

Commercial Construction Process

Permit Fee:

- Fee is based on the value of proposed work covered by the permit. It shall be determined using the City of Las Cruces Valuation Table (pg 8-9) in the Fee Schedule.
- 25% of the permit fee must be paid when plans are submitted. The remaining fee can be paid at submittal or before time of issuance.
- Technology Fee is \$100 or 5% of permit fee, whichever is greater.
- PSIF will be added based on the approval from Fire Review.
- The utility estimate will be provided prior to issuance of the permit.

Temporary Certificate of Occupancy (TCO):

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

Pre-submittal Meetings:

- Pre-submittal review meetings will be **required** for all commercial projects with a project valuation of \$1 million and up; they will be optional for any proposed projects below \$1 million. These meetings are requested on Tuesdays via email at inspectionrequest@lascruces.gov before noon (12:00 pm); any request made after noon (12:00 pm) will be scheduled for the following available pre-submittal date. Pre-submittal reviews will be **in person** for an hour from the hours of nine (9:00 am) to noon (12:00 pm) in conference room 1158 every Tuesday. We simply block out an hour so our reviewers can review your construction drawings for the proposed project and provide their comments in person with the design professional, contractor **and** property owner.
- You will need to send a request for a pre-submittal review meeting to inspectionrequest@lascruces.gov with the following highlighted information below. If your drawings are **not** 90% complete for **each discipline**, your scheduled pre-submittal review meeting will be cancelled, and you would have to request for another pre-submittal review at a later date, when the drawings are at least **90% for each discipline**.
- Sec. 30-274 Submittal requirements from our Municipal Code https://library.municode.com/nm/las_cruces/codes/land_development_code?nodeId=PTIIIDECO_CH30BUBURE_ARTIIBUPEINPR_DIV5NECOCONOMUMIRE_BUPEINPR_S30-274SURE
- The highlighted information below is required when requesting for your pre-submittal review via email at inspectionrequest@lascruces.gov.
 - **Project Address:**
 - **Project Type (Commercial New, Alteration, Addition):**
 - **Proposed Project Business Name:**
 - **Project Valuation: \$**
 - **Project Contact Name(s):**

- Project Contact Phone Number:
- Project Contact Email(s):
- Plans in PDF at least **90% complete for each discipline**, (see Sec. 30-274 Submittal requirements).
- When you are ready to apply for the permit record application, you will visit our online permitting software, Accela, City of Las Cruces Citizens Portal (<https://aca-prod.accela.com/lascruces/Default.aspx>) to submit the permit record application. Shortly after paying for the permit record application, an email will be sent to you from our electronic plan review software Project Dox (<https://lascruces-nm-us.avolvecloud.com/Login/Index/LasCruces?t=638334440831277394>). This portal is where you will upload the construction drawings in the drawings folder in PDF, landscape and single pages and any supporting documents in the documents folder.
- *All drawings must be uploaded single page in PDF format and landscape; the drawings must be named what the name of the drawing is labeled on the plans, i.e., the name should be on the bottom right-hand side. (Examples: Cover Sheet, Site Plan, C1.0, C1.1, A1.0, A1.1, S1.0, S1.1, P1.0, P1.1, M1.0, M1.1, E1.0, E1.1, etc.).

Review Timeline:

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

Required Documents:

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

Review Agencies:

- | | |
|-------------------------|----------------------------|
| ○ Building | ○ Environmental Compliance |
| ○ Plumbing & Mechanical | ○ Flood |
| ○ Electrical | ○ Traffic |
| ○ Planning | ○ Fire |
| ○ Landscaping | ○ Utilities |
| ○ Engineering Services | |