



Project Property Address: _____

City Planning & Zoning Coordinator: Crystal R. Ball, CFM

Email- cball@lovington.org

Phone: (575) 396-9301

City Building Permit Application

The following check list provides additional requirements for building application. Please attach all of the requested documentation, sign, and date.

Building Permit Requirements

- 1) Submit a completed legible, signed and dated Planning and Zoning Application. All fields must be completed in order to process the application. This document provides the City planning and zoning with the basic information for all permitting applications.
- 2) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required.
- 3) Submit site plans for all structural work. Site plans must show the property lines, building dimensions (this includes height), lot area, lot dimensions, easements, building setbacks, road access points, and the location of utilities.
- 4) Submit a Property Address for Lea County Enhanced 9-1-1 System.
To obtain this information submit proof of ownership and legal description of property or known address to Lea County Emergency Management, Elisa Millan, Admin Coordinator
Email- emillan@leacounty.net Phone- (575) 391-2983 Fax- (575) 397-7413, Location- 1019 E Bender Blvd. Hobbs NM 88240
- 5) Submit a Floodplain Determination Letter.
To obtain this letter submit the Lea County Enhanced 9-1-1 System letter to The City of Lovington Planning and Zoning Coordinator, Crystal R Ball, CFM Email- cball@lovington.org. Location 214 S Love, Lovington NM 88260.
- 6) Submit a complete State building permit (CID) application cover sheet for the City Planner and Floodplain manager signatures, which must be acquired prior to submitting to the State. Project must pass preliminary inspection before City Planner will sign State permit.
- 7) Submit Access permit from NM DOT if site is on a State-owned Highway or Road.

- 8) Call 811 BEFORE YOU DIG – to locate buried utility lines.
- 9) Preliminary inspections: Outline project area on your lot with flags, strings, or other markers. Contact City Planner at (575)-396-9301 to request a preliminary inspection. This is to verify compliance with setbacks, zoning and land development requirements. All inspections will be done during business hours.
- 10) Pay City Permit Fee in the amount of \$_____ Date paid_____
- 11) A final inspection is required after construction to ensure work meets all of the regulations set forth above. Call City Planner (575) 396-9301 to request final inspection.

Applicant Name: _____

Applicant Signature: _____ **Date:** _____

Notes or recommendations for applicant from Planning and Zoning or Code Enforcement.

Preliminary Approval
Planning, Zoning, Codes Staff Name: _____ Signature: _____ Date: _____
Final Inspection
Planning, Zoning, Code Staff Name: _____ Signature: _____ Date: _____

