VILLAGE OF RUIDOSO

313 Cree Meadows Drive
Ruidoso, NM 88345
575-258-6999, Fax 575-258-4367

What is the Procedure for Residential Permit Application?

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Permit applications may also be obtained at Village Hall, 313 Cree Meadows Drive. For more information go to: http://www.ruidoso-nm.gov/index-building-permits-inspections

- Plan reviews are done in the order they are received. Depending on your project, the permit may take from 2 days to several weeks to be issued.
- You will be notified by telephone when your permit is ready to be picked up and the amount of the fee.
- The fee must be paid before the permit is issued, and the permit picked up and posted prior to any work being started.

What Does a Permit Review Consist of?

- Verifies that the proposed use and/or building complying with the applicable codes.
- Review for building code compliance to ensure that minimum building standards are met for your own safety and for the safety of future property owners and occupants.
- Verifies setbacks.
- Assigns the address if not already assigned. (in the village limits)
- Determines appropriate fees.

Completing the Review Process

- Plans are reviewed and required corrections are noted on the set of plans returned to permit applicant.
- Please respond promptly to each request for additional information, clarification or corrections. Further review is not possible without this additional information.
  If redrawn plans are required, provide two complete sets or electronic submittal.
- Instead of providing complete revised plans it is possible in some cases for the applicant to make simple corrections in red ink on the two sets of drawings with approval of the plans examiner.
- The designated contact person will be notified when your permit is approved and is ready to be picked up. The applicant will be given one set of plans and a building permit card.
- The other plan stays in your permit file in our office.
- All fees will be paid at this time.
- No partial permits will be issued for residential construction; example; a foundation only permit.

Additional Information:

- Call 575-258-6999 to check progress on your submittal.
- Provide address, floodplain, approval to construct and driveway forms for new construction when in Lincoln County jurisdiction.
- TOTAL SQUARE FOOTAGE BREAKDOWN BY OCCUPANCY: The living, heated and/or useable area – include garage, carport, covered porch or patio, show on application.
- Contact the Forestry at 575-257-5545 prior to submittal for new construction and additions over 400 sq. ft. prior to submittal for Forestry requirements, review & fees. (in the Village limits only)
- Contact the Streets at 575-257-6023 prior to submittal for new construction (in the Village limits only)
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