



# City of Hobbs Residential Construction Guide

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## WHEN BUILDING PERMITS ARE REQUIRED

2021 New Mexico Administrative Code (NMAC) 14.5.2.8

Permits required. Subject to the Construction Industries Licensing Act "CILA", Sections 60-13-3 and Section 60-13-45 NMSA 1978, and its rules, no building or structure shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished, no electrical wiring, plumbing or mechanical work or LP gas work as defined and described in the applicable New Mexico construction codes for those trades, may be installed, repaired, altered or maintained in or on such building or structure, unless the applicable permit has first been obtained from the appropriate AHJ, unless otherwise provided by statutes or rule. All re-roofs and applications of roof coatings require a building permit and inspections.

## WHEN BUILDING PERMITS ARE NOT REQUIRED

NMAC 14.5.2.9 Exceptions to requirement for permits: 14.5.2.9(B) Residential:

A building permit shall not be required for the following:

1. One-story detached accessory structures provided that the floor area does not exceed 120 square feet.
2. Retaining walls that retain less than 36 inches of unbalanced fill, and have a total height equal to or less than six feet from top of wall to bottom of footing. Retaining walls supporting a surcharge load or impounding class I, II, or III-A liquids are not exempt from permit.
3. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
4. Sidewalks and driveway no more than 30 inches above adjacent grade and not over any basements or story below.
5. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
6. Prefabricated swimming pools that are less than 24 inches deep.
7. Swings and other playground equipment accessory to a one or two-family dwelling.
8. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
9. Deck not exceeding 200 sq ft in area, that are not more than 30" above grade at any point, are not attached to a dwelling and do not serve the exit door required by section R311.4.

**Note:** Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

## SEPTIC TANK PERMIT

Obtain a PERMIT TO MODIFY OR INSTALL AN INDIVIDUAL LIQUID WASTE SYSTEM form from your local New Mexico Environment Department Office. Call 1-800-219-6157 for the nearest location.

## PERMIT APPLICATION DATA

To obtain a building permit, the applicant may go to City Hall and visit the Building Safety & Permitting Department to pick up an application or the applicant can find the permit applications online. The applicant must list property owner's name and address, contractor's company name, address and license number (if applicable), architect's name, address and license number (if applicable), specific use of building, county in which the project is located, project address, nearest city/town/village, legal description, written directions to the site, description of work, construction material, and total square footage. The qualifying party for the licensed contractor requesting the permit or the homeowner requesting a homeowner construction permit must sign the application.

## HOME OWNER PERMIT APPLICATION

The homeowner permit guidelines may be found in the NMAC 14.5.2.18. The homeowner must also read sign and notarize the HOMEOWNER'S RESPONSIBILITIES FORM, FOR BUILDING A HOME OR FOR ALTERATIONS, REPAIRS OR IMPROVEMENTS TO A HOME WITH A HOMEOWNER'S PERMIT form. *A homeowner's permit may not be used to*

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*permit a project where a GB-2 or GB-98 contractor is acting as a general contractor on the project. Any contractor acting as a general contractor on a project where there is a homeowner's permit must obtain a building permit for his work, and shall be held responsible for any work performed at this site. Further, licensed subcontractors will be held responsible for their work, which also must be permitted separately.* A homeowner may not perform electrical, plumbing or mechanical work unless the homeowner applies for and passes the required CID exam for such work. Call (505) 476-4869 for information on the homeowner electrical and plumbing permits process.

## PLANNING APPROVAL

Your residential project may be located within City limits or within the Extra Territorial Jurisdiction (ETJ) which is an area five (5) miles around the City limits, if your project site is in the ETJ the county office will be notified and provide the county approval as well. You must obtain planning approvals and required signatures before applying to this office for a building permit. Contact the City of Hobbs Planning & Engineering Department for property setback rules addressing & Floodplain Management requirements for your proposed project.

