

BERNALILLO COUNTY

Zoning, Building & Planning
 111 Union Square SE, Suite 100
 Albuquerque, NM 87102
 (505) 314-0350 Fax: (505) 314-0480
 www.bernco.gov



ZONING

MANUFACTURED HOME/ MOBILE HOME PERMIT

OWNER		PHONE
MAILING ADDRESS	CITY	ZIP

APPLICANT		PHONE
MAILING ADDRESS	CITY	ZIP

SITE ADDRESS		
DIRECTIONS		
LEGAL DESCRIPTION		
MAP #	CURRENT ZONE(S)	PROPERTY SIZE IN ACREAGE
UPC #		
WARRANTY/DEED DOCUMENT REGISTRATION NUMBER		
TITLE AND REGISTRATION INFORMATION		VIN#

SCOPE OF WORK SQUARE FOOTAGE FOR PROJECT _____ <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> MANUFACTURED HOME (864 sf min.)	Fees: Manufactured Home - \$70.00 Mobile Home - \$50.00 to \$75.00* *Based on square footage.
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DETAILED INFORMATION	PUBLIC WORKS DIVISION <input type="checkbox"/> Access <input type="checkbox"/> Driveway <input type="checkbox"/> Flood Plain <input type="checkbox"/> Drainage	NATURAL RESOURCES SERVICES <input type="checkbox"/> Water <input type="checkbox"/> Wastewater
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I hereby acknowledge that I have read this entire application and affirm that all of the provided information is correct. I agree to comply with the requirements of Bernalillo County and the State of New Mexico as outlined in all applicable laws, ordinances and regulations.

Printed Name
Signature
Date

REQUIREMENTS for a PLACEMENT PERMIT APPLICATION (ZNPH)

MANUFACTURED HOME or MOBILE HOME

Items below must be provided and/or completed AT TIME of application submittal:

_____ **Owner Authorization**, if applicable.

_____ **Site plan**, drawn to scale, showing the following:

- North Arrow
- All property lines; with dimensions
- All adjacent right-of-ways
- All easements; with dimensions
- Proposed placement of Manufactured Home or Mobile Home
- All structures/buildings
- All setbacks with dimensions
- Location of any existing water well and/or septic system

_____ **Public Works approval** 2400 Broadway Blvd SE Albuquerque, NM 87105 Phone: 848-1500

- Adequate Access (Access Permit and Fees may be required)
- Driveway (Driveway Permit and Fees may be required)
- Flood Plain (Flood Plain Permit and Fees may be required)
- Drainage

_____ **Natural Resources Services** 111 Union Square St. SE 3rd floor Albuquerque, NM 87102 Phone: 314-0310

- Copy of Water (ABCWUA) or Well Permit if municipal water is not available; Fees)
- Copy of Wastewater (ABCWUA) or Septic Permit if municipal permit is not available; Fees)

_____ The mobile home is _____ square feet.

_____ The manufactured home is _____ square feet. (Must be at least 864 SFt)

_____ Impact Fee assessment (Waiver Form if applicable)

_____ Copy of Foundation Permit (Manufactured Housing Div. 269-6707) Not required in Zones A2 or MH

_____ Copy of Zone Code II or III from Manufacturer (Thermal Requirement) Not required in Zones A2 or MH

_____ (a) For a New Manufactured home- purchase agreement, registration or title
OR

_____ (b) For a Used manufactured home- registration, title, or information on the home provided by Manufacture housing or the manufacturer.

_____ Deed or Real Estate Contract for the property

_____ \$70.00 Placement Permit Application fee (not to include impact fee)

_____ I understand that my manufactured home must be skirted with approved materials and venting for manufactured housing within 180 days from placement on the property.
_____ (applicant signature and date)

_____ I acknowledge that I must follow the procedures of the County Assessor's Office If I need to request a Tax Release. _____ (applicant signature and date)

_____ I acknowledge that I must follow the procedures of the County Treasurer's Office to retain a Moving Permit. _____ (applicant signature and date)

_____ I have reviewed and understand the **Requirements for Obtaining a Manufactured Home Placement Permit.** _____ (applicant signature and date)

Items below must be completed AFTER Placement Permit request:

Additional department approvals

- _____ Placement permit obtained by Manufactured Housing Division
- _____ Gas line inspection and permit. (Manufactured Housing Division does inspection on all gas lines.)
- _____ Bernalillo County Electrical permit for the property pedestal (Manufactured Housing Division does inspection from pedestal to home.)
- _____ Bernalillo County Plumbing permits for sewer and water yard lines.

