



City of Las Cruces, New Mexico
Community Development Department

2023 Schedule of Fees

(Effective February 1, 2023)

700 N Main St, Suite 1100 • P.O. Box 20000, Las Cruces, NM 88001

Telephone 575-528-3222 • Email inspectionrequest@lascruces.gov

Web www.lascruces.gov

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GENERAL INFORMATION

The Community Development Department and portions of the Fire Department, the Public Works Department, and Las Cruces Utilities Department have come together to form the One Stop Shop to ensure the successful implementation of the City of Las Cruces planning and development goals including:

- Building and Construction Permit Services
- Fire Code Review
- Construction Inspection
- GIS Mapping and Property Information Services
- Land Use and Engineering Review
- Business Registration and Licensing Services
- Environmental and Zoning Enforcement
- Long Range Planning and Historic Preservation

Location:

Community Development Department

700 N. Main St., Suite 1100,

P.O. Box 20000

Las Cruces, NM 88001

Service Center Hours:

- Monday, Tuesday, Thursday, and Friday 7:30 am – 5:00 pm
- Wednesday 8:00 am – 2:00 pm; Afternoon – closed for admin and training
- Online access: Available 24 hours

Payment Types Accepted:

Cash, checks, Visa, and MasterCard.

Visa and MasterCard credit cards are accepted on our website.

Contact Information:

Project specialists are available for consultation during Community Development business hours by appointment by calling 575-528-3222. There is also a walk-in Pre-Application Conference in City Hall Room 1158 from 1:30-2:30 pm every Wednesday afternoon for project review regarding zoning and subdivision. A special Pre-Application meeting for small businesses needing answers to development questions is held from 2:30-3:30 pm every Wednesday afternoon. Additional information and application forms can be obtained from our website at <http://www.las-cruces.org/184/Community-Development>

Fee Waivers:

Fees shall not be waived by City staff except where explicitly allowed by the Las Cruces Municipal Code, in which case a request citing the correct section of code must be presented to the Community Development Director and the fee shall be assessed and then credited or reimbursed. All other requests to vary, waive, or appeal a development or building permit fee is to be decided by City Council through Resolution.

Infill Incentive Program:

Qualifying properties meeting the requirements of the Infill Development Process may request in writing an incentive equal to the cost of permit fees. All appropriate fees will be assessed and paid. If the incentive is approved, the incentive amount will be reimbursed when a Certificate of Occupancy is issued on the project. All reviews shall follow the procedures outlined in LCMC Section 38-48, IDO—Infill Development Overlay. Only those properties located within the defined Infill Area shall be eligible for this incentive.

For infill proposals following the administrative (IDPA) process, the Community Development Director or designee shall determine whether the property qualifies as an eligible property based on established criteria in the Las Cruces Municipal Code. That decision may be appealed to the Planning and Zoning Commission. If approved, the building permit fee shall be reimbursed. City staff is not authorized to reimburse more than the building permit fee.

For infill proposals forwarded to the Planning and Zoning Commission (IDPPZ), the applicant may request an incentive of any permit or submittal fees in this schedule associated with the infill development project. If approved, the requested fees shall be reimbursed.

An incentive of greater than \$5000 requires approval of the City Council.

ADMINISTRATIVE FEES

These are fees that apply to all permits and activities of the One Stop Shop.

Administrative Fees	Charges
Copy and Print Charges	
Hardcopy Print or Photocopy	\$0.50/per page
Tabloid Size Sheets	\$1.00 per page
D-size or E-size Sheets	\$5.00 per page
High Resolution Aerial Photos	\$5.00 + material cost/page
Software-Generated Reports	
Standard Reports	\$15.00
Custom Reports	\$45.00/hour
Existing Reports (1 hour minimum)	Reproduction charge only
Expedited Review	\$1000 plus permit and plan check fee.
Revision/Addendum Fee	
Reviewers as determined by CBO or designee	\$45 per review
Technology Fee	
Trade Permit (Electrical, Plumbing, Mechanical & Rock Wall)	\$10 per permit
Residential New, Alteration, and Addition	\$20 per permit
Commercial New, Alteration and Addition	\$100 or 5% of permit fee, whichever is greater
Other Permits	\$10 per permit

BUILDING PERMIT FEES

The rates in effect at the time of permit issuance apply unless otherwise noted. Building permits are issued as a general permit. Electrical, mechanical, and plumbing sub-contractor permits, and fees are required when associated with a general permit unless stated otherwise.

