



Doña Ana County
Community Development Department
Advance Planning ▫ Current Planning ▫ Building Services ▫ GIS
845 N. Motel Blvd. Las Cruces, NM 88007
(575) 647-7350 - FAX (575) 525-6131
Email: buildingservices@donaana.gov

SINGLE FAMILY DWELLING PERMIT APPLICATION

1) 1 set of plans drawn to 1/4" = 1.0-foot scale including:

- Detailed site plan showing building setbacks, on-lot ponding and dimensions
- Foundation plan with details/single story or multi-story
- Floor plan showing room uses and dimensions
- Building elevations details to include height dimensions
- Cross section of walls
- Roof and floor framing plan
- Electrical plan to include meter, condenser location, one line diagram and load calculations

***Homeowner permits also require completion of "Instructions for Permit" and "Responsibilities and Liabilities Acknowledgement"*

2) Copy of truss layout/specifications from manufacturer

3) 2021 RESCheck (to include signed Energy Certificate)

4) Proof Record Card – Copy can be obtained at County Assessor's Office – Room 220

5) Recorded Proof of Ownership (Warranty Deed or Real Estate Contract)

Copy can be obtained at County Clerk's Office – Room 200.

6) Septic Tank or Sewer Service (Utility Bills not accepted)

For septic tank, bring in a copy of septic tank permit from NMED (575)288-2050

**** OR ****

For sewer service, bring in a ready, willing and able letter from sewer provider.

**** If more than (1) dwelling on property, you must provide a septic permit for each dwelling.**

7) Proof of Water Service (Utility Bills not accepted)

For domestic well, bring in a copy of the well permit from State Engineer's Office (575)524-6161

**** OR ****

For water service, bring in a ready, willing and able letter from water provider

8) ENGINEERING REQUIREMENTS:

- SWPPP and NOI: Required for (1) All projects located in a subdivision; or (2) Outside a subdivision when the parcel exceeds one acre.
- DRIVEWAY PERMIT: If accessing a county road a driveway permit will be required, (\$20.00). If accessing a state road a permit from NMDOT may be required.
*****Please verify with DAC Engineering for specific requirements or questions (575)525-6164.***

9) Fee – Permit fee is based on \$0.20 per total sq. ft.

****Electrical, Plumbing, and Mechanical permits are obtained AFTER issuance of the building permit by the licensed tradesman.**

SINGLE FAMILY PERMIT PROCESS AND INSTRUCTIONS

15 business day review application process after payment is received and transferred for review

Staff Member / Department Review

Staff will review your documentation to confirm that your application is complete. If approved, an invoice will be emailed to you so you can submit payment. If any documentation is missing or incorrect, staff will notify you, and your application will be placed on hold until all required materials are received.

Additional Department Agency Reviews

The application will be forwarded to the Flood Commission, Planning, Addressing, Utilities, Building Services and Engineering Department to verify there are no health or safety concerns. Each department will provide comments outlining any required corrective actions or additional requirements.

Final Approval / Permit Issuance

Staff will prepare the permit for issuance and send an electronic notification once it has been approved. You will then be able to download the approved plans from the online portal.

INSPECTION INSTRUCTIONS

The building permit that you were issued covers the structural or building only, which includes the following inspections:

Foundation, Sheathing, Frame, Lath, Insulation, and Final

Electrical, Plumbing, and Mechanical

All contractors hired shall be licensed in New Mexico for the required trade. Each trade is required to have a separate permit.

Following is the order in which inspections are performed:

1st Phase

Plumbing Rough-In Inspection (all drain and water installed before the slab is placed)

Foundation Inspection (complete with compaction and footings)

2nd Phase

Plumbing Top Out (all vents for drain extended through roof, all water and gas piping installed)

HVAC Rough In (all ductwork with insulation, gas vents through roof, gas piping and dryer vent)

Electrical Rough In (panel, all wire boxes for receptacles, switches, cable, phone, and lighting)

Sheathing Inspection (once exterior sheathing is installed you can request the inspection)

ALL OF THE ABOVE INSPECTIONS SHALL BE INSPECTED AND APPROVED BEFORE SCHEDULING THE FRAME AND LATH INSPECTION.

Frame Inspection

Lath Inspection

3rd Phase

Insulation Inspection or an Insulation Certificate from a licensed installer will need to be submitted.

4th Phase

Plumbing Final (all fixtures, water heater, water, gas piping system test and drain in working condition)

HVAC Final (all heating and cooling equipment installed with registers in place)

Electrical Final (meter installed with all receptacles, switches, and lighting in working condition)

ALL OF THE ABOVE INSPECTIONS SHALL BE INSPECTED AND APPROVED BEFORE SCHEDULING THE BUILDING FINAL INSPECTION.

Building Final Inspection