Presenters:
Amanda Roybal
Director, Manufactured Housing Division

Carl Ulibarri,
Chairman, MHD Committee

Alexander Habiby
Director of Business, MTX
Permitting Portal “Splash Video”

https://jpw.screenlight.tv/shares/UAHNQbytpwdFbSZsMdI1bSy6hQGjAR2p?_=1596080684836

Password: NMRLD
NMRLD Permitting Portal User Training
Agenda

1. Vision Statement
2. Portal Walkthrough
   a. Login Page
      i. Public Permit Search
   b. Home Page: Overview
      i. Community Admin
   c. Manage Permits Tab: Overview
   d. Apply for a Permit
   e. Installation Permits
   f. Request Inspection
   g. Renew a Permit
   h. Ticket Management
3. Questions?
Vision Mapping

VISION STATEMENT
Deliver an exceptional customer experience by implementing an easy to use 24/7 portal that enables MHD staff to bring efficiency, online payment and accurate reporting to the licensing and permitting process for Licensed Professionals and Homeowners.

Easy to Use

Accurate

24/7 Access

Efficient
Welcome back
Please enter your credentials below to log in.

* E-mail address
  Email

* Password
  Password
  Forgot password?

Log in

Homeowners, Don't have an account?
No problem! Click the register button below to register as a homeowner.

Register as Homeowner
# Search for a Permit

Permit can be searched by Record ID, holder name, license number, license name, or address using the fields below.

### Search by
- Record ID
- Permit Holder Name
- License Number
- Licensee Name
- Address

#### Address or location

- 418 Girard Boulevard Southeast, Albuquerque, New Mexico, USA

**Search by a location name or address to automatically populate the address fields below (optional)**

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Status</th>
<th>Status Reason</th>
<th>Permit Holder Name</th>
<th>License Number</th>
<th>Licensee Name</th>
<th>Address</th>
<th>Community</th>
<th>Space Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFOU_2020000264</td>
<td>Approved</td>
<td></td>
<td>Franklin Borrego</td>
<td>5555</td>
<td>Swarna Peri</td>
<td>418 Girard Boulevard Southeast, Albuquerque, New Mexico, USA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MHDR_2020000256</td>
<td>Approved</td>
<td></td>
<td>Jackson Avery</td>
<td></td>
<td></td>
<td>418 Girard Boulevard Southeast, Albuquerque, New Mexico, USA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-000680</td>
<td>Draft</td>
<td></td>
<td>Jordan Black</td>
<td>345</td>
<td>Marcus Sullivans</td>
<td>418 Girard Boulevard Southeast, Albuquerque, New Mexico, USA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Mexico Regulation and Licensing Department
MANUFACTURED HOUSING DIVISION
5500 San Antonio Dr. NE • Albuquerque, NM 87109 • Ph: (505) 222-9813 • Fax: (505) 765-5670
Web: www.nmrlda.state.nm.us

MHD FOUNDATION PERMIT

NOTICE: Failure to request an inspection is a violation of the Manufactured Housing Act.
Permit must be affixed to the window closest to the front exterior door in a weather resistant container. The container shall be affixed to the exterior of the window for access to all licensee's and division inspection.

Record ID: PFOU_2020000264
PERMIT ISSUED: 07/29/20
PERMIT EXPIRATION: 01/25/21

INSPECTOR NAME: Joseph Aragon
INSPECTOR PHONE:

OWNER
TEST
(505) 666-6666

SITE ADDRESS
418 Girard Boulevard Southeast, Albuquerque
New Mexico, 87106

CONTRACTOR
706 Camino Lejo
Santa Fe
NM
87505

License: 5555
Type: MHD-MANUF
Expires:
Phone: (121) 212-1212

<table>
<thead>
<tr>
<th>Work Type</th>
<th>License</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete</td>
<td>5555</td>
<td>Franklin Borrego</td>
</tr>
</tbody>
</table>

DIRECTIONS TO INSPECTION SITE (REQUIRED)
take 3rd exit

Permit void 180 days after issuance.