_____ **Tax Release request (County Assessors)**

Any of the following documents will be needed when property owners/Agents request a tax release:

- Copy of the Manufactured Home title
- Copy of the Manufactured Home Certificate of Registration
- Manufactured Home Statement of Origen (MSO)
- VIN Inspection w/ surety bond

_____ **Moving permit (County Treasurer's Office)**

CONTACT INFORMATION

Bernalillo County Public Works Department

2400 Broadway Blvd SE N
Albuquerque New Mexico 87105
Phone: 848-1500

Bernalillo County Natural Resources Services and Review

111 Union Square St. SE 3rd floor
Albuquerque New Mexico 87102
Phone: 314-0310

Albuquerque Bernalillo Water Utility Authority

One Civic Plaza NW, 5th and Marquette
1st Floor
Albuquerque, NM 87102
Phone: 842-WATR (9287)

Manufactured Housing Division

5200 Oakland Ave. NE
Albuquerque New Mexico 87113
Joseph Aragon
Phone: 269-6707

Bernalillo County Assessors

501 Tijeras NW
Albuquerque, New Mexico 87102
Main Phone: 222-3700
Manufactured Home Supervisor
Phone: 505 222-3740
Fax: 505 222-3770
E-mail: rocmartinez@bernco.gov

Bernalillo County Treasurer

One Civic Plaza NW, 5th and Marquette
Basement
Albuquerque, New Mexico 87102
Phone: 468-7031

County Clerks

One Civic Plaza NW
6th Floor in Filing & Recording
Albuquerque, NM 87102
PH- (505) 468-1290
FAX- (505) 768-4190

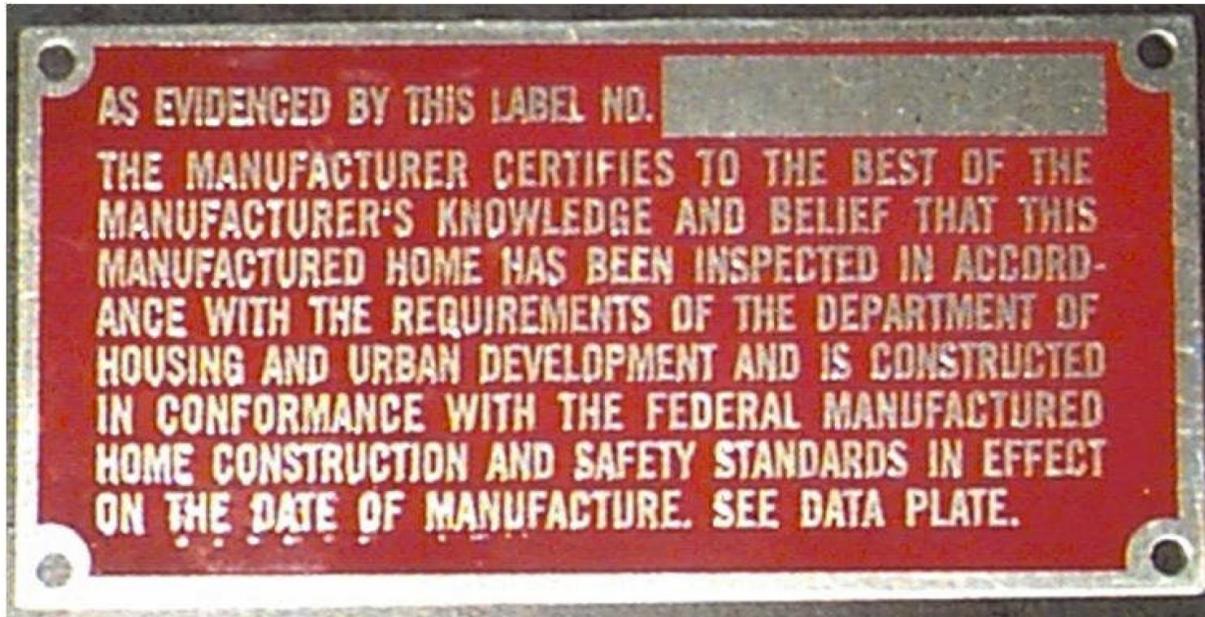
Website for information on "Home as real property"
<http://www.bernco.gov/upload/images/assessor/mfghomes.pdf>

What is a manufactured home?

A manufactured home (formerly known as a mobile home) is built to the Manufactured Home Construction and Safety Standards (HUD Code) and displays a red certification label on the exterior of each transportable section. Manufactured homes are built in the controlled environment of a manufacturing plant and are transported in one or more sections on a permanent chassis.

