



# CITY OF ALBUQUERQUE

## Planning Department

### Building and Safety

#### **MANUFACTURED HOME FOUNDATIONS AND UTILITIES** **Plans & Permit Information**

**Permits to move and place a manufacture home on a permanent foundation on a city lot must be obtained through the New Mexico Manufacturing Housing Division (505) 222-9870.**

**Zoning approval must be obtained prior to applying for a foundation permit. Submit two (2) sets of plans including a notarized Manufactured Home Certification Form plus 1 extra site plan and water conservation sheet. Use good quality paper minimum 8 ½" x 11" (all text and drawings must be legible). All plans must be submitted in ink, xerox copies or prints, drawn to scale. All plans shall clearly indicate the nature, extent of work and conform to all current adopted codes including state, local, and technical codes.**

The plans include the following data:

1. **SITE PLAN:**

Provide a dimensioned site plan showing the legal description, location of the home, setbacks and the site utilities (the private service lines for water and sewer and electric) including the meter locations. Provide directional orientation (north, south, east or west).

2. **WATER CONSERVATION SHEET:**

Landscape information (Available at the Building permit and Zoning Counter)

3. **ELEVATION PLAN / PERIMETER ENCLOSURE:**

Height of building. The manufactured home installation must include a perimeter enclosure, which matches the design of the manufactured home's appearance.

4. **PERMITS AND INSPECTIONS:**

Permits and inspections are required from Building & Safety for the sewer yards lines, the water yard lines, and the complete electrical service.

5. **APPLICATION FOR WATER AND SEWER LINES (505-924-3310):**

A person holding a MM-98, MM-1 or MS-1 or the homeowner may obtain a water service line and house sewer permit, a homeowner's test is required. If a sewer tap is to be made, then someone holding a GF-9 must first obtain a tapping permit from Public Works and then a tapping permit from Building & Safety Division.

6. **ELECTRICAL PERMITS (505-924-3311):**

Someone holding EE-98, ER-1 or the homeowner may obtain an electrical service permit, a homeowner's test is required. **(Homeowners must own both the home and the property)**. Contractors must also be registered with Manufactured Housing Division.

7. **BUILDING PERMITS (505-924-3964):**

Building & Safety will issue permits for all on site stick built structures, porches, garages or any other addition to the manufactured housing unit. See handout for residential additions for list of required plans.