To schedule an inspection please contact our call center at 505-222-9813 or 1-877-243-0973. You may also request an inspection by email to CID.Inspection@state.nm.us. If by email you must include Record ID, site address, contact name and phone number. The email submission is an easy efficient method for scheduling inspections. Upon receipt of emailed
Community Admin

Add, and manage access for individuals you authorise to pull permits and request inspections on behalf of your organisation.

Manufactured Housing Division
This feature will allow authorized employees to pull permits and request inspections on behalf of community admin. Below is a view of all employees within your company.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>SSN</th>
<th>Active</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kara Lesniak</td>
<td><a href="mailto:swarna.peri+885@mtxb2b.com">swarna.peri+885@mtxb2b.com</a></td>
<td>(666) 666-6666</td>
<td>66666666</td>
<td></td>
<td>Remove Access</td>
</tr>
<tr>
<td>Marcus Sullivans</td>
<td><a href="mailto:swarna.peri@mtxb2b.com">swarna.peri@mtxb2b.com</a></td>
<td>(555) 555-5555</td>
<td>8888888888</td>
<td></td>
<td>Remove Access</td>
</tr>
<tr>
<td>Swarna Peri</td>
<td><a href="mailto:swarna.peri+886@mtxb2b.com">swarna.peri+886@mtxb2b.com</a></td>
<td></td>
<td></td>
<td></td>
<td>Enable Access</td>
</tr>
</tbody>
</table>
Manage Permits Tab: Overview

Manage permits
Use the quick links below to apply for a new, or manage existing permits.

New Permit(s)
Complete the permit application form to apply for a permit. Permit must be approved before work can be done on a job site.

Apply for a new permit

Renew Permit(s)
Complete the renew permit application form for a permit nearing expiration.

Renew permit

Cancel Permit(s)
Request cancel permit for a permit that has been issued.

Cancel a permit

Withdraw Permit(s)
Request withdraw permit for a submitted permit application that has not been issued a permit number.

Withdraw a permit

Change of Address
Request a change of address for a submitted permit application or a permit that has been issued.

Change an address

Request Pre-inspection
Request a pre-inspection to evaluation a property's condition or readiness prior to the final inspection.

Request a pre-inspection

Request Final Inspection
Request a final inspection for completed work, any/all actionable remediation has occurred.

Request a final inspection

Request Removal of Prohibited Sales Notice
View and Request a removal of prohibited sales notice.

Request notice removal

Picture Uploads
Upload a photo/documentation on permit prior to inspection.

Picture Uploads
Apply for a Permit
Apply for a Permit

Record ID: A-004536

New Scope of Work

*Work Type
- Plumbing

*Work Sub Type
- Water Connection
Apply for a Permit

Record ID: A-004536

Manufactured Housing Division
Please select the scope of work for this permit.

Note: Installer must identify the subcontractor or the homeowner for each scope of work being performed.

<table>
<thead>
<tr>
<th>Scope of Work</th>
<th>Scope of Work Sub Type</th>
<th>Accepted/Rejected Time</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing</td>
<td>Water Connection</td>
<td>8/3/2020, 03:28 PM</td>
<td></td>
</tr>
</tbody>
</table>
Apply for a Permit

Record ID: A-004536

**Permit Information**

**Scope of Work**

**Address Information**

**Owner Information**

**Document Upload**

**Instructions**

**Payment Information**

---

Manufactured Housing Division

Please enter the project/site address and direction. Space number must be provided when selecting community.

