

DONA ANA COUNTY BUILDING SERVICES DEPT.

430 S. Main, County Annex Bldg, Las Cruces, NM 88001
(505) 647-7350 fax (505) 647-7255

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
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. **Site plan drawing:** 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 - County Courthouse - Rm 103.) ** *If accessing a state or county road a driveway permit (\$20.00) may be required from the Engineering Department. 2025 Griggs – 647-7151*
4. **Map code #:** Can be obtained from the Assessor's office - County Courthouse Rm 106.
5. **Copy of septic tank permit** from the Environmental Department: E.D. is located at 1170 N. Solano - - - - Phone # (505) 524-6300 or a letter from the Sewer Company.
6. **Proof of water service**, either a well permit (State Engineer's Office 524-6161) or letter from water company.
7. **Copy of truss layout and design.**
8. Electrical and mechanical permits are obtained by the licensed tradesman at Building Inspections Office. A homeowner can apply to perform electrical or plumbing work on their own provided they pass an exam on the subject.
9. One dwelling unit per parcel is permitted by right. More than one unit, will required a medium intensity application, plus a \$30.00 review fee. Commercial applications require zoning approval, a professionally drawn and stamped site plan, plus the appropriate fees. There are size and limitations on accessory structures. Please see the Planning Department for additional information and application forms on any of these issues.
10. Failure to comply with the above requirements will be cause to charge an investigation fee equal to your permit fee and/or summons to appear in Magistrate Court.