

# DONA ANA COUNTY BUILDING SERVICES DIVISION

845 N. MOTEL BLVD, RM #150, LAS CRUCES, NM 88007

Phone (575) 647-7350 Fax (575) 525-6131

## M.H.I.P

### MOBILE HOME INSTALLATION PERMIT

**Cash Only \$100.00; MOVING TO PRIVATE PROPERTY**

**5 – 7 Business Day Review**

- 1. Recorded proof of Ownership and Legal access with legal description of property (Warranty Deed or Real Estate Contract)** Copy can be obtained at County Clerk's Office – Room 200.  
If accessing a county road a driveway permit (\$20.00) may be required from the Engineering Department. If accessing a state road a permit from NMDOT may be required.
- 2. Legal Description of mobile home / manufactured home: Year, Model, Serial Number, Size**
- 3. (1) site plan drawing:** showing setbacks, adjoining streets, driveway(s), ponding location and size, and other structures (mobile homes, site built homes, garages, etc.) Copy of survey is preferred.
- 4. SEPTIC TANK OR SEWER SERVICE (Utility Bills not accepted)**  
If septic tank bring in a copy of **septic tank permit** from NMED located at 2301 Entrada Del Sol, Las Cruces, NM (575) 288-2050  
**\*\* OR \*\***  
If sewer service bring in a **letter** from the sewer company verifying sewer service is available.
- 5. PROOF OF WATER SERVICE (Utility Bills not accepted)**  
If domestic well bring in a copy of the **well permit** from NM State Engineer's Office located at 1680 Hickory Loop, Las Cruces, NM (575)524-6161  
**\*\* OR \*\***  
If water service bring in a **letter** verifying water service is available from water company provider
- 6. Notarized Rental letter or Notarized Authorization letter** from the landowner if property belongs to someone else other than the applicant.
- 7. Legal Access:** Provide documentation of legal access from a County or State maintained road to your property. This may require EDID and Railroad licenses and proof of private easements.
- 8. Taxes:** Please go to the Assessor's Office to check if there are any taxes owed on the Mobile Home.  
**\*\* A permit will not be issued if taxes are not paid on the Mobile Home.**

**Cash Only \$80.00; MOVING TO MOBILE HOME PARK**

- 1. Name of Mobile Home Park and Space #.**
- 2. Legal Description of mobile home / manufactured home: Year, Model, Serial Number, Size**
- 3. Taxes:** Please go to the Assessor's Office to check if there are any taxes owed on the Mobile Home.  
**\*\* A permit will not be issued if taxes are not paid on the Mobile Home.**