<table>
<thead>
<tr>
<th>Address or location search</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
</tr>
</tbody>
</table>

- 33 CALLE ENCANTADA, EDGEWOOD, NM, USA
- 33 HUMMINGBIRD LANE, OJO CALIENTE, NM, USA
- 33 PINON LANE, PECOS, NM, USA
- 330 NM 50, GLORIETA, NM, USA
- 3304 LAWRENCE RD, HOBBES, NM, USA
- 3316 AVENUE D, LOVINGTON, NM, USA
- 332 LA PROMESA, BERNALILLO, NM, USA
- 332 LUNA AZUL RD, CHAPARRAL, NM, USA
- 3322 E LAWRENCE RD, HOBBES, NM, USA
Apply for a Permit

Manufactured Housing Division
Please enter the project/site address and direction. Space number must be provided when selecting community.

Address Information

33 CALLE ENCANTADA, EDGEWOOD, NM, USA

- Search by a location name or address to automatically populate the address fields below (optional)

Street: CALLE ENCANTADA
City: EDGEWOOD
State: NM
Zip: 87015

Community/Manufactured Home Park

Directions to the Location

*Is this address located on tribal land, including any location over which a tribal nation exercises primary jurisdiction under the law?
Select an Option

Back  Next
Record ID: A-004549

Manufactured Housing Division
Please enter the project/site address and direction. Space number must be provided when selecting community.

Address or location
- **Street**: CALLE ENCANTADA
- **City**: EDGEWOOD
- **State**: NM
- **Zip**: 87015
- **Space Number**: 33
- **Community/Manufactured Home Park**: checked

Directions to the Location
Turn right after exit 30

*Is this address located on tribal land, including any location over which a tribal nation exercises primary jurisdiction under the law?*
- **No** selected

[Next]
Apply for a Permit

Record ID: A-004536

Manufactured Housing Division
Please enter all homeowner information.
Please enter the information on the Manufactured Home

Homeowner Information

* Homeowner Name
  William Jackson

* Homeowner Telephone Number
  (654) 332-2121

Homeowner Email

Homeowner Address

Home Information

* Project Name
  Jackson Heights

* Manufacturer
  yy76555

Manufacturing Date

* Number of Units
  Single Wide

Serial Number
Apply for a Permit

Record ID: A-004517

- Permit Information
- Scope of Work
- Address Information
- Owner Information
- Document Upload
- Instructions
- Payment Information

Manufactured Housing Division
Please upload all supporting documents needed for the permit.
Make sure to click Submit to Resubmit the application with revisioned plans.

<table>
<thead>
<tr>
<th>Document Category</th>
<th>Status</th>
<th>Upload Document</th>
<th>Uploaded Document</th>
<th>Permit Holder's Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Engineered drawings</td>
<td>Engineer Letter</td>
<td>Manufacturer Plan</td>
<td>Submitted</td>
<td>[CID black text (2) (Aug 01, 2020, 09:03 AM)]</td>
</tr>
</tbody>
</table>
Manufactured Housing Division
Please read and approve of acknowledgement below.

The manufacturer's installation manual shall be followed for all new, used, pre-owned, or resold manufactured homes installed within the state of New Mexico. The person(s) performing the work to install a mobile home shall be responsible to insure that all necessary installation permits have been obtained by the homeowner, customer or installer, to be determined in writing prior to the delivery of subject home. Compliance with permanent foundation criteria, site work 14.12.5.9 NMAC, planning, and zoning, slope and drainage requirements is the sole and separate responsibility of the persons, companies or contractors performing such work.

* I hereby acknowledge and agree to the above terms
Apply for a Permit

Record ID: A-004536

Manufactured Housing Division
Please complete payment.

Permit Fee: $65.00. Click on Pay button below to make the payment.

Pay

Back  Submit
Apply for a Permit

Payment

Please select the payment option

Card  eCheck

Payment process in another window. Please don't close this modal or refresh the page. It will be closed once the transaction is done.
Apply for a Permit
Apply for a Permit
Apply for a Permit
Application for a Permit

Record ID: A-004536

Manufactured Housing Division
Please complete payment.

Thank you! Your payment of amount $65.00 was successfully processed. Click on Submit button below to submit your permit.

