

# 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

PROPERTY 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	Type of Foundation	Applicant Initials
TITLE AND REGISTRATION INFORMATION		VIN/SERIAL#

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*  <i>*Based on Square Footage</i>
DETAILED INFORMATION	PUBLIC WORKS DIVISION <input type="checkbox"/> Access <input type="checkbox"/> Driveway <input type="checkbox"/> Floodplain <input type="checkbox"/> Drainage	NATURAL RESOURCES SERVICES <input type="checkbox"/> Water <input type="checkbox"/> Wastewater	

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

Please prepare the following documents and approvals prior to submitting this application.

\_\_\_\_\_ **Owner Authorization, Deed or Real Estate Contract** for the property, 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 1st floor Albuquerque, NM 87102 Phone: 314-0375

- 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. (Min.:36'x24' heated/ 864 SFt)

\_\_\_\_\_ Impact Fees (Impact Fee Waiver if applicable)

\_\_\_\_\_ \$50.00 to \$75.00 Placement Permit Application fee (Does not include impact fees.)

### **The Following are Required for Manufactured Homes Only:**

\_\_\_\_\_ (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 Manufactured housing or the Home Manufacturer.

\_\_\_\_\_ Copy of Foundation Permit (Manufactured Housing Div. 269-6707) \*\*

\_\_\_\_\_ Copy of Thermal Zone Code II or III Data Sheet (Obtained from the Manufacturer)

Please **DATE** and **SIGN** the following:

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that I must follow the procedures of the County Assessor's Office If I need to request a Tax Release.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that I must follow the procedures of the County Treasurer's Office to retain a Moving Permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed and understand the **Requirements for Obtaining a Manufactured Home Placement Permit.**

Signature \_\_\_\_\_ 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 Assessor's Department to ask about Permanent Foundation permit requirement for Real Property. Website for information on "Home as Real Property"**

<http://www.bernco.gov/upload/images/assessor/mfghomes.pdf>

Consult with your Bank or Mortgage company regarding requirements for Permanent Foundation.

