

Doña Ana County Building Services Department (575) 647-7350
845 N. Motel Blvd. RM # 150, Las Cruces, NM 88007

M.H.I.P. Requirements
MOBILE HOME INSTALLATION PERMIT

CASH ONLY: \$100 MOVING TO PRIVATE PROPERTY

****TAXES: Please go to the Assessor's Office to check if there are any taxes owed on the Mobile Home. Permit will not be issued if taxes are not paid on Mobile Home*

1. **Recorded proof of Ownership and Legal Access** with legal description of property. (warranty deed or real estate contract). (Copy can be obtained from County Clerk's Office-Room 200)
2. Legal description of mobile / manufactured home: **year, model, serial number, size.**
3. **Site plan drawing** of the property showing setbacks, all existing structures and proposed mobile home. Setbacks are how many feet from property line to mobile home on all four sides. Copy of survey is preferred. Show driveway on site plan.
4. **Copy of septic tank permit** from New Mexico Environmental Division, 2301 Entrada Del Sol , (575) 288-2050. If your home will be serviced by community sewer, we will need a **letter** from the provider granting service.
5. **Copy of Well Permit** (State Engineer Office 524-6161) or **letter** from domestic water system granting service.
6. **Notarized Rental letter** or **Notarized authorization letter** from the landowner if property belongs to someone else other than applicant.
7. **Legal Access:** Provide documentation of legal access from a County or State maintained road to your property. This may require EBID and Railroad licenses and proof of private easements.
8. **Taxes:** Please go to the Assessor's Office to check if there are any taxes owed on the Mobile Home. (575) 647-7400

Please Note: MHIP applications for private property take 5-7 working days

CASH ONLY: \$80.00 MOVING TO MOBILE HOME PARK.

1. Name of Mobile Home Park and Space #.
2. Legal description of manufactured home: **year, model, serial number, size.**
3. **Taxes:** Please go to the Assessor's Office to check if there are any taxes owed on the Mobile Home. (575) 647-7400