Back  Submit
Your permit has been received. You will receive notice/email once your permit is approved. An inspection may be requested once the permit is approved.
Hello,

The Manufactured Housing Division Office has received your submission. Please allow 2-3 business days for processing. If you have any concerns regarding the status of the permit, you may reach out to Manufactured Housing Division Office with any questions. Thank you!

Regards,
New Mexico Regulation & Licensing Department

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The payment provided to the Manufactured Housing Division office has been processed. Please retain a copy of the receipt for your records. If you did not authorize any charges to the account, please contact the Manufactured Housing Division office with any questions. Thank you!

Regards,
New Mexico Regulation & Licensing Department
INSTALLATION PERMITS
An installer or repairmen that is being assigned to a scope of work must hold a license that has been issued by the division after passing an examination and entitles its holder to install manufactured homes for remuneration or consideration as provided for these regulations.

A repairman that is being assigned to a scope of work must hold a license that entitles its holder to repair manufactured homes for remuneration or after passing an examination.

A Homeowner that is completing an assigned scope of work must pass an examination that entitles its holder to install a manufactured home, foundation, or mechanical or plumbing work. A Homeowner cannot complete a scope of work that includes any electrical or gas and will have to hire a licensed contractor.

<table>
<thead>
<tr>
<th>Scope of Work</th>
<th>Scope of Work Sub Type</th>
<th>Status</th>
<th>Contractor</th>
<th>Accepted/Rejected Time</th>
<th>ACTION</th>
</tr>
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<tbody>
<tr>
<td>Plumbing</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirting</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwire / Yardline</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
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<th>Accepted/Rejected Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing</td>
<td>Water Heater Replacement</td>
<td>Pending (Contractor Approval Pending)</td>
<td>Akshat Jain</td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirting</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwire / Yardline</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
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<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gas</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirting</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwire / Yardline</td>
<td></td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td></td>
<td>Pending (Contractor Approval Pending)</td>
<td>Adam EZ</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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<tbody>
<tr>
<td>Plumbing</td>
<td>Water Heater Replacement</td>
<td>Pending (Contractor Approval Pending)</td>
<td>Akshat Jain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td>Air Conditioning</td>
<td>Pending (Awaiting Assignment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>Conversion</td>
<td>Pending (Contractor Approval Pending)</td>
<td>Carl Libarri</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirting</td>
<td></td>
<td>Pending (Permit Holder Approval Pending)</td>
<td>Jordan Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwire / Yardline</td>
<td></td>
<td>Pending (Contractor Approval Pending)</td>
<td>Armando Lira</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anchoring</td>
<td></td>
<td>Closed (Accepted)</td>
<td>Jordan Black</td>
<td>8/3/2020, 10:43 PM</td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td></td>
<td>Closed (Accepted)</td>
<td>John EZ</td>
<td>8/3/2020, 11:15 PM</td>
<td></td>
</tr>
</tbody>
</table>
INSTALLATION PERMITS - Accept/Reject SOW
### Scope of Work

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Permit Type</th>
<th>Status</th>
<th>Permit Holder</th>
<th>Submission Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-004534</td>
<td>MHD Installation &amp; Foundation</td>
<td>Submitted</td>
<td>John EZ</td>
<td>Aug 3, 2020</td>
<td></td>
</tr>
</tbody>
</table>

#### Work Type

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Sub Type</th>
<th>Assigned To</th>
<th>Status</th>
<th>Created Date</th>
<th>Accepted/Rejected Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing</td>
<td>Water Heater</td>
<td>Akshat Jain</td>
<td>Pending (Contractor Approval Pending)</td>
<td>Aug 3, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replacement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwire /</td>
<td>Yardline</td>
<td>Armando Lira</td>
<td>Pending (Contractor Approval Pending)</td>
<td>Aug 3, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anchoring</td>
<td></td>
<td>Jordan Black</td>
<td>Pending (Contractor Approval Pending)</td>
<td>Aug 3, 2020</td>
<td></td>
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<td>Skirting</td>
<td></td>
<td>Jordan Black</td>
<td>Pending (Permit Holder Approval Pending)</td>
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<tr>
<td>Gas</td>
<td>Conversion</td>
<td>Armando Lira</td>
<td>Pending (Contractor Approval Pending)</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
### Installation Permits