## VALUATION AND FEES

Valuation of your project is based on Chapter 15.28; City of Hobbs Building Permit Fee Schedule. The project does need the signed contract between the project owner and contractor. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Permit fees are based on the total valuation including, materials, labor, electrical, mechanical and plumbing. Refunds are eighty (80) percent of total permit fees paid. We do accept completed permit sets via email: Please send submitted sets in .pdf to: [hobbs.permits@hobbsnm.org](mailto:hobbs.permits@hobbsnm.org)  
*\*\*If you are mailing a complete Final set of construction drawings including the application to our Building Division, please call ahead of time for a fee amount prior to mailing.*

## PLAN SUBMISSION

The preferred method of receiving plans is in a digital format (PDF).

If turning in plans/drawings on paper; no 3-D drawings, plans shall be done in ink, legible writing and numbers:

1. **SITE PLAN.** Show proposed new structures and any existing buildings or structures on site, including existing adjacent structures within 10 feet of any adjacent property lines, and north arrow. Show property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show general drainage and grading information.
2. **FOUNDATION PLAN.** Indicate size, location and depth below grade of all footings, piers, and stem walls. *If necessary, provide a geotechnical report, including soil-bearing capacity for the proposed structure at the site.*
3. **FLOOR PLAN.** Show all floors including basement. Label all the rooms and provide overall dimensions. Show all doors and windows. Provide door and window schedules. Locate smoke detection systems.
4. **FLOOR & ROOF FRAMING PLANS.** Show size, spacing and spans of joists, girders, rafters, beams and headers. Specify grade and species of all wood members. All wood trusses must be engineered and pre-manufactured. The sealed truss engineered specifications must be submitted with the drawings when applying for permit. The manufacturer's instructions on placement and attachment of all wood trusses must be at the job site for the building inspector's review.
5. **DETAILS.** Include typical interior and exterior wall sections showing floor, wall and ceiling type, size, spacing and insulation required by the Model Energy Code. Show footing and foundation depth and

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dimensions; detail anchor bolt size and spacing, and spacing of steel reinforcement in masonry, concrete footings and stem walls. Show stair details showing dimensions of rise and run of steps, handrail location, guardrail spacing, headroom, etc. Show fireplace details and section showing masonry reinforcement; if using pre-fabricated unit, the manufacturer's installation instructions must be at the job site for the building inspector's review and uses.

6. **TOTAL SQUARE FOOTAGE.** List the heated, garage, carport, covered porch and patio square footage on your plans. The total floor area square footage must be listed on the APPLICATION for STATE BUILDING PERMIT.
7. **MODEL ENERGY CODE.** A package explaining and detailing Model Energy Code requirements, including sample worksheets, is available, as well as one-page compliance sheets for your area.

#### **SPECIAL CONDITIONS**

1. **ADDITIONS.** In addition to the above requirements, the floor plan shall show the addition and all existing rooms, doors and windows that will adjoin the addition. Provide distances on all sides of the addition to property lines and existing structures. Ensure that an existing sleeping room's sole means of egress to the exterior is not blocked by the addition.
2. **ALTERATION/REPAIR.** When performing alterations and repairs to an existing residence without performing structural changes, two sets of lists outlining work to be performed and materials to be used will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Pollution Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information.
3. **RELOCATED RESIDENCE.** When relocating an existing residence to new site, the structure will be considered new construction and must comply with all current applicable codes. Submittal shall reflect all the requirements listed under PLAN SUBMITTAL above.
4. **DEMOLITION.** Two site plans identifying the structure(s) to be demolished will be accepted in lieu of the above requirements. If you suspect this work will entail the handling of asbestos containing materials, call the Air Pollution Control Bureau at 1-800-224-7009 prior to commencing alterations and repairs for additional information.

5. **ALTERNATIVE METHODS AND MATERIALS.** Utilizing alternative methods and materials (other than masonry, wood frame, adobe and rammed earth construction) requires submission of the CERTIFICATION FOR ALTERNATIVE METHODS AND MATERIALS form with the application for state building permit. The certification shall be recorded with the county clerk's office in the county where your project is located.