All manufactured homes must have an affixed HUD seal (s) located on the outside of the home. If the home is a multi-wide unit, each unit must have a seal. These seals will be numbered sequentially. The actual label affixed in the factory is red in color with dimensions of 2 inches by 4 inches. HUD does not reissue labels that have been removed or missing from the home.

SAMPLE HUD SEAL



What is the difference between manufactured and modular homes? Manufactured homes are constructed according to a code administered by the U.S. Department of Housing and Urban Development (HUD Code). The HUD Code, unlike conventional building codes, requires manufactured homes to be constructed on a permanent chassis. Modular homes are constructed to the same state, local or regional building codes as site-built homes. Other types of systems-built homes include panelized wall systems, log homes, structural insulated panels, and insulating concrete forms.
<http://portal.hud.gov/hudportal/HUD>

Plan: Number _____

Date of Manufacture: HUD Label No. (s) _____

Manufacturer's Serial Number and Model Unit Designation _____

Design Approval by (D.A.P.I.A.) _____

This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture.
(For additional information, consult owner's manual.)

The factory installed equipment includes:

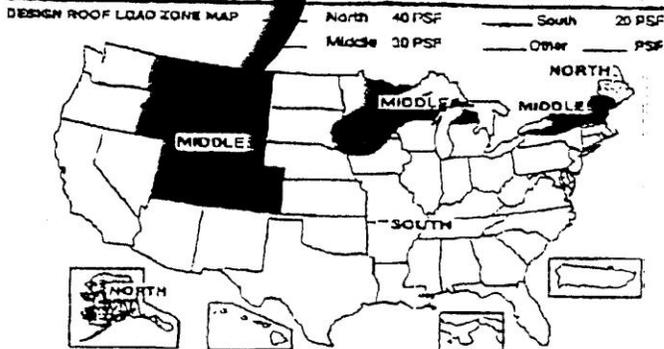
Equipment	Manufacturer	Model Designation
For heating		
For air cooling		
For cooking		
Refrigerator		
Water Heater		
Washer		
Clothes Dryer		
Dishwasher		
Garbage Disposal		
Fireplace		

SMOKE DETC.

HOME CONSTRUCTED FOR Zone I Zone II Zone III

This home has not been designed for the higher wind pressure and anchoring requirements for oceanfront areas and should not be located within 1500' of the coastline in Wind Zones I and II and the home and its anchoring and foundation system have been designed for the requirements specified for Exposure D in ANSI/ASCE 7-88.

This home has not been equipped with storm shutters for windows and exterior door openings. For homes designed to the location specified in the instructions, it is recommended that the home be made ready to be equipped with the shutters in accordance with the instructions provided in the printed instructions.



II of III

within U/O value zone. (See map in bottom)
Heating equipment manufacturer and model (See list at left).
The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of _____ °F.
To maximize furnace operating economy, and to conserve energy, it is recommended that the home be installed where the outdoor winter design temperature (91/2%) is not higher than _____ degrees Fahrenheit.
The above information has been calculated assuming a maximum wind velocity of 13 mph at standard atmospheric pressure.

COMFORT COOLING

Air conditioner provided at factory (Alternative I)
Air conditioner manufacturer and model (See list at left).
Cooled capacity _____ B.T.U./hr. in accordance with the appropriate air conditioning and refrigeration Institute standards.
The central air conditioning system provided in this home has been sized assuming an orientation of the front (hall) end of the home facing _____ °. On the basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are _____ °F and _____ °F wet bulb.
The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows of this home to direct radiant heat. Therefore, the home's heat gains will vary depending upon its orientation to the East and any permanent shading provided. Information concerning the calculation of cooling loads at various locations, window exposures and shading devices is given in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.
Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.
 Air conditioner provided at factory (Alternative II)
The air conditioning system of this home is designed for the installed central air conditioning system.
The capacity of the system installed in this home is _____ B.T.U./hr. rated capacity which is designed in accordance with the appropriate air conditioning and refrigeration Institute standards, when the design conditions of moist air conditions are based on 8.5 in. wet bulb and 65 in. dry bulb for the cooling coil and based on the manufacturer's design capacity air duct system.
Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this manufactured home.
 Air conditioning not recommended (Alternative III)
The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.
To obtain the required capacity of equipment to cool a home efficiently and economically, a cooling load calculation is required. The cooling load is dependent on the orientation, location, and structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals 1989 edition, once the location and orientation are known.

INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Walls (without windows and doors) _____ U

Ceilings and roofs of light color _____ U

Ceilings and roofs of dark color _____ U

Floors _____ U

Air ducts in floor _____ U

Air ducts in ceiling _____ U

Air ducts installed outside the home _____ U

The following are the duct areas in this home:

Air ducts in floor _____ sq. ft.