#### Scope Of Work

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Permit Type</th>
<th>Status</th>
<th>Permit Holder</th>
<th>Submission Date</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>A-064534</td>
<td>MHD Installation &amp; Foundation</td>
<td>Submitted</td>
<td>John EZ</td>
<td>Aug 3, 2020</td>
<td></td>
</tr>
</tbody>
</table>

---

**Acknowledgement**

Where structural repairs, alterations, or additions are proposed, complete plans, specifications, installation instructions, details, and/or calculations are required to be attached. Any alterations or additions will require a licensed NM Engineer letter. Please contact The Manufactured Housing Division with any questions regarding the scope of work or documentation required for plan submittal.

- [I acknowledge the above.](#)
### Installation Permits

The webpage displays a table with the following columns: Record ID, Permit Type, Status, Permit Holder, Submission Date, and Action. The table contains entries with the following details:

- **SETF_2020000073**
  - Permit Type: MHD Installation & Foundation
  - Status: Approved
  - Permit Holder: Jordan Black
  - Submission Date: Jun 24, 2020

- **SETF_2020000075**
  - Permit Type: MHD Installation & Foundation
  - Status: Approved
  - Permit Holder: Jordan Black
  - Submission Date: Jun 24, 2020

- **A-000536**
  - Permit Type: MHD Installation & Foundation
  - Status: Submitted
  - Permit Holder: Jordan Black
  - Submission Date: Jul 10, 2020

- **SETF_2020000245**
  - Permit Type: MHD Installation & Foundation
  - Status: Approved
  - Permit Holder: Jordan Black
  - Submission Date: Jul 21, 2020
INSTALLATION PERMITS - Pull a Scope of work
Installation Permits
Request Installation Scope Of Work

Request New Scope of Work - Installation Permit

* Work Type
Anchoring

Where structural repairs, alterations, or additions are proposed, complete plans, specifications, installation instructions, details, and/or calculations are required to be attached. Any alterations or additions will require a licensed NM Engineer letter. Please contact the Manufactured Housing Division with any questions regarding the scope of work or documentation required for plan submittal.

* I acknowledge the above.

Save
Installation Permits

Request Installation Scope Of Work

Requests can be filtered by number, type, or address using the fields below.

Search by
- Record ID
- Address

Record ID: INST_2020000268
Permit Holder: Franklin Borrego
Submission Date: Jul 28, 2020
Address: 411 New Mexico 192, Mesquite, New Mexico, USA
Community: 43

Pull Scope Of Work

Page 1 of 1

First  Previous  Next  Last
REQUEST INSPECTION
### Inspections

<table>
<thead>
<tr>
<th>Inspection Number</th>
<th>Record ID</th>
<th>Permit Type</th>
<th>Inspector</th>
<th>Inspector Email Address</th>
<th>Status</th>
<th>Date of Inspection</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>00004501</td>
<td>MHDR_2020000260</td>
<td>MHD Mechanical Permit</td>
<td>Matthew Herrera</td>
<td><a href="mailto:alexander.habiby+mherrara@mtxb2b.com">alexander.habiby+mherrara@mtxb2b.com</a></td>
<td>Scheduled</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>00004500</td>
<td>INST_2020000275</td>
<td>MHD Installation Permit</td>
<td>Matthew Herrera</td>
<td><a href="mailto:alexander.habiby+mherrara@mtxb2b.com">alexander.habiby+mherrara@mtxb2b.com</a></td>
<td>Scheduled</td>
<td>Scheduled</td>
<td></td>
</tr>
<tr>
<td>00000425</td>
<td>MHDR_2020000248</td>
<td>MHD Mechanical</td>
<td>Alphonso Santistevan</td>
<td><a href="mailto:alphonso.santistevan@state.nm.us">alphonso.santistevan@state.nm.us</a></td>
<td>Scheduled</td>
<td>Scheduled</td>
<td></td>
</tr>
</tbody>
</table>

