

## Commercial Construction Process

### Permit Fee:

- Building permit fee is based on project valuation.
- 25% of the permit fee must be paid when plans are submitted. The remaining fee can be paid at submittal or at time of issuance.
- The utility estimate will be provided prior to issuance of the permit.

### Temporary Certificate of Occupancy (TCO):

- Fee for TCO request is 25% of the permit fee.
- Life safety and ADA issues must be satisfied prior to issuance of certification.
- A formal written request must be submitted for approval for a TCO.

### Pre-submittal Meetings:

- Pre-submittal meetings are required for all project types over \$100,000.00.
- Plans, valuation, address, contact information, project type (New, addition, Alteration), and meeting type (in person/teleconference) must be emailed to [inspectionrequest@las-cruces.org](mailto:inspectionrequest@las-cruces.org)
- Plans must be 90% complete.
- There must be a valid address for the location.

### Review Timeline:

- |                                |                 |
|--------------------------------|-----------------|
| - Valuation \$0 – \$50,000     | 3 business days |
| - Valuation \$50,001-\$100,000 | 5 business days |
| - Valuation over \$101,000     | 8 business days |

### Required Documents:

- A signed contract between permittee and property owner with some form of identification of ownership.
- Site Plan
- Construction Drawings

### Review Agencies:

- Building -Fire -Utilities -Traffic -Environmental Compliance
- Engineering -Zoning/Landscaping Electrical -Plumbing/Mechanical



COMMUNITY DEVELOPMENT  
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