



# Belén

The Hub City

**City of Belen**  
**APPLICATION FOR**  
**PLACEMENT PERMIT**

*Form updated 9/22*

**INSTRUCTIONS:** Please type or print clearly and attach the following:

1. A site plan that includes a north arrow, adjacent street(s), proposed home location with dimensions and front, side and rear setback distances from property lines.
2. Copy of rental agreement OR written authorization from land owner.
3. Copy of title (for mobile homes) OR proof of HUD compliance (for Manufactured Homes).
3. State of NM permits for water/septic system OR copy of Town of Bernalillo Application for Water and Sewer Services.
4. City of Belen Floodplain Development Permit (if located in Floodzone).

**PROPERTY INFORMATION:**

Address: \_\_\_\_\_ Belen, NM 87004.  
(address / street)

Legal Description: \_\_\_\_\_  
(subdivision) (lot) (block) (UPC)

Zone District: \_\_\_\_\_ Floodzone (if applicable): \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LAND OWNER INFORMATION (if different from applicant):**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INSTALLER/MOVER INFORMATION:**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Installer License #: \_\_\_\_\_ License Type: \_\_\_ MHD-1 \_\_\_ MHD-2 \_\_\_ MHD-3

Moving Day: \_\_\_\_\_  
(date) (approximate time) (route/streets)

The mover is responsible for contacting utility companies if electric lines, etc. need to be moved for transport.

**MANUFACTURED HOME\* / MOBILE HOME\*\* INFORMATION:**

Brand/Manufacturer: \_\_\_\_\_ Serial #: \_\_\_\_\_

Year of Manufacture\*: \_\_\_\_\_ NM Energy Code Cert. Zone (2 or 3): \_\_\_\_\_

HUD Certificate#: \_\_\_\_\_

Utilities (proof of utilities is required prior to Certificate of Compliance):

\_\_\_\_\_ City Water                      \_\_\_\_\_ City Sewer  
\_\_\_\_\_ Private Water (Domestic Well)      \_\_\_\_\_ Private Wastewater (Septic System)

NMMHD - Manufactured Housing Installation Permit (MHIP)#: \_\_\_\_\_

\* Manufactured Homes must have proof of HUD compliance.

\*\*Mobile Homes older than 30 years shall not be placed within the Town.

**Applicant's Statement:**

*To the best of my knowledge, the information above is correct. I understand that this permit is valid for 30-days from the date of issuance and that a skirting inspection will be scheduled 30-days from the date of occupancy. I understand that if the placement of the structure does not meet the required setbacks I am responsible for moving the structure to comply with setbacks.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*NOTE:* State of NM Manufactured Housing Division/5500 San Antonio Dr. NE/Albuquerque, New Mexico 87109  
505-365-3429/ [www.rld.state.nm.us/construction/manufactured-housing.aspx](http://www.rld.state.nm.us/construction/manufactured-housing.aspx)

***For Official Use Only***

Zoning Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_

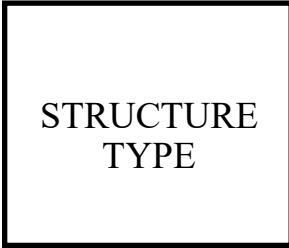
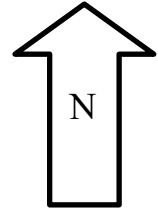
Notes: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt#: \_\_\_\_\_

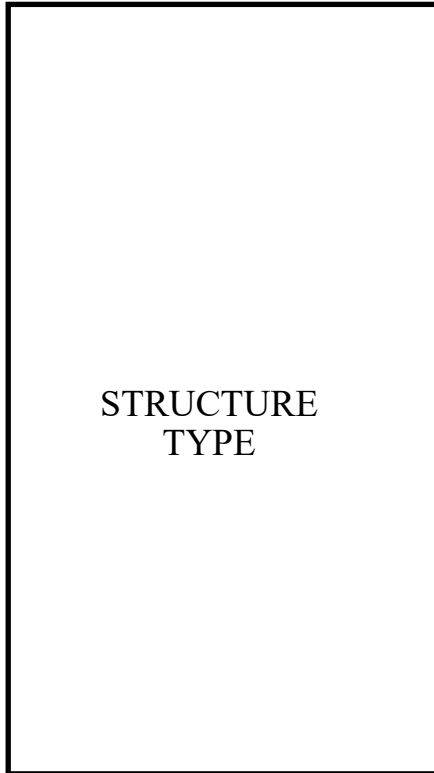
# EXAMPLE - SITE PLAN

REAR PROPERTY LINE

- IDENTIFY:
- DIMENSIONS OF PROPERTY LINES
  - DIMENSIONS OF ALL STRUCTURES
  - DISTANCE BETWEEN STRUCTURES
  - DISTANCE FROM ALL SETBACKS TO STRUCTURES



SIDE PROPERTY LINE



SIDE PROPERTY LINE

FRONT PROPERTY LINE

ADDRESS & STREET NAME

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## CONSTRUCTION INDUSTRIES & MANUFACTURED HOUSING

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[Construction Industries](#)
[Manufactured Housing](#)

### Popular Links

[Accela Permitting System](#)
[Purchase New Permits](#)
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[Contractor Search](#)
[MHD Crossover Contractors and Dealers Search](#)
[City and County Building Departments](#)
[Flood Plain, Planning and Zoning Departments](#)
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[Programs License Search](#)
[Recycled Metals](#)
[IAPMO Certified Professionals](#)
[ICC International Code Council](#)
[IAEI International Association of Electrical Inspectors](#)

## Manufactured Housing: Homeowners

### Overview

All homeowners who want to set up their own manufactured home and or install a foundation are required to take and pass a homeowner's examination for set-up and foundation before being issued a permit to set up their own manufactured home.

The homeowner's examination MUST be taken in person at one of our three field offices in Albuquerque (505-365-3429), Santa Fe (505-476-4770) and Las Cruces (575-524-6320 Ext. 107). Applicants MUST score 70 percent or higher to pass this exam. The exam fee is \$50. Applicants who have failed the exam the first time and want to retake it are required to pay \$50 fee every time they take it.

The study materials for this exam can be obtained by clicking [NM Manufactured Housing Act](#) and NM Manufactured Housing Rules click here: <http://164.64.110.134/nmac/T14C012>.

### Helpful Links:

[HUD Office of Manufactured Housing Programs](#)
[Manufactured Home Construction and Safety Standards, 24 CFR Part 3280](#)
[Manufactured Home Procedural and Enforcement Regulations, 24 CFR Part 3282](#)
[Model Manufactured Home Installation Standards, 24 CFR Part 3285](#)
[Manufactured Home Installation Program, 24 CFR Part 3286](#)
[Manufactured Home Dispute Resolution Program, 24 CFR Part 3288](#)

#### Contact Us As:

Manufactured Housing Division  
 Regulation and Licensing Department  
 5500 San Antonio Dr. NE  
 Albuquerque, New Mexico 87109

(505) 365-3429 Office

(505) 856-2045 Fax

New Mexico Regulation & Licensing Department

Ph (505)476-4500 | [Contact Us](#) | [Sitemap](#)

Toney Anaya Building, 2550 Cerrillos Road, Santa Fe, NM 87505 | [Get Directions](#)

5500 San Antonio Dr. NE, Albuquerque, NM 87109 | [Get Directions](#)

Employee Resources:

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