### Permits

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Holder Name</th>
<th>Type</th>
<th>Status</th>
<th>Action</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-004535</td>
<td>John EZ</td>
<td>MHD Installation Permit</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-004534</td>
<td>John EZ</td>
<td>MHD Installation &amp; Foundation</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INST_2020000275</td>
<td>John EZ</td>
<td>MHD Installation Permit</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PFOU_2020000274</td>
<td>John EZ</td>
<td>MHD Foundation Permit</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Request Pre-inspection]
# Request for Pre-Inspection

Request for Pre-Inspection can be filtered by number, or type using the fields below.

Manufactured Housing Division
Please select the eligible permit below to request a pre-inspection.

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Permit Type</th>
<th>Issue Date</th>
<th>Submitted Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFOU_2020000274</td>
<td>MHD Foundation Permit</td>
<td>2020-08-02</td>
<td>2020-08-02</td>
<td>Request Inspection</td>
</tr>
</tbody>
</table>

Page 1 of 1

[First] [Previous] [Next] [Last]
Request for Pre-Inspection

Request for Pre-Inspection can be filtered by number, or type using the fields below.

Manufactured Housing Division
Please select the eligible permit below to request a pre-inspection.

Confirmation

Are You Sure?

Cancel Confirm

Request Inspection
Request for Pre-Inspection

Request for Pre-Inspection can be filtered by number, or type using the fields below.

Manufactured Housing Division
Please select the eligible permit below to request a pre-inspection.

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Permit Type</th>
<th>Issue Date</th>
<th>Submitted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFOU_2020000274</td>
<td>MHD Foundation Permit</td>
<td>2020-08-02</td>
<td>2020-08-02</td>
</tr>
</tbody>
</table>

Page 1 of 1
RENEW PERMIT
Renew Permit

Manage permits
Use the quick links below to apply for a new, or manage existing permits.

New Permit(s)
Complete the permit application form to apply for a permit. Permit must be approved before work can be done on a job site.

Renew Permit(s)
Complete the renew permit application form for a permit nearing expiration.

Cancel Permit(s)
Request cancel permit for a permit that has been issued.

Withdraw Permit(s)
Request withdraw permit for a submitted permit application that has not been issued a permit number.

Change of Address
Request a change of address for a submitted permit application or a permit that has been issued.

Request Pre-Inspection
Request a pre-inspection to evaluate a property's condition or readiness prior to the final inspection.
**Renew Permit**

Renew Permit can be filtered by number, name, or type using the fields below.

Manufactured Housing Division
Below is a list of all permits eligible for renewal. Please select the permit that will need to be renewed.

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Permit Type</th>
<th>Issue Date</th>
<th>Submitted Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHDR_2020000212</td>
<td>MHD Electrical Permit</td>
<td></td>
<td></td>
<td>Renew Permit</td>
</tr>
<tr>
<td>INST_2020000270</td>
<td>MHD Installation Permit</td>
<td></td>
<td></td>
<td>Renew Permit</td>
</tr>
</tbody>
</table>
Renew Permit

1. Permit Details
   - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2. Site Information
   - Street: 418 Girard Boulevard Southeas
   - City: Albuquerque
   - State: New Mexico
   - Zip: 87106

Application Information
   - Record ID: MHDR_2020000212
   - Project Name: Blue bird Industries

*Renewal Reason*
Renew Permit

 Permit Details

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Permit Fee: $65.00. Click on Pay button below to make the payment.

Pay

Back  Submit
TICKET MANAGEMENT - CANCEL PERMIT
Ticket Management - Cancel a Permit

Manage permits
Use the quick links below to apply for a new, or manage existing permits.

