New Mexico Regulation and Licensing Department
CONSTRUCTION INDUSTRIES DIVISION
2550 Cerrillos Road ▪ Santa Fe, NM 87505 ▪ (505) 476-4700 ▪ Fax (505) 476-4685
5500 San Antonio Dr. NE ▪ Albuquerque, NM 87109 ▪ (505) 222-9800 ▪ Fax (505) 765-5670
505 S. Main St., Suite 103 ▪ Las Cruces, NM 88001 ▪ (505) 524-6320 ▪ Fax (505) 524-6319
www.rld.state.nm.us/cid

Mechanical-Plumbing Repair & Maintenance Annual Permit

Pursuant to regulation 14.5.2.19 NMAC, an annual permit, valid for a one-year period from date of issuance, authorizes the permittee to perform repair and maintenance on existing electrical, mechanical and plumbing systems in lieu of obtaining an individual permit for each installation or repair. The permittee must comply with all provisions of the Construction Industries Licensing Act ("CILA"), its regulations, codes and standards.

Scope:

1. **Mechanical-Plumbing repair maintenance commercial (MRMC) permits**. These permits may only be issued to a commercial entity duly authorized to do business in New Mexico or a licensed contractor holding an appropriate mechanical/plumbing classification and who has a written contract with the commercial entity to perform work covered by the annual permit. An entity holding a valid annual permit authorizes the entity to employ a validly certified journeyman to engage in the type of work for which the journeyman is certified.
2. The scope of this permit includes the repair or maintenance performed on existing mechanical/plumbing systems in commercial facilities. Repair and maintenance means work that is necessary to maintain an established, approved mechanical/plumbing system, which work is required to keep the system operating in its approved function and configuration. Repair and maintenance includes a like-for-like exchange of a portion or portions of an approved mechanical/plumbing system, but does not include work on life safety systems, or work that entails new construction, relocation, expansion or alteration of a mechanical/plumbing system or any portion thereof.
3. General construction repair and maintenance work that is required as a direct consequence of, or that is necessary to, work performed pursuant to a commercial annual permit is considered incidental work and is authorized under the ERMC and the MRMC permits. All such general construction work must be reported in the report log [14.5.2.19 B (6) NMAC]. The division will determine if the general construction work is covered by a commercial annual permit. General construction work that is not covered by a commercial annual permit will subject the permit holder to penalties as provided in the act and the Construction Industries Division ("CID") rules.
4. Work to be performed under a repair and maintenance permit may only be performed by a journeyman, pursuant to Subsection A of 14.6.4.8 NMAC, properly certified by CID in the classification of work to be performed pursuant to the permit, who is an employee of the authorized entity, or of the licensee, to whom the permit was issued.

Company/Entity Name: _____

Department/Division: _____

Primary Contact: [Name, telephone, and email]

_____

Mailing Address: _____

Physical Address: _____

Licensed Contractor Information, including license number and qualifying party name and certificate number, if applying pursuant to 14.5.2.19 B (2) NMAC:

_____

Type of annual permit(s) requested: 14.6.6.11 NMAC

_____ MM-1[plumbing] **_____ MM-2[gas]** **_____ MM-3[HVAC]**
_____ MM-4[heating, cooling, process piping]

A FEE OF $100.00 (CHECK OR MONEYORDER) MUST BE ENCLOSED TO PROCESS APPLICATION.

Optional Additional Contact Information: [all other information on this form is mandatory]

Additional Contacts [Name and Title: _____

Telephone Number(s) _____

Email Address(es): _____

Describe the location(s), including physical address, to be covered by the permit indicating whether journeymen staff are restricted solely to work at a single location or completing repairs and maintenance at different locations:

_____

_____

_____

_____

NOTE: Bureau Chief may require separate annual permits depending on multiple locations/addresses.

I hereby affirm, under penalty of perjury, that I am the _____ [provide a title such repair and maintenance director, officer, etc.] of the applicant and I am authorized to legally bind the applicant and shall ensure that all New Mexico laws, including CILA, its rules, codes and standards are complied with completely. Additionally, all information, statements, answers and representations provided in this application, including all supplementary statements and documents included are true, correct and accurate.

_____

Name: [signature, printed name and title]

Date: _____

NOTE: Provide organizational chart for which the listed journeymen of the department/division are employees including the position for each non-journeyman helper assigned to each journeyman.

List all Qualifying Journeymen:

Name: _____

Classification: _____ **Certificate No.: _____**

Name and Position of Immediate Supervisor: _____

For which of the above noted locations will this journeyman oversee the repair/maintenance:

_____

Scope of work to be performed: _____

_____

Name: ____

Classification: _________________________ Certificate No.: _____________________

Name and Position of Immediate Supervisor: ____

For which of the above noted locations will this journeyman oversee the repair/maintenance:

____

Scope of work to be performed: ____

<u>Additional Qualifying Journeyman Information:</u>

Name: ____

Classification: _________________________ Certificate No.: _____________________

Name and Position of Immediate Supervisor: ____

For which of the above noted locations will this journeyman oversee the repair/maintenance:

____

Scope of work to be performed: ____

Name: ____

Classification: _________________________ Certificate No.: _____________________

Name and Position of Immediate Supervisor: ____

For which of the above noted locations will this journeyman oversee the repair/maintenance:

____

Scope of work to be performed: ____

Name: ____

Classification: _________________________ Certificate No.: _____________________

Name and Position of Immediate Supervisor: ____

For which of the above noted locations will this journeyman oversee the repair/maintenance:

____

Scope of work to be performed: ____

Name: ____

Classification: _________________________ Certificate No.: _____________________

Name and Position of Immediate Supervisor: ____

For which of the above noted locations will this journeyman oversee the repair/maintenance:

____

Scope of work to be performed: ____