**REQUIRED INSPECTIONS** To request an inspection e-mail us at [hobbs.permits@hobbsnm.org](mailto:hobbs.permits@hobbsnm.org) or call 575-391-8158, or you may contact the inspector and set up a texting request for inspections.

\*Approved plans from the City of Hobbs along with the permit/weather card shall be on site for the duration of the project. \*

1. **Concrete slab or under floor.** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
2. **Footing and Foundation** - To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards; the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.
3. **Frame and masonry** - To be made after the roof, all framing, fire blocking and bracing is in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved, and the 2021 Duct Sealing Visual Inspection Checklist is completed.
4. **New and Re-roofs, roof assembly** – decking, application of roof systems and applications of roof coatings.
5. **Exterior Wall Openings/Window Flashing etc.**
6. **Weather-resistive Barrier Inspection.** To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.
7. **Energy Efficiency** – installation of insulation walls and ceiling and the 2021 Thermal Bypass Checklist.
8. **Special Inspections**
9. **Gypsum Board Inspection**

10. **Final Inspection.** To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general construction inspection. The Construction Inspector will issue the Certify of Occupancy to the contractor after approving final general construction inspection.

11. **Other Inspections.** In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws, which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

#### **WHEN PROFESSIONAL SEALS ARE NOT REQUIRED**

##### **New Mexico Residential Code**

The requirement for plans and specifications to be prepared by an architect and/or engineer shall not be required of the following unless, at the discretion of the building official, exception is not in the best interest of public safety or health:

- A. Single-family dwellings, not more than two stories in height.
- B. Multiple dwellings not more than two stories in height and containing not more than four dwelling units constructed of materials approved for use pursuant to the NMRBC, and provided this exception is not construed to allow a person who is not a properly licensed architect to design multiple clusters of four dwelling units each where the total exceeds four dwelling units on each lawfully divided lot.
- C. Garages or other structures not more than two stories in height, which are appurtenant to buildings described in paragraphs A or B of this Section.
- D. Alterations to buildings or structures that present no unusual condition or hazards or change in occupancy.
- E. Carport construction – 600 sq ft or less with approved plans only

#### **WHEN PROFESSIONAL SEALS ARE REQUIRED**

The City of Hobbs requires, as provided under 2021 IRC Section 106.1 plans and specifications for the following construction methods be prepared and sealed by a New Mexico Registered Architect or Structural Engineer:

1. All prefabricated, premanufactured and component structures.
2. All retaining walls over four feet in height measured from the bottom of the footing to the top of the wall.
3. A second story addition to an existing first story (unless proof of previous City of Hobbs approval shows current construction will support additional second story load).
4. Residential construction utilizing an alternate material, design or method in construction.

#### **CERTIFICATE OF OCCUPANCY**

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

#### **APPLICABLE CODES**

The City of Hobbs currently enforces the following codes:

- 2021 New Mexico Commercial & Residential Building Code
- 2021 International Fire Code
- 2021 International Building Code
- 2021 International Residential Code
- 2012 Solar Energy Code (IAPMO)
- 2021 NM Energy Conservation Code
- ICC/ANSI A117.1-2017
- 2021 New Mexico Plumbing and Mechanical Code
- 2021 Uniform Mechanical Code (IAPMO)
- 2021 Uniform Plumbing Code (IAPMO)
- 2012 Uniform Swimming Pool, Spa and Hot Tub Code
- 2020 New Mexico Electrical Code
- 2020 National Electrical Code
- 2012 National Electrical Safety Code
- Liquefied Petroleum Gas Standards NMAC 19.15.40
- 2020 NFPA 58 – Liquefied Petroleum Gas Standards
- 2012 NFPA 57 (incorporated into NFPA 52 (2005))
- 2021 NFPA 54 – National Fuel Gas Code
- 2011 NFPA 52 – Vehicle Gaseous Fuel Systems Code
- 2021 NFPA 1192 – Standard on Recreational Vehicles