

VILLAGE OF ANGEL FIRE BUILDING PERMIT PROCESS

A PERMIT FROM EACH OF THESE TWO ENTITIES MUST BE APPLIED FOR:

- 1---VILLAGE OF ANGEL FIRE BUILDING PERMIT AND RELATED PERMITS.
- 2---ASSOCIATION OF ANGEL FIRE PROPERTY OWNERS THRU ENVIRONMENTAL ARCHITECTURAL CONTROL COMMITTEE (EACC). *

**NOTE: NOT ALL CONSTRUCTION OCCURS ON ANGEL FIRE RESORT PROPERTY. THIS PROPERTY IS TYPICALLY SOUTH OF SAGE LANE. CHECK WITH EACC BEFORE APPLYING.*

TO AVOID FINES, NO SITE CLEARING OR CONSTRUCTION MAY COMMENCE UNTIL THE ANGEL FIRE PROPERTY OWNERS ENVIRONMENTAL ARCHITECTURAL CONTROL COMMITTEE (EACC), AND THE VILLAGE OF ANGEL FIRE HAVE APPROVED THE REQUIRED DOCUMENTS.

Obtain permit application for the EACC. EACC is responsible for enforcing the restrictive covenants for the Angel Fire Resort property. The meetings are the 2nd and 4th Tuesday of each month and the permit application must be submitted on or before Noon of the Friday prior. After approval, allow 5-7 working days for the permit to be issued.

EACC:575-377-1135 –Heather Stewart, Administrative Assistant, Office hours 8:00 A.M. - Noon, M-F

WATER RIGHT ACQUISITION FEE'S MAY BE REQUIRED. See Zoning Official.

NOTE: The EACC and the Village have separate application procedures and do their own inspections. You must call and make an appointment for the inspections required by the EACC and the VAF separately.

Obtain any of the Village of Angel Fire building permit application forms required from the Village of Angel Fire Community Development Dept. Please allow 3-5 business days for issuance of building permit after submittal of ALL required information.

Please call the Village of Angel Fire for required inspections. Also a survey of the lot showing actual location of finished exterior wall will be required before a framing inspection will be granted.

If you have any questions, please feel free to contact the office :

Village of Angel Fire – Christine Breault, Administrative Assistant - 575-377-1389

Office hours: 7:30 A.M. to 12:00 P.M. & 1:00 P.M. to 5:30 P.M, M-Th 8AM-Noon on F

Become familiar with the Village of Angel Fire Planning & Zoning Regulations. Be sure you have completed all applicable items on the Village of Angel Fire Required Submittals Check List. Complete all forms.

Change Orders shall be submitted to Building Official with required signatures.

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

You need to follow the Village of Angel Fire Jurisdictional Guidelines for the International Residential Code. See Table R301.2(1) Climatic and Geographic Design Criteria attached.

You will need to submit, TWO SETS OF PLANS drawn to scale

(When using trusses, provide manufacturer's engineering details.):

1. Building plans (1/4"=1' Scale, on 24"x 36" or 18"x 24" paper preferred) containing the following:

Legal description	Foundation plans
Floor plan	Framing plan of floors and roof
Cross-section of wall construction	Construction detail-drawings
Type of occupancy	Basements require engineering
2009 NM Building Codes	2009-IRC-IBC-IEBC-IECC

2. Site plans (1"=20' Scale) with:

Easements	Property Boundaries
Setbacks	Roadways that front the property
Placement of sewer / septic tank	Location of propane tank
Access to the property (existing & proposed)	Location, Dimension of proposed structures

Topography of the building site with a scale of no more than 5 foot increments.
Directional notation

INSPECTIONS:

The Person doing the work, as stated on the Building Permit, will notify the Code Enforcement Agency with a request for inspection of a minimum of twenty-four (24) hours prior. The work to be inspected will be accessible and exposed and will not be covered until it has been inspected and approved.

Required Inspections:

1. Footing & Stem Wall Inspections:
 - a. Footers /slabs
 - b. Stem Wall Damp proofing and Drain Installation
 - c. Concrete slabs & Gypcrete pours prior to covering radiant systems
2. Framing Inspection to include minimum nailing requirements
3. Insulation Inspection
4. Drywall
5. Lath and Weep Screed Inspections
6. Chimney Chase Inspection to include Fire blocking & Fire stopping
7. Fuel Modification-by the Fire Department
8. Final Inspection

The Building Official may require other inspections where necessary to determine compliance with the 2009 NM and International Building Codes and compliance with other federal, state laws effective at time of completion.

