

REQUIREMENTS TO OBTAIN A MANUFACTURED HOME PLACEMENT CERTIFICATE AND A MANUFACTURED HOME PERMIT

- | Intl. | Pri. |
|-------|---|
| _____ | 1. Legal description and plat map of the property (obtainable from the County Clerk's Office) |
| _____ | 2. Deed or Real Estate Contract (obtainable from the County Clerk's Office) |
| _____ | 3. For a NEW manufactured home - Purchase Agreement, Registration or Title
For a USED manufactured home – Registration, Title or Bill of Sale. |
| _____ | 4. A copy of the Approved, Septic System Permit (obtainable from the NM State Environmental Department 841-5280) (If moving out of the county, N/A) |
| _____ | 5. TAX RELEASE (County Assessor's) |
| _____ | 6. Property Identification Number obtainable from the (County Assessor's Office) |
| _____ | 7. The manufactured home <u>MUST be at least 840 square feet.</u> If it is less than 840 Square feet you must submit proof that it has been in Valencia County since June, 1998. |
| _____ | 8. If the property is located in a <u>FLOOD ZONE</u> , a Certificate of Elevation from a surveyor is required. Please bring a copy of the Certificate of Elevation to this office prior to the manufactured home being delivered, to determine how high it must be blocked and a 2nd Certificate of Elevation after the manufactured home is set. |
| _____ | 9. Site plan showing where the manufactured home will sit on the property showing the setbacks (a minimum of 15 feet from the sides and the back; 30 feet from the front) |
| _____ | 10. Directions to the property |
| _____ | 11. A \$75.00 Review Fee / Permit Fee. |
| _____ | 12. MOVING PERMIT (County Treasurer's) |

Effective September 24, 1998, **ALL** manufactured homes must be installed on a **permanent foundation**, unless it is being placed on a rental property and then a **copy of your rental agreement MUST be provided.** All Manufactured Homes shall be **ANCHORED DOWN** in Valencia County.

ALL OF THE ABOVE MUST BE PROVIDED BEFORE A PLACEMENT CERTIFICATE CAN BE OBTAINED. A PLACEMENT CERTIFICATE IS REQUIRED BY MANUFACTURED HOUSING BEFORE THEY WILL ISSUE A FOUNDATION AND/OR SET-UP PERMIT.

A copy of the **APPROVED** foundation and/ or set- up permit (obtainable from **Manufactured Housing (222-9102 Albuquerque Office)** **MUST** be provided before final inspection of the Manufactured home.

- **The manufactured home must be skirted within 45 days after the inspection.**
- Upon completion of applicable requirements a Certificate of Compliance shall be issued and the address assigned.

CALLING FOR AN INSPECTION PRIOR TO ALL REQUIREMENTS BEING MET MAY CAUSE A DELAY REINSPECTION.

VALENCIA COUNTY,

CODE ENFORCEMENT DEPARTMENT

866-2053