

IS A PERMIT REQUIRED?

Are you thinking about replacing your fence, installing a storage shed, building a carport, or widening your driveway? If the answer is YES and you live in the City, please visit the Planning & Zoning Office. Miguel Martinez at (575) 637.6218 or Merideth Hildreth at (575) 637.6294 will help you with your permitting.

ALL fences, storage sheds, carports, porches, additions, patio covers, gazebos, decks, pools, and structures require a permit. The Planning & Zoning Office will assist you with the permitting process and determine if your project needs a placement permit or a building permit. Staff can assist you with a site plan to ensure your project meets setbacks and other criteria governed by the City's Zoning Ordinance.

If you have begun a construction project without a permit, please visit our office ASAP. Projects without permits are subject to Building Department Red Tags that halt the project. Projects completed without a permit are also subject to enforcement and possible removal.

The Planning & Zoning Office also issues permits for curb cuts, new and replacement sidewalks, and drive pad/driveway projects. The permit fee is \$10.

Before you dig in your yard to plant a tree, set a fence post, or excavate to install a footer or foundation, mark your project area (with **white** spray paint, flags, ribbon, or stakes) and call 811 for utility locates <http://www.nm811.org/>

Request locates at least two days in advance of your excavation project.

The following link is a guideline to mark your proposed excavation project <http://www.nm811.org/wp-content/uploads/2014/02/Appendix-B-from-CGABestPractices.pdf>