RESIDENTIAL BUILDING PERMIT FEE

This fee is due at the time of permit issuance and is tripled on permits for work started or completed without an approved permit.

- New single-family dwellings, townhouses, and duplexes: \$0.20 per square ft of gross floor area measured to the outside walls.
- Remodels and additions follow the same process based on the work area identified in the construction plans.
- Minimum permit fee = \$50

COMMERCIAL BUILDING PERMIT FEE

This fee is based on the value of the work covered by the permit. It shall be determined using the City of Las Cruces Valuation Table (pp. 8-9) as adjusted by the scope modifier and the local area modifier (p. 7). The square foot construction costs in the City of Las Cruces Valuation Table are based on cost data as published by the International Code Council. Construction materials are defined as materials that become an inseparable and integral part of a completed structure or project.

The determination of the valuation of any construction shall be made by the building official based on the adopted Building Valuation Data Table. The determination of the valuation of any site improvements shall be made by the Chief Development Engineer based on current engineering standards. A valid contract and/or material list may be required.

Fee is due at the time of permit issuance and is tripled on permits for work started or completed without an approved permit.

PLAN CHECK FEE

Plan check fee is the first 25% of the building permit fee for residential and commercial applications. This fee applies to building and sitework permits to assure that the design complies with all city codes. Fee is due at the time of application and is non-refundable. The rate in effect at the time of application applies.

EXPEDITED PERMITTING

Expedited permitting is available on request. The fee is \$1000 in addition to the permit and plan check fee.

FEE TABLE

Total Project Valuation (without land cost)	Fees
Under \$2000	\$50
\$2,001 through \$25,000	\$50 for the first \$2,000 plus \$10 for each additional \$1000
\$25,001 through \$50,000	\$280 for the first \$25,000 plus \$8 for each additional \$1000
\$50,001 through \$100,000	\$480 for the first 50,000 plus \$7 for each additional \$1000
\$101,001 through \$500,000	\$830 for the first \$100,000 plus \$6 for each additional \$1000
\$500,001 through \$1,000,000	\$3330 for the first \$500,000 plus \$5 for each additional \$1000
\$1,000,001 or more	\$5830 for the first \$1,000,000 plus \$4 for each additional \$1000

Scope of Area	Percent of Value	Scope of Area	Percent of Value
Addition	100%	Repair	50%
Alteration/TI/Remodel*	50%	Shell	75%
New	100%	Local Area Modifier	88%

*See International Existing Building Code definition of work area for guidance in how to calculate alteration work areas.

VALUATION TABLES

	Group	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	247.86	239.47	233.25	223.81	210.17	204.10	216.62	195.46	188.40
	Assembly, theaters, without stage	227.10	218.71	212.49	203.05	189.41	183.34	195.86	174.70	167.65
A-2	Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
	Assembly, restaurants, bars, banquet halls	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A-3	Assembly, churches	229.69	221.30	215.08	205.64	192.37	187.27	198.45	177.66	170.60
	Assembly, general, community halls, libraries, museums	192.20	183.81	176.59	168.15	153.51	148.44	160.96	138.80	132.75
A-4	Assembly, arenas	226.10	217.71	210.49	202.05	187.41	182.34	194.86	172.70	166.65
B	Business	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
E	Educational	209.90	202.64	196.82	188.34	175.49	166.60	181.86	153.45	148.75
F-1	Factory and industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
	Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H-1	High Hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	n. p.
H-2/3/4	High Hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H-5	HPM	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
I-1	Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
	Institutional, hospitals	335.53	328.23	321.81	312.65	296.45	n. p.	305.67	276.99	n. p.
I-2	Institutional, nursing homes	233.12	225.82	219.40	210.24	195.51	n. p.	203.26	176.05	n. p.
I-3	Institutional, restrained	227.71	220.41	213.99	204.83	190.84	183.78	197.85	171.37	163.02
I-4	Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M	Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R-1	Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R-2	Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R-3	Residential, one- and two-family	155.84	151.61	147.83	144.09	138.94	135.27	141.72	130.04	122.46
R-4	Residential, care/assisted living facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S-1	Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56
S-2	Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U	Utility, miscellaneous	84.66	79.81	74.65	71.30	64.01	59.80	68.04	50.69	48.30