## **CONTACT INFORMATION**

### **Bernalillo County Public Works Department**

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

### **Bernalillo County Natural Resources Services and Review**

111 Union Square St. SE 1st floor  
Albuquerque New Mexico 87102  
Phone: 314-0375

### **Albuquerque Bernalillo Water Utility Authority**

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

### **Manufactured Housing Division**

5500 San Antonio DR. NE  
Albuquerque New Mexico 87109  
Phone: (505) 222-9870

### **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](mailto:rocmartinez@bernco.gov)

### **Bernalillo County Treasurer**

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

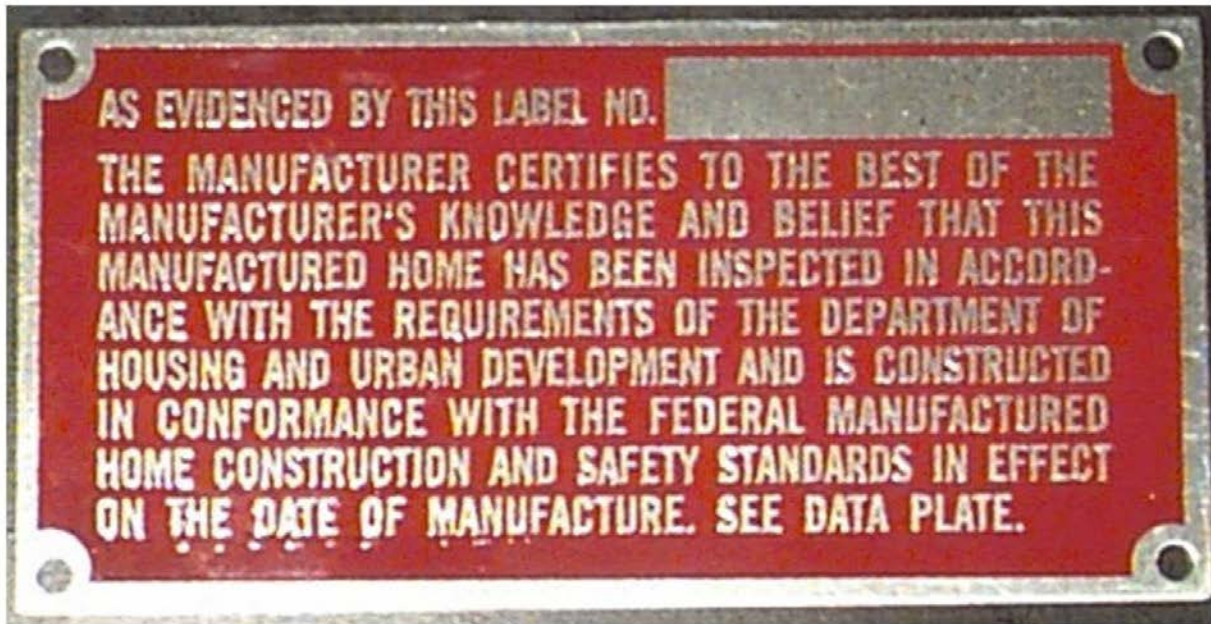
### **County Clerks**

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

## 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>

**Home Values for Used Manufactured Homes can be purchased at the following URL:**

<http://www.nadaguides.com/Manufactured-Homes>

Plant 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

The home has not been designed for the higher wind pressure and anchoring requirements for commercial areas and should not be located within 100' 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 Category D in ANSI/ASCE 7-88.

This home has been equipped with steam heat and hot water for residential use. For residential and exterior door openings, for homes designed to be installed in areas where the ground is not provided with shutoff or frost-free devices, it is advised that the home be made ready to be equipped with these devices in accordance with the instructions recommended in manufacturers printed instructions.



with U/O value zone II or III (See map on battery heating equipment manufacturer and model sheet as well). The above heating equipment has the capacity to maintain an average 70° F temperature in this home standard conditions of 70° F.

To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (97 1/2%) 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 (Alternate I)

Air conditioner manufacturer and model (see 881 at end).

Cooling capacity \_\_\_\_\_ B.T.U./hour 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 (facing) end of the home facing \_\_\_\_\_. On the basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ by wet bulb.

The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows to the sun and any permanent shading devices. Information concerning the location 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.

It may be necessary to calculate cooling loads at various locations and orientations to provide the special orientation cooling information provided with this home.

Air conditioner provided at factory (Alternate II)

The air conditioning system of this home is sized for the installed central air conditioning system.

Supply air distribution system installed in this home is \_\_\_\_\_ manufactured home cooling air conditioner system of 140 \_\_\_\_\_ B.T.U./hour rated capacity which are sized in accordance with the appropriate air conditioning and refrigeration institute standards, where the cooling capacity of each unit is based on 0.5 in/h water column static pressure drop for the cooling air delivered to the manufactured home supply air duct systems.

It may be necessary to calculate cooling loads at various locations and orientations to provide the special orientation cooling information provided with this manufactured home.

Air conditioning net requirements (Alternate III)

The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.

There is 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 conditioning operates most efficiently and provides 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 chosen.

INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Walls (without windows and doors) \_\_\_\_\_ sq. ft.

Ceilings and roofs of light color \_\_\_\_\_ sq. ft.

Ceilings and roofs of dark color \_\_\_\_\_ sq. ft.

Floors \_\_\_\_\_ sq. ft.

Air leaks in floor \_\_\_\_\_ sq. ft.

Air leaks in ceiling \_\_\_\_\_ sq. ft.

Air ducts installed outside the home \_\_\_\_\_ sq. ft.

The following are the duct areas in this home:

Air ducts in base \_\_\_\_\_ sq. ft.

Air ducts in ceiling \_\_\_\_\_ sq. ft.

Air ducts outside the home \_\_\_\_\_ sq. ft.

