

Instructions for Filling out a Town of Red River Building Permit Application

A Town of Red River (“Town”) building permit is required for all interior and exterior modifications within Town limits.

The Town building permit can be filled out at the link: <https://seam.ly/rFnPzwxx>

Applicant Information:

1. Home address, if not a year-round resident, provide your Permanent address.
2. Red River address, if you are not sure of the street number, Town Hall can provide it. The address needs to be posted in a place visible from the street with letters 4 inches high prior to beginning the work and then must be permanently attached after construction is completed.
3. Phone, please provide a number where you can be reached should there be any questions.

General Contractor Information:

1. Business Name - only applies to commercial buildings.
2. If homeowner is the contractor, just note Homeowner, other please fill out the Name of the Contractor, their address, phone number, license number and a Contact person for the project.

Location Zone and Use:

1. If unsure of the zone, Town Hall can provide that for you.
2. Lot and block number fill in if you know it.
3. Mark the appropriate box Residential or Commercial. If Commercial, mark the appropriate sub use, such as Retail, Lodging or Food Service.

Include the following items as attachments when you submit your Town building permit at the link above:

- A. Property Plat Showing – Boundary; Dimensions, Street Names, Structure Location; Dimensions to Eave Lines and Dimensions from Eave Lines to nearest property line (EXISTING and PROPOSED), driveways and Walkways, Utility Easements, Parking plans, Drainage Snow Stacking Areas.
- B. Construction Drawings – Floor Plans with ingress and egress clearly dimensioned, Location of Smoke Detection and Fire Protection Systems, Minimum of two (2) Elevations, Foundation Plan, Roof Plan, Section Details; Wall, Floor, Roof, Mechanical, Architectural Style and External Material to be used, Number of Units, Sign Locations as required (may require addition of Sign Permit Application).
- C. If a [NM CID Multi-Purpose State Building Application](#) is also required, please upload the completed application as an attachment when you submit the Town building permit application. The NM CID application requires a signature from the Town’s Planning & Zoning Administrator.

Any building or excavation on Hillsides that have a natural slope of 25% or more will require a Steep Slope approval by the Planning & Zoning Commission PRIOR to issuance of a building permit. Steep Slope check lists are available at Town Hall.

Fire Code and P & Z Ordinance – The Owner/Contractor are expected to ensure that all Town of Red River Codes and Ordinances are complied with, an oversight in approval does not relieve the owner from complying with these requirements.

No construction may begin prior to obtaining all applicable building permits. State Building Applications are available with the Town Application at Town Hall or online at www.redrivernm.gov.