



CITY OF LAS CRUCES

Residential Construction Process

Permit Fee:

- Building permit fee is based on project valuation.
- 25% of the permit fee (plan check fee) must be paid when plans are submitted. The remaining fee can be paid at submittal or at time of issuance.
- The utility forms will be provided after collection of the plan check fee.

Required Documents:

- Site plan (all project types)
- Construction plans with work description
- Subdivision Acceptance Form (residential new only)
- Wind Erosion Control Plan (WECP)
- Storm Water Pollution Plan (SWPP) (residential new only)
- Over-The-Counter (OTC) Contingencies form for qualifying properties that are not located in the flood zone and are R1a, R1b. (residential new only)
- El Paso Electric Company Stamps (swimming Pools, spas)
- Engineer Calculations (retaining walls)
- A signed contract between permittee and property owner with some form of identification of ownership. (all project types)

Review Timeline:

- 3 days for all project types (except the OTC qualifying properties)
- 3 days for all projects located in the flood zone (no exceptions)
- 1 day review for OTC qualifying, or approved master plan sets. (residential new projects only)

Review Agencies:

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