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
- 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