M.H.I.P
MOBILE HOME INSTALLATION PERMIT

Cash Only $100.00; MOVING TO PRIVATE PROPERTY 5 – 7 Business Day Review

1. Recorded proof of Ownership and Legal access with legal description of property (Warranty Deed or Real Estate Contract) Copy can be obtained at County Clerk’s Office – Room 200. If accessing a county road a driveway permit ($20.00) may be required from the Engineering Department. If accessing a state road a permit from NMDOT may be required.

2. Legal Description of mobile home / manufactured home: Year, Model, Serial Number, Size

3. (1) site plan drawing: showing setbacks, adjoining streets, driveway(s), ponding location and size, and other structures (mobile homes, site built homes, garages, etc.) Copy of survey is preferred.

4. SEPTIC TANK OR SEWER SERVICE (Utility Bills not accepted) If septic tank bring in a copy of septic tank permit from NMED located at 2301 Entrada Del Sol, Las Cruces, NM (575) 288-2050
   ** OR **
   If sewer service bring in a letter from the sewer company verifying sewer service is available.

5. PROOF OF WATER SERVICE (Utility Bills not accepted) If domestic well bring in a copy of the well permit from NM State Engineer’s Office located at 1680 Hickory Loop, Las Cruces, NM (575)524-6161
   ** OR **
   If water service bring in a letter verifying water service is available from water company provider

6. Notarized Rental letter or Notarized Authorization letter from the landowner if property belongs to someone else other than the applicant.

7. Legal Access: Provide documentation of legal access from a County or State maintained road to your property. This may require EDID 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. ** A permit will not be issued if taxes are not paid on the Mobile Home.

Cash Only $80.00; MOVING TO MOBILE HOME PARK

1. Name of Mobile Home Park and Space #.

2. Legal Description of mobile home / 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. ** A permit will not be issued if taxes are not paid on the Mobile Home.