



**Planning Department  
Building Safety Division  
Building Section**

**HOMEOWNERS' RESPONSIBILITIES FOR OBTAINING A RESIDENTIAL PERMIT**

*A Homeowner's Building or Reroof Permit carries serious responsibilities and is not appropriate for everyone. Please read each of the following statements and put a check mark beside each one to indicate your agreement with each statement. If you do not agree with every statement, you should reconsider applying/or a homeowner's permit. No more than one homeowner's permit shall be issued to the same property owner within a 12-month period.*

Please check the appropriate blank(s):

- ☐ I plan to build a new home that will be owned and occupied by me.
- ☐ I plan to remodel, repair or re-roof a home owned and occupied by me.
- ☐ I plan to build, remodel, and repair an accessory structure owned by me within my property.
- ☐ I plan to install windows, doors (like-for-like) to a home owned and occupied by me.
- ☐ I plan to build or re-roof an addition to a home owned and occupied by me.
- ☐ I plan to build, repair or remodel a foundation only or a wall.
- ☐ I Plan to demolish a home owned and occupied by me.

- ☐ I understand that I must apply for my Homeowner's Residential Permit by myself and cannot delegate this task to anyone else.
- ☐ I am familiar with residential construction and demolition enough to do my own work.
- ☐ I am familiar with the applicable codes, the International Residential Code, the New Mexico Building Code and those portions of the City of Albuquerque Uniform Administrative Code that apply to residential construction and demolition.
- ☐ I will comply with all applicable codes and requirements.
- ☐ I will call for inspections at the appropriate times and will make my premises accessible to the inspector.
- ☐ I understand that a re-inspection fee may be required if the job site is not accessible at the time of inspection.
- ☐ I understand that a re-inspection fee may be required if violations are not corrected when a re-inspection is requested
- ☐ I understand that by taking out a Homeowner's Residential Permit, I am acting as my own building contractor.
- ☐ I understand that if I decide not to own and occupy this home at any time during the building construction or demolition process, I am no longer eligible for a Homeowner's Residential Permit and must cancel the permit and hire a licensed building or demolition contractor to finish the work.
- ☐ I understand that the Homeowner's Residential Permit allows me to do only the building construction or demolition portion of work in my home and that other trade permits may be required for other work being done to my home.
- ☐ I understand that I may hire anyone to help me do this work, but a New Mexico licensed contractor must obtain their own permit.

*I have read the preceding statements. I understand the responsibilities and requirements that accompany a Homeowner's Building Permit and I agree to be bound by all applicable codes, laws, rules, regulations, requirements, and responsibilities.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Singed and sworn to before me on this day, the \_\_\_\_\_ of \_\_\_\_\_,  
\_\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
(Signature)

(Notary Stamp)

\_\_\_\_\_  
(Notary Signature)