February 2020 International Code Council Valuation Table

***Local area modifier and scope modifier will be applied to the table values above.**

*n. p. = not permitted

ELECTRICAL PERMIT FEES

Fee is due at the time of permit issuance and is tripled on permits for work started or completed without an approved permit.

Residential Electrical Permit Fees

Residential Electrical/Pool Permits	\$150.00
Demonstrated Affordable Housing	\$65.00
Service/Low Voltage/Mobile Home Service/Temporary Service/Alternate Energy System (does not include Photovoltaic)	\$75.00

Commercial Electrical Permit Fees

Plan Review (unless part of bldg. permit)	\$45.00
New (in Amps)	
Up thru 150	\$150.00
151 thru 200	\$200.00
201 thru 400	\$300.00
401 or more	\$300.00 plus \$50.00 per 100 amps over 401 amps
Service Change (Calculated service capacity using cost X 75%)	
Miscellaneous Inspection Work	
Temporary Service/System	\$75.00
Swimming Pools	\$180.00
Signs	\$75.00
Low Voltage	\$75.00

Solar Photovoltaic System Permit Fee

- Residential solar photovoltaic system (including plan review, building inspection, and electrical inspection): \$250.00
- Commercial solar photo voltaic system fees are calculated using the commercial building process.

MECHANICAL PERMIT FEE

Fee is due at the time of permit issuance and is tripled on permits for work started or completed without an approved permit. This fee is tripled on permits for work started or completed without an approved permit.

Residential Flat Fee	\$150.00
Demonstrated Affordable Housing Fee	\$50.00
Commercial Flat Fee	\$300.00

PLUMBING PERMIT FEE

Fee is due at the time of permit issuance. This fee is tripled on permits for work started or completed without an approved permit. **Additional fees may apply. Refer to the Utility Fees section for additional information.**

Residential Plumbing Permit Fees

Flat Fee New, Remodel, Addition	\$150.00
Demonstrated Affordable Housing Fee	\$50.00
Miscellaneous Work (Backflow, yard line, Pressure Test, etc.)	\$75.00

Commercial Plumbing Permit Fees

Flat Fee New, Remodel, Addition	\$300.00
Miscellaneous Work (Backflow, yard line, Pressure Test, etc.)	\$100.00

ROOFING PERMIT FEE

The Building Permit Fee schedule applies per the applicant's valuation. Fee is due at time of permit issuance and is tripled on work started without an approved permit.

DEMOLITION PERMIT FEE

This fee is due at the time of permit issuance and is tripled on permits for work started without an approved permit. A separate demolition permit is required on any work that involves plumbing or electrical demolition.

Demo as part of building permit	\$0.00
Interior non-load bearing	\$50.00
All other	\$175.00

SIGN PERMIT FEE

Fee is based on the type of sign and is due at the time of application. Electrical permit for lighted signs is additional. This fee is tripled on permits for work started or completed without an approved permit.

Signs	New or Alteration	Face Change (existing sign cabinet)
Attached Sign	\$50.00	\$0.00
Pole Sign	\$80.00	\$0.00
Monument Sign	\$110.00	\$0.00
Site plan w/multiple signs	\$270.00	\$0.00
Billboards	\$280.00	\$0.00
Real Estate or Construction Signs	\$0.00	n/a

OTHER BUILDING PERMIT FEES

Change of Occupancy Fee

With no inspection required	\$45.00
With inspection	\$100.00

This fee is for the change of use analysis and is due at the time of the request. This fee may be credited to the Building Permit Fee if the permit application and issuance occur within ninety days.