If it is necessary to make a re-inspection because work has not progressed to the point where it is ready for inspection, the Building Official is authorized to charge a re-inspection fee. Special inspections may be required as explained in the I-Codes and adopted by the State of New Mexico. Approved plans must be at the jobsite at all times during construction, a re-inspection fee may be assessed if approved set is not on site.

REQUIREMENTS FOR ALL BUILDERS & CONTRACTORS

Please become familiar with the Angel Fire Village Code. It can be found on our website:

<http://www.angelfirenm.gov> Village Code

Some of the areas to become familiar with are:

9-3-3: ADMINISTRATIVE AND PERMIT REVIEWS AND APPROVALS:

9-3-4: PROCEDURES FOR PERMITS AND CERTIFICATES:

9-7-11: ARCHITECTURAL APPROPRIATENESS:

9-7-13: FUEL MODIFICATION AREA:

9-9>15: ZONING DISTRICTS

INSPECTIONS REQUIRED BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY
FINAL: Zoning, Electrical, Plumbing, Mechanical, Septic, LP Gas, and Building.

Inspector Contact List:

Building Inspectors: Village of Angel Fire 575-377-1389

Mauro Rosales, C.B.I.

Burl Smith, Building Official

PO Box 610

3388 Mountain View Blvd.

Angel Fire, NM 87710

Electrical Inspector C.I.D. Cell 505-469-6306
Keith McKivergan

Mechanical Inspector C.I.D. Cell 505-470-4089
Michael Cole

New Mexico Environment Dept. Office 575-445-3621
Greg Quarteri
1243 South Second Street
Raton, NM 87440

LP Gas Inspector Andrew Vigil C.I.D. 505-426-9965
824 Mullins Dr.
Las Vegas, NM 87701

Scheduled Building Permit Fee: Table R1-B

\$1.00 to \$500.00	\$50.00
\$ 501.00 to \$2,000.00	\$50.00 for the first \$500.00 plus \$5.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$ 2,001.00 to \$25,000.00	\$125.00 for the first \$2,000.00 plus \$13.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$ 25,001.00 to \$50,000.00	\$369.25 for the first \$25,000.00 plus \$10.00 for each additional \$1000.00, or fraction thereof, to and including \$50,000.00
\$ 50,001.00 to \$100,000.00	\$620.25 for the first \$50,000.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.00
\$ 100,001.00 to \$500,000.00	\$965.00 for the first \$100,000.00 plus \$5.00 for each additional \$1000.00, or fraction thereof, to and including \$500,000.00
\$ 500,001.00 to \$1,000,000.00	\$2965.00 for the first \$500,000.00 plus \$4.75 for each additional \$1000.00, or fraction thereof, to and including \$1,000,000.00
\$ 1,000,001.00 and up	\$5,340.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1000.00, or fraction thereof
Other Inspections and Fees*:	
Re-inspections	\$100.00
Inspections outside Normal Business Hours	\$50.00 per hr
Additional Plan Review Fee	\$50.00 per hr..
Water rights	\$1.00 per square foot of heated living space for new home or additions
*check for fee changes	

Note: When required by the Village of Angel Fire for the purposes of determining a permit fee, the applicant for a permit shall provide such information as the building official or plan review official shall require in order to establish the total value of the project for which the permit is being sought. The information shall include the value of the labor and materials to be used on the project. If the information supplied is insufficient, or indicates that the value of the project is lower than the minimum value of the project derived by applying any schedule of costs established by the Village of Angel Fire, the permit shall be denied unless the applicant submits credible written estimates, of sufficient detail, to support the value asserted by the applicant. The Village of Angel Fire shall determine the ultimate valuation assigned to a project for purposes of establishing the permit fee.

VILLAGE OF ANGEL FIRE APPLICATION CHECKLIST

Owner/Client: _____ Date: _____

Subdivision _____ Block _____ Lot _____

The following items Shall be included in any application packet.

New Mexico Environment Department Septic Permit or AF Services Sewer Availability Signed by the Director of water/sewer department.

Encroachment Permit Signed by Streets supervisor or streets director.

