



# Doña Ana County



*Doña Ana County Government Center • 845 N. Motel Blvd. • Las Cruces, NM 88007*  
*Community Development Department • (575) 647-7350 • Fax (575) 525-6131 • [www.donaanacounty.org](http://www.donaanacounty.org)*

## Cell Tower Upgrade / Co-Location

Dona Ana County requires permits for new towers and any structural changes including additions, removals, or replacements to existing towers. We recognize most cell tower companies and contractors are located outside of the Dona Ana County area, therefore we have developed the following checklist to facilitate permitting by mail.

The following is a checklist of the information needed to obtain a permit for a cell tower upgrade. Once all the required documentation is received, we will process the paperwork and it will go through a plan review process which takes 5 -7 business days.

1. Initial Contact
  - Contact Dona Ana County (575) 647-7350 with the project address and parcel ID / map code to confirm Dona Ana County jurisdiction and project valuation to obtain permit fee

2. Submittals

Cover Letter including;

- Point of contact information
- Brief details describing scope of work
- Parcel ID and Map Code
- New Mexico licensed contractor (If you do not have one, you may list "TBD"). However we will need to have this information before the permit can be issued.

(3) sets of plans stamped by a New Mexico Design Professional

(3) TIA-222 calculations stamped by a New Mexico Design Professional

Check made out to Dona Ana County for permit amount given

(We currently cannot accept payment by credit card or debit)

The point of contact will be notified of corrections or approval of permit application. Your New Mexico licensed contractor will be required to appear in person with proper identification to pick up the permit prior to construction. This must take place within 180 days of approval or the application will be considered void.

If you need any further information that is not covered in this document, please feel free to contact us at (575) 647-7350. Our office hours are Monday – Friday between the hours of 8am – 5pm (MST).

Mail all required documentation to the following address:

**Dona Ana County**

**Attn: Building Services Permit Technician**

**845 N. Motel Blvd.**

**Las Cruces, NM 88007**