

## City of Sunland Park: Buildings Department Permitting Process

### 1) [Title 10 Zoning Regulations and Title 11 Subdivision Regulations](#)

### 2) Building Permit Process

#### Step 1: New Building Permit Process

- Submit New Mexico Construction Industry Division ([NMCID Building Application](#)) to The City of Sunland Park Community Development Department.
  - Home Owners wanting to submit a building application need to submit a [NMCID Home Owner Application](#) and must have it notarized.
- Submit [City of Sunland Park Building Permit Application](#)
- Submit 2 sets of professional draft drawings
  - Foundation and Truss plans shall have New Mexico Engineer Seals with address matching to plans
  - Submit [CRRUA Application](#) for new services
  - No hand drawings will be accepted
  - If multiple applications are submitted, ensure that each set of plans are complete and submitted individually with all required documents for review.

#### Step 2: Review: Land Use

- Allow 5-15 days for The City of Sunland Park Building Officials to review, process and sign off on the city's Land Review portion of the NMCID Building Application
- City Administrative Assistant shall contact the applicant by phone or email to provide instructions for pick-up and payment.

#### Step 3: Payment for Land Use Review

- Payment can be made online or in person at City of Sunland Park City Hall, have permit number ready
  - [City of Sunland Payment Link:](#)
  - [Payment Instruction Link:](#)

#### Step 4: Pick-up

- Pick-up signed NMCID Building Application and 2 sets of plans from Community Development

#### Step 5: Submit NMCID Building Application to NMCID Regional Office

- Take NMCID Building Application with 2 sets of plans to NMCID Office in Las Cruces, NM
  - NMCID Office Address: 505 S. Main St. Ste 103 Las Cruces, NM 88001
  - Office #: 575-524-6320
  - Contact NMCID for information on their payment process
- Registered Accela contractors may upload NMCID application through Accela Permitting System

NOTE: Without advance notice, building permitting process may be subject to changes and updates.

Miguel Herrera III  
City of Sunland Park: Building Inspector  
Office: 575-589-3631