Reinstatement of Permit Fee

- Only valid for 180 after permit expiration
- Permits that have expired can only be reinstated if they are less than 365 days from initial In rare issuance. In rare instances, a commercial permit may be extended past 365 days by written authorization from the building official.

Temporary Certificate of Occupancy Fee

- Greater of \$150.00 or 25% of the building permit fee.

Same Day Certificate of Occupancy

- \$150.00
- Only available if all inspections are completed and logged by 12 pm. The Certificate of Occupancy will be issued by 5 pm.

Addendum Fee

- Additional plan review required by changes, additions, or revisions to the approved plans is \$45.00 per reviewer (as determined by the Building Official).

SITE PERMIT FEES

A separate site improvement permit is not always required. For small sites, most additions, and alterations, and developed lots that are already compacted, the site permit may be included with the building permit.

SITWORK PLAN CHECK AND PERMIT FEES

The Building Permit Fee and Plan Check Fee schedules apply per the applicant's valuation.

FLOODPLAIN REVIEW FEES

Floodplain review is part of the site plan analysis and review.

Review of submitted CLOMR	\$150.00
Review of submitted LOMR without previous CLOMR	\$150.00
Review of Elevation Certificate	\$0.00

GRADING PERMIT FEES

A separate grading permit is required when grading is done before the building permit or site improvement permit is issued. It is also required when there is significant grading required on a property. It is not required on pre-graded, developed lots of record. The fee is based on the area of the project and is due at the time of permit issuance. The Grading Permit Fee is tripled on permits for work started or completed without an approved permit.

Less than 1 acre	\$100.00
1 acre to 3 acres	\$250.00
Greater than 3 acres up to 10 acres	\$250.00 plus \$25.00 per acre
Greater than 10 acres	\$425.00 plus \$10.00 per acre

ROCKWALLS AND ROCK RETAINING WALLS PERMIT FEE

- Yard walls and non-retaining walls between private properties: \$0 zoning check
- Retaining walls and walls along ROW: 5% of the construction value.

Fee is based on the total cost of the installation, including labor and materials. This fee is paid at the time of permit issuance and is tripled on permits for work started or completed without an approved permit. Foundation and mortar testing shall be at the expense of the permittee but shall be called by the rock wall inspector.

Tests required at the applicant's cost:

- Non-retaining walls along ROW: mortar test only
- Walls retaining up to 4 feet: mortar test only
- Walls retaining over 4 feet: foundation and mortar tests
- In all cases, a visual foundation inspection and a final inspection are required

RIGHT-OF-WAY PERMIT FEES

Fees are due at the time of permit issuance and are tripled on permits for work started or completed without an approved permit. The fee rate in effect at the time of application applies.

Right-of-Way Permit Fee	5% construction value
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Right-of-Way Fees for Franchisees and Licensees

- Maintenance work in ROW or aerial work \$0.00
- New underground work in ROW (only value of trenching/boring/etc.) 5% of value

SUBDIVISION CONSTRUCTION PERMIT FEES

Fees are due at the time of permit issuance and are tripled on permits for work started or completed without an approved permit. The fee rate in effect at the time of application applies

Subdivision Construction Permit	5% construction value
Construction drawings	\$200 plus \$5 per lot

MOBILE HOME INSTALLATION PERMIT FEE

This fee applies to zoning and flood plain management. Electrical connection permit is additional. This fee is paid at the time of permit issuance and is tripled on permits for work started or completed without an approved permit.

- \$80.00

INSPECTION FEES

Inspection fees apply to all inspections of any type.

After hours Inspection Fee (if staff is available)	\$60.00/hour (min 2 hours)
Partial Inspection Fee	\$55.00 per occurrence
Reinspection Fee	\$55.00 per occurrence
Second or more reinspection fee on same item	\$180.00 per occurrence
Cover-up Fee	\$120.00

Reinspection Fees are due before any other inspections may be performed.

Cover-up Fee

- Work continued without inspection is subject to a penalty fee.
- This does not satisfy the inspection; work will still need to be inspected.

