

Manufactured Home Is Not to be Moved Without Permit from this Office



STATE OF NEW MEXICO
COUNTY OF LUNA
PLANNING DEPARTMENT
201 E. Cody Road
PO DRAWER 551 DEMING NEW MEXICO 88031-0551
(575) 543-6620 FAX (575) 544-3455

**APPLICATION REQUIREMENTS FOR PERMIT TO INSTALL
MANUFACTURED HOUSING IN LUNA COUNTY**

The transportation, movement and installation of Manufactured Homes to a home site are regulated by the Luna County Planning Department and the Luna County Assessor's office. Permits are required from each agency.

To obtain an **installation permit (MHIP)**, the following items must be submitted with a completed, signed application attached hereto. **On site utilities are a requirement of this application with no sharing of any utilities.** If any of the items are not provided and checked off, please explain. Failure to provide the requested items may result in delay or denial of your application.

- 1. Proof of ownership on Mfg. Home: ex. Sales contract or Registered Title

- 2. Proof of property ownership: ex. Warranty Deed or Real Estate Contract

- 3. Copy of Tax Release obtained from Assessor's Office

- 4. Copy of Domestic Water Well Permit: obtained from State Engineers Office

- 5. Copy of Liquid Waste System Permit: obtained from New Mexico Environment Office

- 6. Electric Meter Pole on site

- 7. Proof of Manufactured Housing Division Blocking Permit: 524-6320

Upon approval of the application, a \$45.00 non-refundable administrative fee will be assessed and an on site inspection will be conducted by a Luna County Land Use Official. If all on site utility requirements are met, then an (MHIP) installation permit will be issued. If the on site utility requirements are not met, a re-inspection fee of ½ the original fee will be assessed. A \$10.00 addressing fee is assessed for all housing units installed in Luna County.