



**City of Clovis, New Mexico
Department of Building Safety, P.O. Box 760, Clovis, NM 88102**

**PROCEDURES FOR MOVING A HOUSE, STRUCTURE, OR
MANUFACTURED/MODULAR HOME INTO OR WITHIN THE CITY OF CLOVIS****

****Must comply with the 2003 International Code, NM Contractor License Law, and the City of Clovis Zoning Ordinance.**

1) CODES:

Building, Plumbing, Mechanical, and Electrical must be brought up to the same standards as new house construction. In most situations the electrical, plumbing and mechanical need to be totally replaced when a house is moved onto a vacant lot. The house must be placed on an approved foundation. The owner/contractor must submit the foundation plans to the State of NM for approval. The City of Clovis Department of Building Safety will issue the permit after verification of approval by the State. Structural inadequacies need to be corrected (small lumber spanning too much length needs to be braced properly, etc). The house needs to be insulated. The bedroom windows must be legal “escape/rescue” windows. Smoke detectors must be installed. The house must be completed and a Certificate of Occupancy issued before anyone can occupy the structure.

2) CITY ZONING LAWS:

The house must be placed on a legal sized lot and the proper setbacks must be observed. Two houses are not allowed on one “RS” – Residential Single Family District zoned lot. An official survey must be submitted and floodplain information verified.

3) NEW MEXICO CONTRACTOR LICENSE LAW APPLIES:

You may act as “Homeowner-Builder” on your project, but you will be limited to what actual work you can personally do. You cannot do electrical work, gas line work, ductwork, and alley utility connections. You must hire New Mexico licensed sub-contractors for these trades.

4) MINIMUM PERMIT REQUIREMENTS:

A NM Licensed Mover must obtain a City Movers Permit and a State of NM Moving Permit. A Building Permit is required for work to bring structures into compliance with current codes. A Sewer Impact Permit is required for any hook-up to City Sewer. A Plumbing Permit must be obtained at the same time. An Excavation Permit is required for any excavation in the street, alley, or right-of-way. A NM Licensed Excavator must obtain this permit. A NM licensed Electrical Contractor will acquire the Electrical Permit from the State of New Mexico directly.

CONTACT INFORMATION

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