



Project Address: _____

Property Owner: _____

Contractor/Company: _____

Job Description: Check all that apply

- Checkboxes for: New Construction, Addition, Remodel, Reroof, Carport, Storage, Demolition, Residential, Single Family Dwelling, Two Family Dwelling, Apartments, #of Units, Commercial, Change of Occupancy, Other

Required documents:

- Checkboxes for: Three sets of plans, Plot plan, Flood Survey

Planning & Zoning Approval:

- Checkboxes for: Zoning, Set Backs, Parking, County, Flood Zone, Elevation Certificate, Business Registration (Commercial Only)

Portales Official Signature/Title _____ Date _____

Public Works Approval:

New:

- Checkboxes for: Residential Water Tap, Residential Sewer Tap, Residential Solid Waste, Commercial Water Tap, Commercial Sewer Tap, Commercial Solid Waste

Existing:

- Checkboxes for: Residential Water, Residential Sewer, Residential Solid Waste, Commercial Water, Commercial Sewer, Commercial Solid Waste

Portales Official Signature/Title _____ Date _____

Clovis Official Signature/Title _____ Date _____