



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

Residential: Standard Plan Based Permit Submittal Requirements

Only the licensed contractor of record 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 of street or top of 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) 8 1/2” x 11” floor plans with the following:
 - a. Elevation type (if more than one)
 - b. List of options (if more than one)
 - c. North arrow
 - d. Standard plan number, (number issued by City for plans to be used)
 - e. Address of project

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

- Attach your application to your plans:
- Provide Flood Zone and Address verification form from Eddy County (if in County)
- TOTAL SQUARE FOOTAGE: The living, heated and/or useable area – include garage, carport, covered porch or patio all broken down by occupancy and type, show on floor plans.
- NO FLOP PLANS WILL BE ACCEPTED

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

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