79



Manufactured Home data sheets can also be purchased at <http://www.ibts.org/services/services-in-the-public-good/cert-label-verification.html>

# SAMPLE SITE PLAN Scale: 1"=20'

ADDRESS: 1020 FOREST RD NW  
 PROPERTY OWNER: L. HERNANDEZ  
 PROJECT: 960 SF MOBILE HOME (60X16)

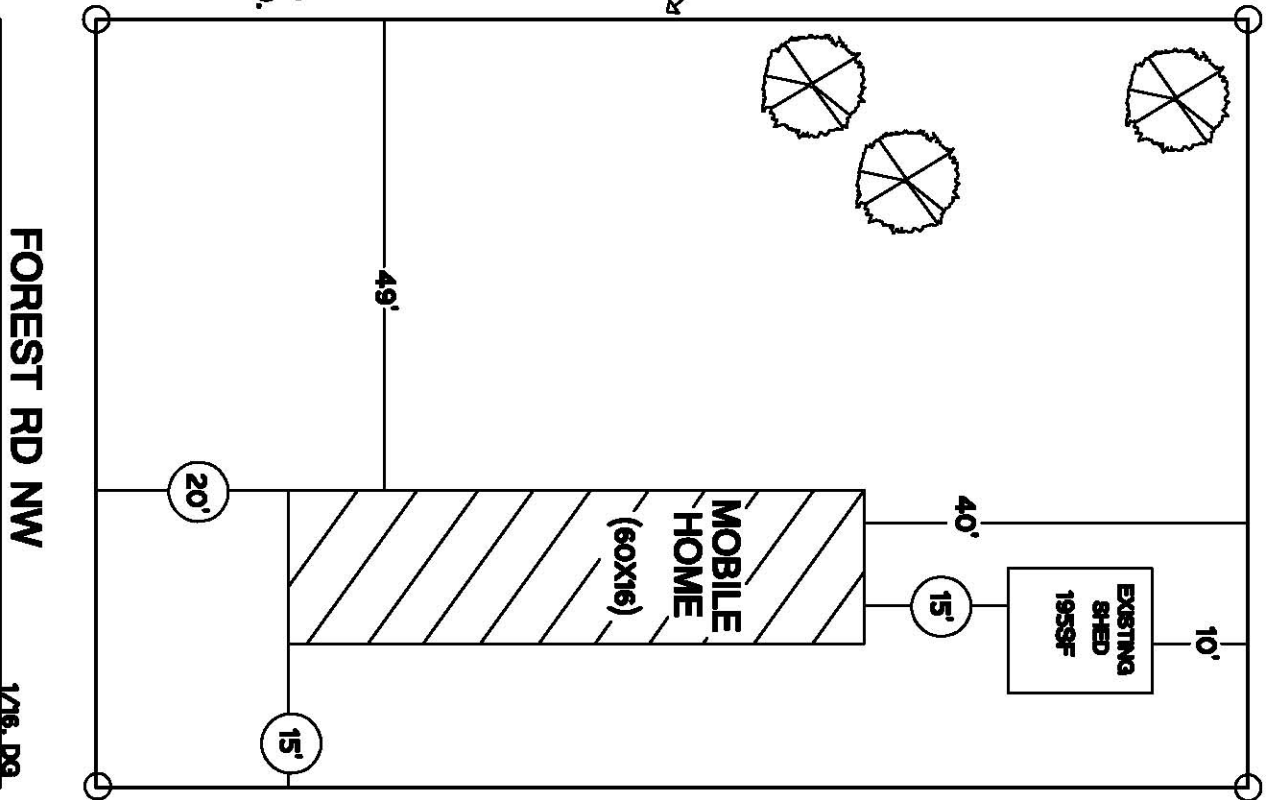
- ALL STRUCTURES AND PROPOSED
- SETBACKS
- STRUCTURE DIMENSIONS
- STREET NAMES
- NORTH ARROW
- PROPERTY LINE
- SCALE

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. D9