



## New Mexico Regulation and Licensing Department

### MANUFACTURED HOUSING DIVISION

5500 San Antonio Dr., Albuquerque, New Mexico 87109 • (505) 222-9870

<http://www.rld.state.nm.us/construction/manufactured-housing.aspx>

### **Submitting a “Roof Mounted” Solar Permit for Review**

#### **Planning and Zoning:**

Planning and zoning requirements vary by both in your city and county, and depend on their respective codes, zoning laws, and other legislation regarding solar installations. It is very important that you first reach out to your city and county for planning and zoning and flood plain requirements before contacting the NM Manufactured Housing Division for a permit.

Your solar permitting requirements may even differ from a neighbor's in the same town. For example, if you live in an area that is part of a homeowners association (HOA), you will likely need their permission to put panels on your property. After you have reached out to your city or county and pulled the necessary permits, you will then need to pull the required permits with New Mexico Manufactured Housing Division and local electrical authority having jurisdiction.

#### **Size and type of installation:**

If you need a ground-mounted solar installation permit, they will need to go through Construction Industries Division. All roof-mounted installation permits that involve a manufactured home will be pulled through Manufactured Housing Division, after you have gone to your local city or county division. When installing a rooftop solar panel system on a manufactured home, you must first contact the home manufacturer and obtain their DAPIA approval pages for mounting a roof solar array. If the manufacturer is no longer in business, you will then need to hire a New Mexico licensed engineer. The engineer will need to inspect your roof's structure to make sure it can withstand the additional weight of the solar panels and racking equipment. Only a contractor licensed and registered with NM Manufactured Housing Division are allowed to pull a permit for a roof-mounted solar permit. The Manufactured Housing Division does not issue solar permits for homeowner installations.

Below are the documents needed to submit for a review of a Manufactured Housing Division roof-mounted solar permit.

1. A completed Manufactured Housing Division Permit Application.
2. Two sets of plans that consist of physical address of the property and:
  - Manufacturer's specifications and installation instructions for mounting systems and attachment hardware for the system to be used.
    - MFR installation instructions along with design whether from MFR DAPIA or NM licensed engineer shall be submitted with permit request application for plan review site specific.
    - The design has to meet the CFR 3280 construction safety standards and be referenced in the documents.
  - Roof framing calculation and details plan: Provide an existing roof framing plan shows the slope, member size, grade and spans of all roofing members where array is to be mounted.



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- **Fasteners:** Indicate the location, type, grade, length, and pullout strength of fasteners proposed to secure the array to the roof structure.
- **Elevations:** For any installation that will not be flush with the roof, a simple building elevation showing the location of the array(s) with relation the roof system, the overall height of the building and the height of the array.
- **Penetrations:** Show location of all penetrations of the building envelope and the proposed means to weatherproof those penetrations. Penetrations being any hole made in the exterior of the building through which piping or electrical conduit passes.
- **Uplift:** A registered design professional should incorporate an uplift calculation indicating how they plan to ensure the home will not be displaced during a storm.
- **Engineering with Calculations:** The weight of the complete system, including all of the working fluid in thermal systems, the weight of the complete system per square foot, and the concentrated load at each mounting location.
  - MHD requires that the Manufacturer's DAPIA (engineering designer) have a design approved for the additional weight on the roof. Make sure to include wind & snow calculations.
  - If the Manufacturer DAPIA is unavailable-A New Mexico Licensed engineer may be used to calculate drawing and design for the additional weight bearing.

*Note: The jurisdiction MHD has is that of the mounting of the panel on the MH roof. MHD does not inspect the electrical wiring, invertors and or electrical services. Those items will be permitted and inspected by the Local Authority Having Jurisdiction (LAHJ).*

3. Letterhead from a NM Licensed Engineer letter verifying that the existing roof structure is adequate for the increased loads from the proposed array(s). The letter will also need to include the engineer's signature and stamp.

*This list is not all inclusive and additional information and engineering as determined by the Manufactured Housing Division plan review may be required.*

Before submitting your permit application you will want to be sure both your NM CID and NM MHD license is still active. An inactive license will prevent an application from being reviewed. You may email all documents as a PDF to [MHDPlan.Review@state.nm.us](mailto:MHDPlan.Review@state.nm.us) when you are ready to submit. It will go under review and may take about 2-3 business day before you will receive a confirmation to pay the permit fee online.