

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

Int. & Date

- _____ 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. Site Address: _____ (**Rural Addressing Department**).
- _____ 5. 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)
- _____ 6. **TAX RELEASE (County Assessor's)**
- _____ 7. Property identification Number obtainable from the (**County Assessor's Office**)
- _____ 8. The manufactured home **MUST be at least 840 square feet**. If it is less than 840 square feet you must submit proof that it has been in Valencia County since June, 1998.
- _____ 9. If the property is located in a **FLOOD ZONE**, A Certificate of Elevation from a surveyor is required. Please bring in 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**.
- _____ 10. 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).
- _____ 11. Direction to the property.
- _____ 12. A \$75.00 Review Fee / Permit Fee.
- _____ 13. **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 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.
TOWN OF PERALTA, CODE ENFORCEMENT DEPARTMENT (505)869-2050.