New Permit(s)
Complete the permit application form to apply for a permit. Permit must be approved before work can be done on a job site.

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Complete the renew permit application form for a permit nearing expiration.

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Request cancel permit for a permit that has been issued.

Withdraw Permit(s)
Request withdraw permit for a submitted permit application that has not been issued a permit number.

Change of Address
Request a change of address for a submitted permit application or a permit that has been issued.

Request Pre-Inspection
Request a pre-inspection to evaluation a property’s condition or readiness prior to the final inspection.
# Ticket Management - Cancel a Permit

## Cancel Permit

Cancel Permit can be filtered by number, name, or type using the fields below.

Manufactured Housing Division

A cancellation for a permit may be requested after a permit is approved but prior to an inspection. Please select the permit below.

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Permit Type</th>
<th>Issue Date</th>
<th>Submitted Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHDR_2020000208</td>
<td>MHD Structural Repair Permit</td>
<td></td>
<td></td>
<td>Request Cancel Permit</td>
</tr>
<tr>
<td>MHDR_2020000072</td>
<td>MHD Electrical Permit</td>
<td></td>
<td></td>
<td>Request Cancel Permit</td>
</tr>
<tr>
<td>MHDR_2020000076</td>
<td>MHD Structural Repair Permit</td>
<td></td>
<td></td>
<td>Request Cancel Permit</td>
</tr>
<tr>
<td>MHDR_2020000070</td>
<td>MHD Structural Repair Permit</td>
<td></td>
<td></td>
<td>Request Cancel Permit</td>
</tr>
<tr>
<td>PFOU_2020000068</td>
<td>MHD Foundation Permit</td>
<td></td>
<td></td>
<td>Request Cancel Permit</td>
</tr>
<tr>
<td>PFOU_2020000063</td>
<td>MHD Foundation Permit</td>
<td></td>
<td></td>
<td>Request Cancel Permit</td>
</tr>
</tbody>
</table>
Ticket Management - Cancel a Permit

Cancel Permit can be filtered by number, name, or type using the fields below.

Manufactured Housing Division
A cancellation for a permit may be considered if a manufactured home has been sold and moved, if the permit is no longer needed, or if the permit was issued in error.

Confirmation

*Cancellation Reason
Contractual Issues

*Cancellation Explanation

It might take 6-12 months for MHD to process your refund request.

Do you want to Generate a Refund Request?

Cancel Confirm
TICKET MANAGEMENT - CHANGE ADDRESS
Ticket Management - Change an Address
**Ticket Management - Change an Address**

[Image of Ticket Management interface]

### Address Change

Address Change can be filtered by number, name, type, or status using the fields below.

#### Manufactured Housing Division

Please select the eligible application/permit below to request an address change.

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Permit Type</th>
<th>Status</th>
<th>Address</th>
<th>Community</th>
<th>Space Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-000015</td>
<td>MHD Install &amp; Foundation</td>
<td>Draft</td>
<td>334 Camino Cerrito, Santa Fe, New Mexico, USA</td>
<td></td>
<td></td>
<td>Change Address</td>
</tr>
<tr>
<td>A-000016</td>
<td>MHD Install &amp; Foundation</td>
<td>Submitted</td>
<td>334 Camino Cerrito, Santa Fe, New Mexico, USA</td>
<td></td>
<td></td>
<td>Change Address</td>
</tr>
<tr>
<td>A-000083</td>
<td>MHD Install Permit</td>
<td>Submitted</td>
<td>334 Camino Cerrito, Santa Fe, New Mexico, USA</td>
<td></td>
<td></td>
<td>Change Address</td>
</tr>
<tr>
<td>A-0000316</td>
<td>MHD Foundation Permit</td>
<td>Submitted</td>
<td>7723 Calle Comodo Northeast, Albuquerque, New Mexico, USA</td>
<td></td>
<td></td>
<td>Change Address</td>
</tr>
<tr>
<td>A-000324</td>
<td>MHD Foundation Permit</td>
<td>Draft</td>
<td>418 Girard Boulevard Southeast, Albuquerque, New Mexico, USA</td>
<td></td>
<td>231</td>
<td>Change Address</td>
</tr>
<tr>
<td>A-0000327</td>
<td>MHD Foundation Permit</td>
<td>Draft</td>
<td>334 Camino Cerrito, Santa Fe, New Mexico, USA</td>
<td></td>
<td></td>
<td>Change Address</td>
</tr>
</tbody>
</table>
Ticket Management - Change an Address

