



CITY OF ARTESIA PERMITS & INSPECTIONS

A Division of the Planning Department

Residential: Modular 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. Provide 6" of slope for the first 10' away from structure. Slab to be 12" above crown gutter, whichever is higher, plus allow for ¼" per foot slope of drainage to street.**
 - e. List Flood Zone (show where if only on part of property)
2. Two (2) complete sets of Factory Building Plans:
 - a. Must be originals or copies of State plan checked sets (Will have state stamps)
 - b. Floor Framing Plan
 - c. 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.
 - f. Cross section(s) and details
 - g. All engineering data, "Wet signed" red or blue ink
 - h. All energy requirements
 - i. 2-additional floor plans maximum 8 ½"x 14" size (for plans larger only)
3. Two (2) complete sets of Engineered Foundation Plans. (Wet Signed, red or blue ink)
 - a. Engineer is to address soil bearing at 1500#, expansive soil and a 20 Plasticity Index.
 - b. Drainage is to be addressed for structure

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

- Attach your application to your plans:
- **TOTAL SQUARE FOOTAGE BREAKDOWN BY OCCUPANCY:** The living, heated and/or useable area – include garage, carport, covered porch or patio, show on application.

City of Artesia
Community Development Department
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Artesia, New Mexico 88210

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