]

DO NOT WRITE IN THIS BOX



HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone. Please read each of the following statements. If you agree with a statement and your answer is "YES", then circle the appropriate answer. If you do not answer "YES" to every statement, you should seriously reconsider applying for a Homeowner's Permit.

After marking each item and signing this form in the presence of a notary public, you are required to submit this checklist with your Building Permit application package. This signed checklist will be kept on record with the permit application as proof of your assumption of the risks and liabilities associated with a Homeowner's Permit. Call or visit the City of Gallup Planning Office as to other required submittals.

SELECT FROM THE FOLLOWING:

- I plan to build a single-family home that will be owned and occupied by myself.
- I plan to alter, repair and or make improvements to a home owned and occupied by me.
- I plan to build or improve a free-standing storage building 120 sq. ft. or more located on my residential property.
- I plan to erect a privacy fence or add to an existing fence located on my residential property

Read each statement then answer accordingly if you agree circle "YES" or disagree circle "NO". If you do not answer "YES" to every single statement, you should seriously re-consider applying for a Homeowner's Permit.

YES NO	I understand I must apply for my Homeowner's Permit by myself and cannot delegate this task to anyone.
YES NO	I am familiar with the construction process and know enough about building to be my own homeowner-builder.
YES NO	I am familiar with the New Mexico Building Code, the Construction Industries Licensing Act, the Construction Industries Division Rules & Regulations, and the building requirements of the City of Gallup.
YES NO	I will comply with all applicable building codes and requirements.
YES NO	I will call for inspections at the appropriate times and will make my premises accessible to the inspector.
YES NO	I understand that a re-inspection and a re-inspection fee will be required if any work does not meet code and/or I call for an inspection when the work is no ready and/or the work to be inspected is not accessible to the inspector.
YES NO	I understand that by taking out a Homeowner's Permit, I am acting as my own homeowner-builder
YES NO	I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work. Licensed subcontractors will be responsible for their work, which also must be permitted separately.
YES NO	I understand that before I hire any subcontractor, I must verify with the Construction Industries Division that he/she is duly licensed in New Mexico to perform the type of work for which I intend to hire him/her for.
YES NO	I understand that, as the homeowner-builder, I may physically do the work myself and/or hire employees
YES NO	If I hire anyone (besides a licensed subcontractor) to assist me in the building, altering or repairing, I understand that person will be my employee and under my direction.
YES NO	I will pay hourly wages to my employee(s) and will offer no other form of compensation.
YES NO	If I hire an employee(s), I understand I must have or must secure, my owner State and Federal employer tax identification numbers.
YES NO	I will make my State and Federal Employer tax identification numbers available to the Building Inspector upon request.
YES NO	I will withhold all required State and Federal Taxes, Social Security, etc. from the wages I pay to my employees.
YES NO	I will make my payroll records available to my inspector upon his/her request.
YES NO	I understand that I must carry Worker's Compensation Insurance if I employ a total of three or more persons (not including subcontractors).
YES NO	I understand that if I have less than three employees, I may carry Work's Compensation insurance, but not required to do so.



**HOMEOWNER’S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR
CONSTRUCTION MADE TO A RESIDENTIAL BUILDING**

Read each statement then answer accordingly if you agree circle “YES” or disagree circle “NO”. If you do not answer “YES” to every single statement, you should seriously re-consider applying for a Homeowner’s Permit.

YES NO	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 was not required to carry Worker’s Compensation Insurance.
YES NO	If I hire a subcontractor and he does not carry Worker’s Compensation Insurance, I understand I may be financially responsible if any of his workers are injured while working on my premises.
YES NO	If I hire a “Construction Manager” or “Superintendent” or “Foreman” to oversee my work, I understand such person will be my employee, and I will pay him hourly wages and no other form of compensation
YES NO	If I hire a “Construction Manager” or “Superintendent” or “Foreman” to oversee my work, I understand that, as the homeowner-building, I am still the responsible party for compliance with all building codes and construction requirements and for the quality and completion of all contracting work performed under my Homeowner’s Permit by my subcontractor(s), employee(s), and me.
YES NO	If I hire a GB-2 or GB-98 licensed contractor to supervise my work, I must void my Homeowner’s Permit. The licensed contractor must permit the project under his/her own license.
YES NO	I understand that if I do not want to be responsible for the quality and completion of all work on my home and for compliance with all building codes, and construction requirements, I should not obtain a Homeowner’s Permit. Rather, I should hire a licensed general contractor to take over those responsibilities.
YES NO	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 understand I am no longer eligible for a Homeowner’s Permit. At that time, I will immediately cancel my Homeowner’s Permit and hire a licensed general contractor to complete the work.
YES NO	I understand that my Homeowner’s Permit is only for general construction building. Any electrical, mechanical or plumbing work must be permitted separately.
YES NO	I understand electrical and/or a properly licensed contractor must perform plumbing work unless I have demonstrated my ability to do such work by passing a homeowner’s examination administered by the electrical or plumbing inspected for the jurisdiction in which I am building my home. This includes: (1) Having my submitted plans approved; and (2) obtaining all required permits and calling for all final inspections.
YES NO	I understand that under no circumstances, can I perform HVAC or natural gas work under my Homeowner’s Permit, and I must hire an appropriately licensed subcontractor who will obtain his own permit for performing such work.
YES NO	I understand that if I hire a subcontractor to do this electrical and/or plumbing work, that subcontractor must obtain his own permit for his portion of the work.
YES NO	I understand that if I do not cure any cited code violations within ninety (90) days, I am subject to violations and penalties as defined in the Municipal Code.
YES NO	I understand that if I fail to call for a final inspection, I am subject to violations and penalties as defined in the Municipal Code.
YES NO	I understand that I must call for and pass all required inspections, including a Final Inspection, in order to obtain a Certificate of Occupancy or a Certificate of Completion.
YES NO	I understand the law requires I may not occupy my home (or addition to my home) until a Certificate of Occupancy has been issued by our general construction inspector.
YES NO	I understand that if I disregard the law and occupy my home (or addition) prior to final inspection, no Certificate of Occupancy will be issued to me after final inspection or at any time in the future.
YES NO	I understand that I may have difficulty in closing on a construction loan, refinancing my home or selling my home in the future if I do not follow all laws and procedures and obtain a Certificate of Occupancy or Certificate of Completion.
YES NO	I understand that Certificate of Occupancy will clearly state my home (or addition) was built under a Homeowner’s Permit.
YES NO	I understand that I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission or the City of Gallup because I have assumed the responsibilities for this project that would have normally been assumed by a licensed general contractor.



HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR
CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

I, _____, certify that I have read and reviewed the aforementioned statements and understand the requirements and responsibilities that accompany a Homeowner's Permit. I agree to be bound by all applicable codes, laws, rules, regulations, requirements and responsibilities. I understand I cannot perform any electrical, mechanical or plumbing work under this permit. If I hire a licensed contractor to do any portion of this project; the contractor will apply for his/her own permit for this portion of the work. Furthermore, per **New Mexico Administrative Code §14.5.2.18 A. Homeowner's Permit**, I understand and affirm that by applying for a homeowner's permit, it may not be used to cover construction of any structure, or installations within any structure, or construction of part of a structure, where the homeowner will not personally reside.

Signature of Homeowner

(Homeowner Signature must be signed before a notary witness)

State of New Mexico

County of _____

This instrument was acknowledged before me on the _____ of _____, 20 _____

By _____.

Signature of Notarial Officer

[SEAL]

My Commission Expires: _____

**NOTE: This signed copy is to be attached to the Homeowner's Permit application.
A photocopy is to be given to the homeowner named above.**