



CITY OF LAS CRUCES

Commercial Construction Process

Permit Fee:

- Building permit fee is based on project valuation.
- 25% of the permit fee must be paid when plans are submitted. The remaining fee can be paid at submittal or at time of issuance.
- The utility estimate will be provided prior to issuance of the permit.

Temporary Certificate of Occupancy (TCO):

- Fee for TCO request is 25% of the permit fee.
- Safety & ADA issues must be satisfied prior to issuance of certification.
- A formal written request must be submitted for approval for a TCO.

Pre-submittal Meetings:

- Pre-submittal meetings are required for all project types over \$1,000,000.00. (optional under \$1,000,000.00 if requested)
- Plans, valuation, address, contact information, project type (new, addition, alteration), and meeting type (in person/teleconference) must be emailed to inspectionrequest@lascruces.gov
- Plans must be 90% complete.
- There must be a valid address for the location.

Review Timeline:

- | | |
|----------------------------------|-----------------|
| ○ Valuation \$0 - \$50,000 | 3 business days |
| ○ Valuation \$50,001 - \$100,000 | 5 business days |
| ○ Valuation over \$101,000 | 8 business days |

Required Documents:

- Signed contract btw permittee and property owner with proof of ownership.
- Site Plan
- Construction Drawings

Review Agencies:

- | | |
|----------------------------|-----------------------|
| ○ Building | ○ Engineering |
| ○ Fire | ○ Zoning/Landscaping |
| ○ Utilities | ○ Electrical |
| ○ Traffic | ○ Plumbing/Mechanical |
| ○ Environmental Compliance | |