Air ducts in ceiling _____ sq. ft.

Air ducts outside the home _____ sq. ft.

79



SAMPLE SITE PLAN Scale: 1"=20'

ADDRESS: 1020 FOREST RD NW

PROPERTY OWNER: L. HERNANDEZ

PROJECT: 960 SF MOBILE HOME (60X16)

- ALL STRUCTURES AND PROPOSED
- SETBACKS
- STRUCTURE DIMENSIONS
- STREET NAMES
- NORTH ARROW
- PROPERTY LINE
- SCALE

PROPERTY LINE

* M-H SETBACKS

-FRONT YARD SETBACK: MINIMUM 20'.

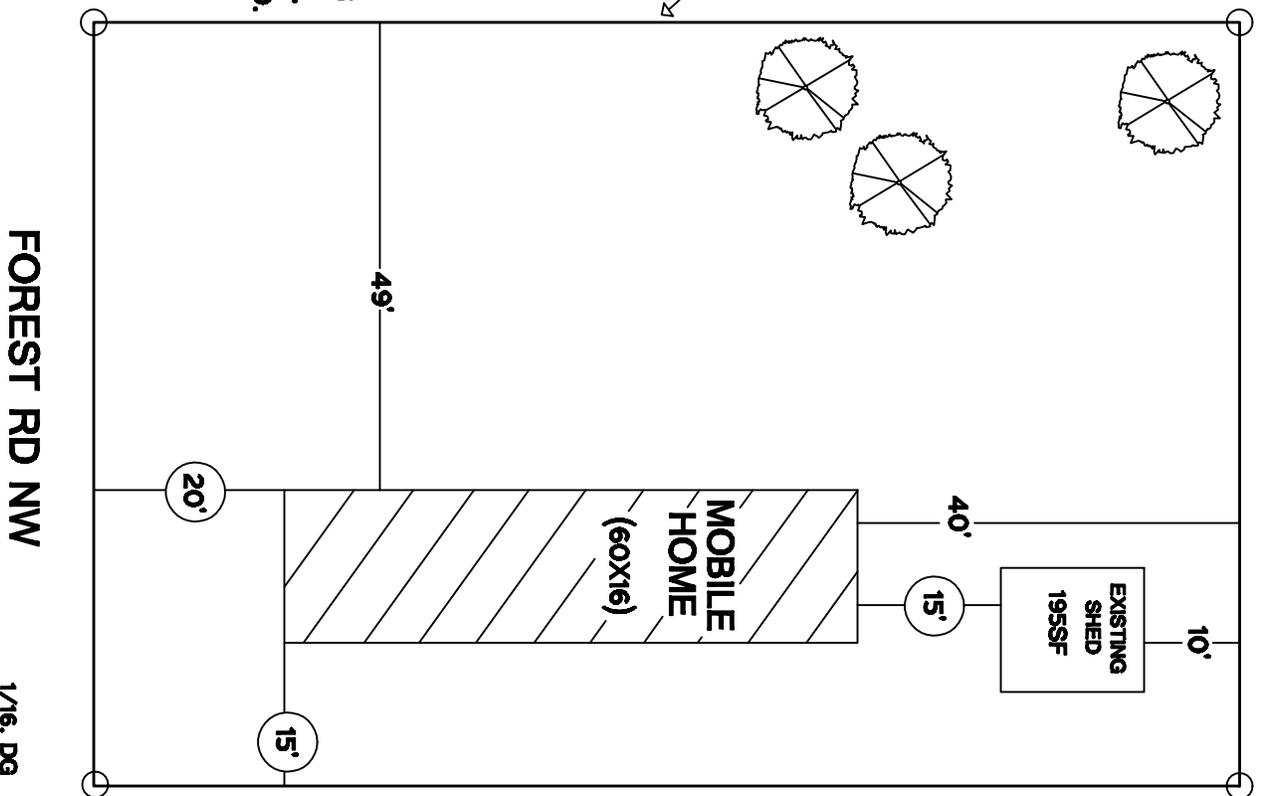
-REAR YARD SETBACK: MINIMUM 15' (FOR DWELLING ONLY).

-SIDE YARD SETBACKS: NO LESS THAN 15' ON BOTH SIDES

-DETACHED ACC. STRUCTURE: 15' MIN SETBACK FROM MH.

↳ 5' MIN. FROM SIDE/REAR YARD.

NOTE: NO ADDITIONS OR ATTACHMENTS SHALL BE MADE TO MOBILE HOME.



FOREST RD NW

1/16, DG