



# ***PERMITS & INSPECTIONS***

## **INSPECTION GUIDELINES**

- Post a copy of all permits in plain view on site.
- Have a copy of all approved construction plans available on site.
- Provide access to and means for inspection according with applicable sections; 109.3 of the IRC 2009, 110.5 of the IBC 2009, 103.5.4 of the UPC 2009, and/or 116.4 of the UMC 2009.
- Schedule inspections by 12:00 pm, one business day prior to inspection. *Scheduling is subject to availability.*

## **BUILDING INSPECTION CATEGORIES**

- |   |                              |
|---|------------------------------|
| 1. Set Backs                                      | 12. Moisture Barrier         |
| 2. Foundation                                     | a. Windows                   |
| 3. Garage Foundation                              | b. Siding/Lath               |
| 4. Interior Pad Footings                          | 13. Insulation               |
| 5. Patio/Porch Footings                           | 14. Dry Wall Nailing         |
| 6. Wood Floor Framing                             | 15. Shower Pans/Walls (Tile) |
| 7. Floor Sheathing and Nailing                    | 16. Final                    |
| 8. Framing  | a. Drainage                  |
| a. Framing  | b. Addresses                 |
| b. Roofing  | c. Energy Compliance         |
| 9. Wall Sheathing and Nailing                     | d. Final Building            |
| 10. Roof Sheathing and Nailing                    | e. Certificate of Occupancy  |
| 11. Roofing Underlayment and Battens (tile roofs) |                              |

## **PLUMBING INSPECTION CATEGORIES**

- |                                     |                      |
|-------------------------------------|----------------------|
| 1. Sewer Tap                        | 6. Top Out Plumbing  |
| 2. Sewer Line                       | a. Water Piping      |
| 3. Water Service                    | b. Gas Piping        |
| 4. Gas Service Line and Test        | c. DWV System        |
| 5. Under Ground/Slab/Floor Plumbing | d. Storm Drainage    |
| a. Water Piping                     | 7. Gas Pressure Test |
| b. Gas Piping                       | 8. Final Plumbing    |
| c. DWV System                       | 9. Unit Replacements |
| d. Radiant Heat Piping              | a. Water Heaters     |
|                                     | b. Boilers           |

## **MECHANICAL INSPECTION CATEGORIES**

1. Under Ground Mechanical
  - a. Exhaust Ducts
  - b. Conditioned Ducts
2. Under Floor Mechanical
  - a. Exhaust Ducts
  - b. Condensation Piping/Pans
  - c. Conditioned Ducts
  - d. Unit Approval
  - e. Refrigerant Line Sets
3. Rough Mechanical
  - a. Exhaust Ducts/Venting
  - b. Condensation Piping/Pans
  - c. Refrigerant Line Sets
  - d. Conditioned Ducts
  - e. Unit Approval (Attic Units)
4. Final Mechanical
  - a. Unit Approval
5. Unit Replacements
  - a. Furnaces
  - b. Condensers/Coils

## **CODE ENFORCEMENT CATEGORIES**

- Building envelope: we recommend clearing only the footprint of your building to help keep dirt and weeds under control as much as possible.
- Grounds keeping: you are responsible for keeping any weeds or overgrowth in the yard areas cleared.
- Be a good neighbor: utilize appropriate means for dust control.
- Addressing requirements: making sure a visible number is posted on the front of the building and on the fence in the alleyway.
- Housekeeping: you are required to make arrangements for debris disposal that comply with the Transfer Station policy. Provide for daily clean up and secure debris that may become airborne due to wind.

## **SCHEDULING YOUR INSPECTIONS**

Contact our office by 12:00 pm, one business day prior to inspection.  
*Scheduling is subject to availability.*

Please call 575-748-8298 to schedule your inspections or to clarify any questions or concerns regarding the permit and inspection process. You may also email your requests to [buildingpermits@artesianm.gov](mailto:buildingpermits@artesianm.gov).

*Always Call 811 two days before you dig — New Mexico One Call, Inc.*

801 Bush – PO Box 1310  
Artesia, New Mexico 88211-1310  
**Email – [buildingpermits@artesianm.gov](mailto:buildingpermits@artesianm.gov)**  
**Phone – 575.748.8298**  
**Fax – 575.746.8502**