



CITY OF ARTESIA PERMITS & INSPECTIONS

A Division of the Planning Department

What is the Procedure for Commercial Permit Application?

- Complete a Building Permit Application
- Submit three (3) copies of complete building plans
- Submit three (3) plot plans.

Submit this information to:

<p>In Person:</p> <p>City of Artesia Planning & Zoning 801 W Bush Artesia, NM 88210 Phone: (575) 748-8298</p>	<p>Mail To:</p> <p>City of Artesia Planning & Zoning PO Box 1310 Artesia, NM 88211-1310 Phone: (575) 748-8298</p>
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- Office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. Permit applications may also be obtained at City Hall, 511 W Texas Ave. For more information go to: www.artesianm.gov
- Plan reviews are done on Tuesdays and Thursdays. Depending on your project, the permit may take from 2 days to several weeks to be issued.
- You will be notified by telephone or email when your permit is ready to be picked up and the amount of the fee.
- The fee must be paid before the permit is issued, and the permit picked up and posted prior to any work being started.

What Does a Permit Review Consist of?

- Verifies that the proposed use and/or building comply with the applicable codes.
- Review for building code compliance to ensure that minimum building standards are met for your own safety and for the safety of future property owners and occupants.
- Verifies setbacks.
- Assigns the address if not already assigned.
- Determines appropriate fees.

Completing the Review Process

- Plans are reviewed and required corrections are noted and returned to permit applicant.
- Please respond promptly to each request for additional information, clarification or corrections. Further review is not possible without this additional information. If redrawn plans are required, provide three complete sets.
- Instead of providing complete revised plans it is possible in some cases for the applicant to make simple corrections in red ink on the three sets of drawings with approval of the plans examiner.
- The designated contact person will be notified when your permit is approved and is ready to be picked up. The applicant will be given one set of plans and a building permit card.
- The other plans stay with the City Fire Marshal and Planning Dept.
- All fees will be paid at this time.

How to Check on the Progress of a Permit Application:

Contact the Permit Clerk at 575-748-8298 or email buildingpermits@artesianm.gov