



City of Portales

200 East 7th Street, Portales, NM 88130
Phone (575) 356-8449 Fax (575) 226-0204

Building Permit Application

*Work begun prior to obtaining a permit, will result in fee being doubled.
All information must be completed before returning this application.
House address and permit card must be visible at all times during construction.*

Date of Application:					
Project Address:					
Lot	Block	Addition			
Property Owner:					
Owner Address:	City	State	Zip	Phone #:	
Contractor/Company Name:				NM State License #:	
Contractor Address:	City	State	Zip	Phone #:	
Architect / Engineer's Name:				NM State License #:	
Address:	City	State	Zip	Phone #:	

Work Description: (Check all that apply)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Carport	<input type="checkbox"/> Storage	<input type="checkbox"/> Demolition
<input type="checkbox"/> Residential	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Town House	<input type="checkbox"/> # of Units	<input type="checkbox"/> Mobile Home Placement	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Apartments	<input type="checkbox"/> # of Units	<input type="checkbox"/> Other	

Description of Other _____

Type of Construction: I II III IV V A B Occupancy Group: A B E F H I M R S U Division: 1 2 3 4 5

Is your project in a Flood Zone? Y N If Yes, what Zone: _____ Land Use Zone: _____

<input type="text"/> Heated Sq. Footage	<input type="text"/> Valuation of Project Less Sales Tax
<input type="text"/> Non-Heated Sq. Footage	<input type="text"/> Permit Fee

Additional Information Required:

<input type="checkbox"/> Two (2) sets of detailed plans or drawings	<input type="checkbox"/> Elevation Certificates
<input type="checkbox"/> Plot plan	<input type="checkbox"/> Certified Survey
<input type="checkbox"/> Architect or Engineer Stamp	<input type="checkbox"/> Affidavit for Home Owner Construction Permit

- This is a general construction permit and does not cover electrical, plumbing, or mechanical requirements for the State of New Mexico.
- Electrical, Plumbing or Mechanical Permits are issued by the State of New Mexico-Construction Industries Division (CID).

I hereby certify that all information in this permit is correct and that any additional required permits will be obtained. All work will be done in strict accordance with the building and zoning codes of the City of Portales, New Mexico.

Applicants Signature

Date

Date	Amount Pd	Cashier	Receipt #