



CITY OF ARTESIA
PERMITS & INSPECTIONS
A Division of the Planning Department

Commercial: 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:

<p>In Person: City of Artesia Planning & Zoning 801 W Bush Artesia, NM 88210 Phone: (575) 748-8298</p>	<p>Mail to: City of Artesia Planning & Zoning PO Box 1310 Artesia, NM 88211-1310 Phone: (575) 748-8298</p>
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1. Three (3) 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)
 - f. Address Accessible site requirements (signage, parking, etc.)
2. Three (3) 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)
 - j. Provide accessibility details, signage and other requirements.
 - k. Address; exiting, fire rating, occupancy use, occupancy load, construction type, etc. as it applies.
3. Three (3) complete sets of Engineered Foundation Plans. (Wet Signed, red or blue ink)
 - a. Provide a Geotechnical report for foundation.
 - 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.

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

Phone – 575.748.8298

Fax – 575.746.8502