



CITY OF ARTESIA

PERMITS & INSPECTIONS

A Division of the Planning Department

Residential: Addition/New Construction Plan Requirements

Only the property owner or a licensed contractor can be issued a 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:

In Person: City of Artesia Planning & Zoning 801 W Bush Artesia, NM 88210 Phone: (575) 748-8298	Mail to: City of Artesia Planning & Zoning PO Box 1310 Artesia, NM 88211-1310 Phone: (575) 748-8298
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1. Two (2) Plot Plans showing all of the following: (maximum 8 ½"x 14" size)
 - a. Show all buildings (proposed and existing) and sizes.
 - b. Show well and septic system with distances to structure and distance apart. (If applicable)
 - c. Streets and setbacks to all property lines
 - d. On new foundations, show drainage away from structure; include slab height.
 - e. List Flood Zone (show where if only on part of property)
2. Two (2) complete sets of Building Plans drawn to scale, 1/8" minimum:
 - a. Foundation, basement, crawl space, or slab on grade (Plan and details).
 - b. Floor Framing Plan. (Show girder locations & joist size and spacing).
 - c. Proposed Floor Plan and Existing Floor Plan.
 - d. Wall Elevations (north, south, east, and west) with cross sections and details
 - e. Roof Plan showing ceiling joist layout, rafter layout, post and beams or truss layout. (Trussed roofs require all calculations from manufacturer at time of submittal).
 - f. Cross section(s) and details.
 - g. Plumbing Plan. (when 4 bathrooms or more and/or 2 stories or more)
 - h. Mechanical Plan. (over 3500sq. ft.)
 - i. Electrical Plan. (over 400 Amp service to be installed)
 - j. All engineering data. (If applicable) "Wet Stamped" and "Wet Signed".
 - k. All energy requirements.

Note: Additional items may be required for types of construction with special attributes.

Instructions for your Residential Building Permit Application

Attach your application to your plans: Each application for a BUILDING PERMIT should include TWO (2) complete sets of plans, preferably on legal-size, or larger, paper. Please provide the following information:

PLOT PLAN: Show size of lot and dimensions of front yard, side yard and back yard. Show new building or addition, and dimensions to property lines. Show drainage directions and amount around structure.

FOUNDATION PLAN: Indicate size, location and depth below grade of all footings, piers and stem walls. Show the size and spacing of steel reinforcements and anchor bolts.

FLOOR PLAN: Show size, location and label all rooms, window sizes, window egress, safety glass, openings and smoke detection systems.

FLOOR & ROOF FRAMING PLANS: Show size, spacing and spans of joists, girders, rafters and headers. Specify grade and species of all wood members. Provide all truss details, when applicable, showing method of attachment to columns, walls, etc.

ADDITIONS: Show size and occupancy of existing building when submitting plans for additions, in particular, windows and doors in existing rooms adjoining new addition.

DETAILS: Wall: Typical exterior and interior walls include footing and foundation details, anchor bolts, wall materials, size and spacing of steel reinforcement in masonry, and insulation.

Stairs: Dimensions of rise, run, handrails, headroom, etc.

Fireplace: Including masonry reinforcement. If a pre-fab, name of manufacturer and model number.

TOTAL SQUARE FOOTAGE: The living, heated and/or useable area – include garage, carport, covered porch or patio, break down by occupancy.

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

Phone – 575.748.8298

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