2 copies of Site Plan to include topography/contour data with elevations, easements, property boundaries, setbacks, and roadways that front the property, access to the property, north arrow, locations and dimensions of proposed structure(s) location of propane tank and septic if applicable. 1"= 20' Scale.

Please check one: New Construction Addition Grading/Drainage

Submittal Checklist for Residential - One Family & Multi-Family

- Warranty Deed
- Building Permit Application
- Street Address Request
- Homeowner Building Permit Procedures
- Building Pad Profile Slope 12%> Parking Layout
- Dumpster Location Landscape Plan
- Snow Removal Plan Drainage Plan

Required Items for Business District / Public Use/Commercial Limited Industrial

Same as above with the addition of:

- Illustration of sign/graphics (size, color, material, location)
- Screening/Fence Layout (Commercial Limited Industrial Only)

All Structures **MUST** meet height, setback and fuel break requirements.

Note: Any Structure built in a platted subdivision that has property restrictions must have the approval of the body designated to enforce those restrictions. It is the responsibility of the landowner to acquire that prior approval.

VILLAGE OF ANGEL FIRE PHYSICAL ADDRESS REQUEST FORM

Date _____

Owner of property:

Last _____ First _____ M.I. _____

Current Mailing Address:

Street or P.O. Box: _____

City _____ State _____ Zip _____

Physical location:

Subdivision: _____ Lot: _____ Bk: _____

or

Section: _____ Tract: _____ Range: _____ Map page: _____

and

Street name: _____

OFFICE USE ONLY

Street Address Assigned:

_____ Street: _____

Village Official Signature: _____

BUILDING PERMIT APPLICATION

Will not process if Incomplete

PERMIT NO. _____ - _____ - _____

DATE: ____/____/____

DESCRIPTION OF WORK:

New Construction Addition Alteration/ Repair Demolition Other

Is any portion of this lot part of a wetlands? Yes ____ No ____

If yes, submit an approved U.S. Army Corp. of Engineers 404 permit.

USACE, 4101 Jefferson Plaza NE, Albuquerque, NM, 87109, 505.342.3171

ZONING DISTRICT: Residential ____ Commercial ____ Overlay Zone MVB ____ O-District ____

Sq. Footage: Heated Living _____ Garage _____ Decks _____ Total _____
Shed _____ Fence _____

VALUATION: \$ _____ (Based on Replacement Cost)

PERMIT FEE: \$ _____ Water Right Fee Required . \$ _____

LOCATION OF PROJECT:

Physical Address _____

Subdivision: _____ Lot# _____ Blk# _____

PROJECT OWNER(S): _____ PHONE (____) _____

MAILING ADDRESS: _____ CITY/ST. _____ ZIP _____

CONTRACTOR: _____ PHONE (____) _____

MAILING ADDRESS: _____ CITY/ST. _____ ZIP _____

NM STATE LICENSE # _____

ARCHITECT/ ENGINEER: _____ PHONE (____) _____

MAILING ADDRESS: _____ CITY/ST. _____ ZIP _____

NM STATE LICENSE # _____

PLEASE READ AND SIGN THE FOLLOWING: (Contractors or Homeowner)

I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements of the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for purpose of determining whether the work of building or structure on the premises complies with the New Mexico Building Code. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code and the Village of Angel Fire zoning code.

SIGNED BY: _____ Date _____

=====

Zoning Official Signature: _____ Date _____

Construction Type _____ Occupancy Group _____ Div. _____

Building Official Signature _____ Date _____

VILLAGE OF ANGEL FIRE

Conditional Liquid Waste Agreement

This form is an agreement between the Village of Angel Fire and you, the owner of land in the Village. This agreement allows you to submit your septic plans to the Environment Department prior to the Village Building Department issuing a building permit. However a copy of your approved liquid waste application must be attached to this form along with your building application.

Property Owner Information: _____

Name: _____ Date _____

Address _____

Phone Number _____

Legal Description of Property:

Subdivision _____ Block _____ Lot _____

911 Physical Address _____

Installer Information:

Installer's Name _____ NM License Number _____

Address _____ Phone Number _____

I understand that signing this form obligates me to comply with all applicable provisions of the New Mexico Liquid Waste Disposal Regulations prior to completion and final building inspections. I further understand that I am still responsible for obtaining any permit required by Village, County, or State regulation or ordinance or other requirements of State or Federal law. I also understand that prior to excavating for a liquid waste system I must apply for and receive a liquid waste permit from the Environment Department. That until the results from percolation tests (and possibly other excavations) can be submitted with that applications there is no guarantee as to the design criteria required by the State of New Mexico Environment Dept. to adequately treat the domestic effluent for this lot. Furthermore the location of the septic system shall be added to the site plan on file with the Village prior to final inspections.