FIRE SYSTEMS PERMIT FEES

For fire suppression, sprinkler systems, and hoods, the Mechanical Permit Fee schedule is listed below:

Description	Fee
Water and Chemical (includes one hydraulic calculation)	
1-15 Heads	\$160
16-75 Heads	\$320
76-100 Heads	\$480
101-200 Heads	\$640
Each additional 100 Heads	\$200
Tenant Improvement (includes one hydraulic calculation)	
1-15 Heads	\$120
16-75 Heads	\$240
76-100 Heads	\$320
101-200 Heads	\$480
Each additional 100 Heads	\$200
Additional Fire Sprinkler Charges	
Additional Hydraulic Calculation	\$40
Chemical, Dry, Foam, Pre-action Systems	\$40
Fire Pump Inspection	
Diesel	\$160
Electric	\$80
Commercial Fire Alarm	
1-5 Devices	\$160
6-20 Devices	\$320
Each additional 20 devices	\$160
Commercial Hoods	
All hood systems	\$80

Fire After Hour Inspections

- 60.00/hour (min 2 hours)

DEVELOPMENT REVIEW APPLICATION FEES

Development review fees are due at the time of application. Some Technical Document Review and Land Use Review applications are billed hourly following issuance of the initial comments. Refer to the Acknowledgement of Obligation form for additional information.

The application fee in effect at the time of application applies; the hourly billing rate in effect at the time of services rendered applies.

LAND USE DEVELOPMENT FEES

Type of Review	Initial Application Fee
Subdivision	
Subdivision Agreement/Final Plat	
Master Plan	\$300
Preliminary Plat	\$220 plus \$5 per lot
Construction drawings	\$200 plus \$5 per lot
Final plat	\$150
Lot Line Adjustment – Administrative replat	\$150
Non administrative replat	\$200 plus \$15 per lot
Alternate summary	\$150
Vacation	\$300
Annexation petition	\$1,000
Appeal to City Council	\$200

Type of Review	Initial Application Fee
Rezoning	\$600
Special use permit	\$600
SUP Amendment - Major	\$615
SUP Amendment – Minor	\$300
Planned unit development	
Initial Concept Plan	\$615

Final Site Plan	\$220 plus \$5 per lot
Final plat	\$150
PUD Amendment – Major	\$615
PUD Amendment – Minor	\$300
PUD Amendment – Appeal to City Council	\$200
Statement of zoning	\$30 per hour \$5 if less than 1 hour
Single Family Residential Homeowner	\$75
All other variance applications	\$175
Road Construction Waiver to Planning & Zoning Commission and City Council	\$100

ADMINISTRATIVE REVIEW APPLICATION FEES

Type of Review	Application Fee
Addressing and Change of Address	\$30 per hour
Change of Street Name	\$250
Non-Conforming Uses	
Certificate	\$30 per hour \$5 if less than 1 hour
Code and Plan Amendments	\$30 per hour plus all recoverable cost
General Research	\$30 per hour no fee if less than 1 hour

UNAPPROVED OR NON-PERMITTED FEES

Whenever construction work is completed either without the issuance of a building permit or has gone beyond the scope of an approved plan resulting in violation to the Las Cruces Zoning Code, the following fee will be assessed to process the necessary variance request to be heard before the appropriate board. Variance requests will not be accepted until payment of the assessed fee has been received in full.

Permit Type or Total Valuation of Work	Fee
Mobile Home Installs	\$100
Less than \$500	\$100
\$501 to \$2500	\$250
\$2501 to \$10,000	\$500
\$10,001 to \$20,000	\$1000
Greater than \$20,000	\$2000

HISTORIC PRESERVATION FEES

Certificate of Appropriateness application	No fee
Historical Building Demolished without proper approvals	\$2,000.00 per building

SHORT-TERM RENTAL FEES

Short-term rentals are rooms or homes offered for rent for fewer than 30 days consecutively and that are not otherwise registered as hotels or motels. See LCMC Chapter 16, Article III

Initial Registration of a Short-Term Rental (per location)	\$50.00
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