



Building Codes Dept. • 1376 E. Ninth St. • Alamogordo, NM 88310

(Click on the "[blue links](#)" to open permit documents in a separate window).

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**\*\*Please note that construction permit applications missing documentation or not completed entirely will be returned to the Homeowner. This will result in a delay in processing your permit application\*\***

1. Review the [N.M.C.I.D. Guide for Residential Construction](#) and complete the [State permit application](#);
2. Complete [FEMA application \(Gold Form\)](#). Remember to prepare separate FEMA site plan\*. ([Sample FEMA site plan](#)); *\*This is in addition to the Building site plan*
3. Complete the [zoning form](#). Include documentation of any variance or rezoning;
4. Complete City's [Ordinance plan review checklist](#) and make sure those items appear on all three site plans included with your original plans. These site plans\* are separate from the FEMA site plan and require different information; ([Sample Building site plan](#))  
*\*A copy of your survey or improvements survey is sufficient documentation for site plan submittal.*
5. Complete the [Homeowner's Responsibility Form](#) as required by N.M.C.I.D.;
6. **Bring three (3) complete sets of plans AND items #2-5** above to the Building Codes Department at City Hall for submission. **Incomplete or partial submissions will not be accepted;**
7. **Fees are due at the time of submission.** Fees are payable to C.O.A. FEMA determination is \$85.00 and zoning verification is \$50.00. One check for both is acceptable. These fees do not include State C.I.D. fees;
8. When review is complete, you will be notified to pick up your plans;
9. You may then submit the plans to any of the offices listed at the top of the State permit application;
10. You will receive two sets of approved plans back from CID. One set shall be retained by our office.

**If you have any questions, we can be reached at (575) 439-4235.**

**[Click here to print the above instructions in Adobe PDF format](#)**