Owner's Signature _____ Date _____

VILLAGE OF ANGEL FIRE

STATEMENT OF SEWER SERVICES AVAILABILITY

Date: _____

This document states that sewer service is available to the stated location and will be hooked into the sewer line upon completion of construction. Village of Angel Fire – Water & Sewer Department must sign this document.

Name: First: _____ Last: _____ MI: _____

Service Address: _____

Mailing Address: St. or P.O. Box # _____

City, State and Zip: _____

Phone Number: (____) _____ Work: (____) _____

Owners Signature: _____ Date: _____

AF Water & Sewer Dept. Representative Signature:

Title: _____ Date: _____

UTILITY BILLING DEPARTMENT

REMIT TO: VILLAGE OF ANGEL FIRE
P.O. DRAWER 489
ANGEL FIRE, NM 87710
(575) 377-3232

WATER AND/OR SEWER SERVICE APPLICATION AND AGREEMENT NEW CONSTRUCTION

REQUESTED SERVICE DATE ___/___/___

*Service Address _____

Subdivision Block Lot # House & Street Name

WATER SERVICE

SEWER SERVICE

*PURCHASED FROM _____
(Please indicate)

*NAME _____
Last First MI

*BILLING _____
ADDRESS Street/PO Box

*PHONE: City State Zip
HOME (____) _____ WORK (____) _____
CELL(____) _____

*METER SIZE _____

**FOR SEWER SERVICE, THIS SECTION MUST BE
COMPLETED:**

**SINGLE & MULTI-FAMILY CONNECTIONS
SINGLE FAMILY, DUPLEX, APARTMENT
CONDOMINIUMS OR TOWNHOUSE**

TOTAL # OF TOILETS _____

**COMMERCIAL, INSTITUTIONAL
INDUSTRIAL SERVICE
CONNECTIONS**

**ESTABLISHMENT TYPE &
INFORMATION**

PLEASE DO NOT WRITE IN THIS BOX

ACCOUNT# _____

METER INSTALL FEE \$ _____

SEWER TAP FEE \$ _____

GROSS RECEIPTS TAX \$ _____

DEPOSIT-BACKFILL \$ 300.00

DEPOSIT-W/S# _____ \$ _____

DEPOSIT-REFUSE# _____ \$ _____

TOTAL \$ _____

VILLAGE OF ANGEL FIRE
AUTHORIZED REPRESENTATIVE

*DRIVER'S LICENSE # _____ STATE OF ISSUE _____

Applicant agrees to pay all applicable rates related to sewer and/or wet tap fees, general metered service, disconnect and reconnect charges. It is the responsibility of the applicant to notify the Village of Angel Fire if service is to be terminated.

APPLICANT'S SIGNATURE _____ DATE _____

Village of Angel Fire
3388 Mountain View Blvd PO Box 610 Angel Fire NM 87710
PH 575-377-1389 Fax 575-377-3280

VILLAGE OF ANGEL FIRE

INFORMATION ON WATER METER BACKFILL

DEPOSIT REQUIREMENTS

The Village of Angel Fire Public Utilities Department will leave water meter cans open after a new water meter installation from April 15th through October 15th annually as a convenience for contractors or homeowners to connect their service line.

It is the responsibility of the general contractor or homeowner to make sure that the meter is backfilled properly. Backfilling will require bedding with crusher fines or select backfill material. No rocks will be allowed. The foam insulating pads must be positioned properly in the meter can.

A \$300.00 backfill deposit will be required with the purchase of a new water meter. This deposit will be refunded in full if the backfilling passes the first inspection. If a second inspection is required, \$200.00 of the deposit will be refunded. If a third inspection is required, \$100.00 of the deposit will be refunded and if the inspection fails the third time, Village personnel will backfill around the meter and the deposit will be forfeit.

To request an inspection of water meter backfill, please contact the Public Utilities Department at 377-1677 between the hours of 7:00 am and 3:30 pm Monday through Friday.