

Received on \_\_\_\_\_ Time: \_\_\_\_\_

By \_\_\_\_\_

**City of Clovis**  
**Department of Building Safety**  
**APPLICATION for**  
**NEW RESIDENTIAL**

**PERMIT CARD must be posted at all times during construction.**

Fee may be doubled if work is begun prior to obtaining a permit. ALL information must be complete before submitting application.

**Required documents:**

- ( ) Two (2) floor plans for **NEW RESIDENTIAL**
- ( ) Plot plan required

**Please complete all applicable information. Incomplete applications may delay permit. All applications require a minimum of (2) days and are subject to approval. You will be notified when your permit is ready for pick up.**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Project description: \_\_\_\_\_

Address (Job location): \_\_\_\_\_

Addition: \_\_\_\_\_

Tract: \_\_\_\_\_ Unit #: \_\_\_\_\_ Block/s: \_\_\_\_\_ Lot/s: \_\_\_\_\_

Zone: \_\_\_\_\_ Flood: ( ) Yes ( ) No

Exterior: ( ) Brick ( ) Frame ( ) Other \_\_\_\_\_ Stories: \_\_\_\_\_

**SQUARE FT. AND HEIGHT**

Building: \_\_\_\_\_ Garage: \_\_\_\_\_ Storage Bldg: \_\_\_\_\_

Carport: \_\_\_\_\_ Covered Porches: \_\_\_\_\_ Basement: ( ) Finished ( ) Unfinished

Fence Type: \_\_\_\_\_ Length: \_\_\_\_\_ Fixtures: Number \_\_\_\_\_

Curb Cuts: Number \_\_\_\_\_ Length \_\_\_\_\_ Estimated Value: \$ \_\_\_\_\_

**I hereby certify that all information and measurements in this application are correct and that any additional required permits will be obtained. All work will be done in strict accordance with the building, zoning, electrical and plumbing codes of the City of Clovis, New Mexico. The City of Clovis does not enforce covenants. I understand that it is my responsibility to read and understand the covenants applicable to this neighborhood. I have read and understand this statement.**

\_\_\_\_\_  
**Applicant signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Inspector signature**

\_\_\_\_\_  
**Date**

The City of Clovis recommends that you **check your covenants** to be sure that you do not violate its provisions. The City of Clovis assumes no responsibility for legal action taken as a result of covenant violations.

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Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City Business License #: \_\_\_\_\_ NM Contractor License #: \_\_\_\_\_

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Plumbing Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City Business License #: \_\_\_\_\_ NM Contractor License #: \_\_\_\_\_

( ) Electric ( ) List gas appliances: \_\_\_\_\_

Number of plumbing fixtures: \_\_\_\_\_

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Heating/Vents Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Number and type of heaters installed: \_\_\_\_\_

City Business License #: \_\_\_\_\_ NM Contractor License #: \_\_\_\_\_

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Electrical Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City Business License #: \_\_\_\_\_ NM Contractor License #: \_\_\_\_\_

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