Address Change

Current Address
- Street: 334 Camino Cerrito
- City: Santa Fe
- State: New Mexico
- Zip: 87505

New Address
- Street
- City
- State
- Zip

Search by a location name or address to automatically populate the address fields below (optional)

Save
TICKET MANAGEMENT - HELP DESK
# Ticket Management - Help Desk

## Dashboard

Welcome to the Manufactured Housing Division permitting and inspections dashboard.

- **27** Approved Permits
- **8** Submitted Permits
- **21** Draft Permits

## Inspections

<table>
<thead>
<tr>
<th>Inspection Number</th>
<th>Record ID</th>
<th>Permit Type</th>
<th>Inspector</th>
<th>Inspector Email Address</th>
<th>Status</th>
<th>Date of Inspection</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>00004510</td>
<td>MHDR_2020000128</td>
<td>MHD Mechanical Permit</td>
<td>Joseph Aragon</td>
<td><a href="mailto:joseph.aragon@state.nm.us">joseph.aragon@state.nm.us</a></td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00004499</td>
<td>PFOU_2020000102</td>
<td>MHD Foundation Permit</td>
<td>Russell Wink</td>
<td><a href="mailto:russell.wink@state.nm.us">russell.wink@state.nm.us</a></td>
<td>Scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00004491</td>
<td>MHDR_2020000097</td>
<td>MHD Mechanical Permit</td>
<td>Joseph Aragon</td>
<td><a href="mailto:joseph.aragon@state.nm.us">joseph.aragon@state.nm.us</a></td>
<td>Scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00004490</td>
<td>PFOU_2020000102</td>
<td>MHD Foundation Permit</td>
<td>Joseph</td>
<td><a href="mailto:joseph.aragon@state.nm.us">joseph.aragon@state.nm.us</a></td>
<td>Scheduled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Permits

- Manage permits
- All permits

## Scope of Work

- Permits and Scope Of Work
- Request Installation Scope Of Work

## Personal

- Community Admin
- My profile

## My Company's

- Licenses
- Payments
- Inspections
- Notices

## Other

- Help desk
Help desk

Requests can be filtered by number, status, and type using the fields below.

- Request Number
- Status
- Type

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Subject</th>
<th>Status</th>
<th>Type</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001310</td>
<td>Change my Last Name</td>
<td>New</td>
<td>Problem</td>
<td>Aug 4, 2020</td>
<td>View Ticket</td>
</tr>
</tbody>
</table>

Page 1 of 1

First  Last
Ticket Management - Help Desk
Help desk

Requests can be filtered by number, status, and type using the fields below.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Subject</th>
<th>Status</th>
<th>Type</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001310</td>
<td>Change my Last Name</td>
<td>New</td>
<td>Problem</td>
<td>Aug 4, 2020</td>
<td>View Ticket</td>
</tr>
<tr>
<td>000001311</td>
<td>Renew Permit</td>
<td>New</td>
<td>Feature Request</td>
<td>Aug 4, 2020</td>
<td>View Ticket</td>
</tr>
</tbody>
</table>
New Mexico
Regulation and Licensing Department
Manufactured Housing Division

Follow the rules. Be smart. Stay positive. We will get through this
#AlltogetherNM

NMRLD.com