



CITY OF ARTESIA PERMITS & INSPECTIONS

A Division of the Planning Department

Remodel Permit Plan Requirements

Only the property owner or a licensed contractor can be issued a building permit.

This is a generic form and all items listed below may not apply to your project. Not all Items listed may be required, please provide those items that apply to your project only.

Submit 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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1. Provide a complete list of all work to be done: The following may also apply.
 - a. Complete list of windows for a window replacements.
 1. Provide 2 floor plans for residential and 3 for commercial. Show all windows and doors and identify each room on plans. Show the measurement between windows and doors if less than 5' apart. Include size, sill height above inside surface (tub/floor/etc.), location, and energy rating (heat gain and u-factor); whether it is be tempered and/or emergency egress.
 2. Replaced windows are to meet all emergency egress, safety and energy requirements.
 - b. Kitchen/Bathroom remodel:
 1. Existing floor plan and proposed floor plan: (2 sets for residential and 3 sets for commercial).
 2. Show work to be done. Range hood replacement requires hood vent to terminate to the exterior at approved location or use listed and approved Ductless hood. Show exhaust fans in all bathrooms, water closets and laundry locations.
 3. Approved above counter air gap device for dishwashers.
 4. Indicate new plumbing pipe, electrical or mechanical to be installed.
 5. Relocation of walls, changes in structural and door and/or window changes of locations, adding or removing. Provide existing and proposed floor plans. (2 set of plans for residential and 3 sets for commercial).
 - c. Any structural changes on commercial **may** be required to be done by Engineer or Architect.
 - d. Provide site plans if any exterior changes are made. (maximum 8.5" x 14")

Notes:

1. Additional items may be required for types of construction with special attributes.
2. Provide, before and after, floor plans when alteration in the existing layout will be changed in the structure.

**City of Artesia
Community Development Department
801 Bush St.
Artesia, New Mexico 88210**

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