

## Commercial Permit Application Procedure

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Permit applications may also be obtained at Village Hall, 313 Cree Meadows Drive. For more information go to: <http://www.ruidoso-nm.gov/index-building-permits-inspections>

- Plan reviews are done in the order they are received. Depending on your project, the permit may take from 2 days to several weeks to receive the first plan review.
- You will be notified by telephone when your permit is ready to be picked up and the amount of the fee.
- The fee must be paid before the permit is provided, and the permit picked up and posted prior to any work being started.

### What Does a Permit Review Consist of?

- Verifies that the proposed use and/or building comply with the applicable codes.
- Review for building code compliance to ensure that minimum building standards are met for your own safety and for the safety of future property owners and occupants.
- Verifies setbacks.
- Assigns the address if not already assigned.
- Determines appropriate fees.

### Completing the Review Process

- Plans are reviewed and required corrections are noted and returned to permit applicant.
- Please respond promptly to each request for additional information, clarification or corrections. Further review is not possible without this additional information. If redrawn plans are required, provide two complete sets or electronic submittal.
- Instead of providing complete revised plans it is possible in some cases for the applicant to make simple corrections in red ink on the two sets of drawings with approval of the plans examiner.
- The designated contact person will be notified when your permit is approved and is ready to be picked up. The applicant will be given one set of plans and a building permit card.
- All fees will be paid at this time.

### Additional Information:

- Provide address, floodplain, approval to construct and driveway forms for new construction when in Lincoln County jurisdiction.
- TOTAL SQUARE FOOTAGE BREAKDOWN BY OCCUPANCY: The living, heated and/or useable area – include garage, carport, covered porch or patio, show on application.
- Contact the Forestry at 575-257-5545 prior to submittal for new construction and additions over 400 sq. ft. prior to submittal for Forestry requirements, review & fees. (in the Village limits only)
- Contact the Streets at 575-257-6023 prior to submittal for new construction (in the Village limits only)
- **This is a generic form and all items listed below may not apply to your project. Not all items listed may be required or additional may be required, please provide those items that apply to your project only.**