



TOWN OF MESILLA

2231 AVENIDA DE MESILLA
 MESILLA, NM, 88046
 PO BOX 10
 575-524-3262

mesillaced@mesillanm.gov

2025 ZONING PERMIT APPLICATION

CASE # _____

Review Fee \$ _____
Permit Fee \$ _____
Penalty Fee \$ _____
Extension Fee \$ _____
TOTAL FEE \$ _____

Name of property owner		Worksite Address	
ID/DL#		Mailing Address	
Phone		Email	Dona Ana County Account #
Contractor	Mailing Address	Phone	License #
Description of Proposed work			
Evaluation Cost \$ _____			
Signature of Applicant _____			Date _____

ALONG WITH this application, proof of property ownership and signed contractor/client contract agreement is required to include evaluation cost of project. Plans are to be no larger than 11"x 17" or submitted electronically.

1. ___ Site Plan with legal description to show existing structures, adjoining streets, driveway(s), improvements & setbacks. Verification shall show that the lot was LEGALLY subdivided through the Town of Mesilla or that the lot has been in existence prior to March 14, 1972.
2. ___ Foundation Plan, new construction in full size drawings
3. ___ Floor Plan, showing rooms, their uses and with dimensions
4. ___ Cross section walls
5. ___ Roof Plan and floor framing plan
6. ___ Electrical Plans
7. ___ Plumbing Plans
8. ___ Elevations, details of architectural style and color scheme (checklist for Historic Zones)
9. ___ Drainage plans (commercial)

Application is not considered to be submitted until ALL required documentation is submitted and application fee(s) are paid. Aside from administrative approvals, application process must undergo review by staff, PZHAC and/or BOT before permit is issued. All required NM CID permits must first obtain a zoning permit if work is to be performed in Mesilla. *****ALL permits must be displayed in clear view until final inspection*****

OFFICE USE ONLY

Reviewed by: Public Works	_____	Date _____
Fire Department	_____	Date _____
NM CID	_____	Date _____
Community Development	_____	Date _____

Date(s) Approved: _____ Administrative _____ PZHAC _____ BOT _____ CID _____

COMMENT(S) _____