



Doña Ana County

MOBILE HOME INSTALLATION PERMIT (MHIP)

Cash Only \$100.00; MOVING TO PRIVATE PROPERTY

1. **Recorded proof of Ownership (Warranty Deed or Real Estate Contract)**
Copy can be obtained at County Clerk's Office – Room 200.
2. **Property Record Card** – Copy can be obtained at County Assessor's Office – Room 220
3. Legal Description of mobile home / manufactured home: **Year, Model, Serial Number, Size**
4. **(1) site plan drawing:** showing setbacks, adjoining streets, driveway(s), ponding location and size, and other structures (mobile homes, site built homes, garages, etc.) Copy of survey is preferred.
5. **Septic Tank or Sewer Service (Utility Bills not accepted)**
For septic tank, bring in a copy of septic tank permit from NMED (575) 288-2050
**** OR ****
For sewer service, bring in a ready, willing and able letter from the sewer provider
6. **Proof of Water Service (Utility Bills not accepted)**
For domestic well, bring in a copy of the well permit from NM State Engineer's (575)524-6161
**** OR ****
For water service, bring in a ready, willing and able letter from the water provider
7. **Notarized Rental letter** or **Notarized Authorization letter** from the landowner if property belongs to someone else other than the applicant.
8. **Driveway Permit:** If accessing a county road a driveway permit will be required, (\$20.00). If accessing a state road a permit from NMDOT may be required.
Please verify with DAC Engineering Department for specific requirements or questions (575) 525-6164

Cash Only \$80.00; MOVING TO MOBILE HOME PARK

1. Name of Mobile Home Park and Space #.
2. Legal Description of mobile home / manufactured home: **Year, Model, Serial Number, Size**

NOTE: The permit fee along with any taxes owed on the mobile home will be due on permit approval. Please note a permit will not be issued if taxes are not paid on the mobile home.
To verify if taxes are owed, please contact the Assessor's Office, Room 220 or (575) 647-7400