

DONA ANA COUNTY BUILDING SERVICES DEPT.

845 N. MOTEL BLVD, RM #150, LAS CRUCES, NM 88007

(575) 647-7350 fax (575) 525-6131

BUILDING PERMIT REQUIREMENTS FOR NEW CONSTRUCTION AND/OR ADDITIONS TO RESIDENTIAL OR COMMERCIAL STRUCTURES

25% of permit fee required at time of application.

1. **Residential: Three (3) sets of plans drawn to 1/4" = 1.0 foot.**
Commercial: Four (4) sets of Engineer Stamped plans drawn to 1/4" = 1.0 foot.
Including: Foundation plan with details/single story or multi-story
Floor plan showing the rooms their uses and dimensions
Elevations
Cross sections of walls
Roof and floor framing plan. *If using manufactured trusses submit layout of trusses and stamped engineer design plan, if building in field a complete set of floor and roof framing must be submitted.*
2. **Three (3)-site plan drawings** (one attached to each set of plans): showing setbacks, adjoining streets, driveway(s) and other structures (mobile homes, site built homes, garages, etc). Copy of survey is preferred.
3. **Recorded proof of Ownership and Legal Access with legal description of property** (warranty deed or real estate contract). (Copy can be obtained at the County Clerk's Office - Rm 200.)
If accessing a state or county road a driveway permit (\$20.00) may be required from the Engineering Department. Rm 157.
4. **Copy of septic tank permit** from the Environmental Department: E.D. is located at 2301 Entrada Del Sol - - - - Phone # 575-288-2050 or a letter from the Sewer Company.
5. **Proof of water service**, either a well permit (State Engineer's Office 524-6161) or letter from water company.
6. **Copy of truss layout and design from manufacturer (site built are NOT allowed).**
7. **Residential Energy Plan Review Checklist:** If you are building a New Single Family home this form must be submitted at time of application.
8. **SWPPP and NOI:** By Ordinance #248-2010, your project may require a Storm Water Pollution Prevention Plan (SWPPP) and a Notice of Intent (NOI). Please call the Engineering Department to see if this is required for your specific project. Phone # 525-6170.
9. Electrical, plumbing and mechanical permits are obtained by the licensed tradesman at the Building Inspections Office. A homeowner can apply to perform electrical or plumbing work on their own provided they pass an exam on the subject.