

DONA ANA COUNTY BUILDING SERVICES DIVISION

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

Phone (575) 647-7350 Fax (575) 525-6131

RESIDENTIAL

BUILDING PERMIT REQUIREMENTS FOR NEW CONSTRUCTION, ADDITIONS AND ACCESSORY STRUCTURES

Current Codes: 2015 IRC; 2015 NMRBC; 2009 ENERGY CONSERVATION CODE;
2015 UNIFORM PLUMBING CODE; 2015 NEW MEXICO PLUMBING CODE; 2012 SWIMMING POOL, SPA, HOT TUB CODE; 2015 UNIFORM MECHANICAL CODE; 2015 NEW MEXICO MECHANICAL CODE; 2012 NEW MEXICO SOLAR ENERGY CODE;
2017 NEC; 2017 NEW MEXICO ELECTRICAL CODE

Incomplete applications are not accepted. 25% of permit fee required at time of application.

1. **Residential: Three (3) bound sets of plans drawn to 1/4" = 1.0 foot.**
Including: Foundation plan with details/single story or multi-story
Floor plan showing room uses and dimensions
Elevations
Cross sections of walls.
Roof and floor framing plan.
Detailed Electrical plan to include meter & condenser location
**Homeowner permits require completion of "Instructions for Permit" and "Responsibilities and Liabilities Acknowledgement"*
2. **Three (3) site plan drawings** (please see attached sample drawing)
3. **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.
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. **Copy of truss layout and design from manufacturer (site built NOT allowed).** Roof framing plan shall show truss layout. Truss calculations shall be available at frame inspection.
7. **Residential Energy Plan Review:** REScheck, REM Rate or Acca Manual J is required with your permit application. **The Manual J must be completed by a licensed HAVC contractor or professional designer.**
8. **SWPPP and NOI:** Required for (1) All projects located in a subdivision; or (2) Outside a subdivision when the parcel exceeds one acre AND square footage of structure exceeds 21,000 sq. ft. Please verify with DAC Engineering Department for specific requirements or questions. (575) 525-6164
9. Electrical, Plumbing, and Mechanical permits are obtained AFTER issuance of the building permit by the licensed tradesman at the Building Inspections Office.
** A homeowner test is available for those who wish to perform their own Electrical or Plumbing. Please inquire.*