

# Doña Ana County Building Services Department 647-7350

## M.H.I.P Requirements MOBILE HOME INSTALLATION PERMIT

CASH ONLY: \$80.00 moving to Private Property.

*Remove and Replace require \$200.00 BOND refundable after old mobile home is moved off property within 2 weeks.*

1. **Recorded proof of Ownership and Legal Access** with legal description of property (warranty deed or real estate contract). (Copy can be obtained at the County Clerk's Office - County Courthouse - Rm 103.)
2. Legal description of manufactured home: **year, model, serial number, size.**
3. **Site plan drawing** of the property showing setbacks, all existing structures and proposed mobile home. Setbacks are how many feet from property line to mobile home on all four sides. Copy of survey is preferred. *(See example.)*
4. **Copy of septic tank permit** from New Mexico Environmental Division, 1170 N. Solano, (505) 524-6300. If your home will be serviced by community sewer, we need a letter from provider granting service.
5. **Copy of well permit** or **letter** from domestic water system granting service.
6. **Map Code #** for property can be obtained from the Assessor's Office, County Courthouse, Rm 106.
7. **Rental letter** or **authorization letter** from landowner if property belongs to someone else other than applicant.
8. **Legal Access:** Provide documentation of legal access from a County or State maintained road to your property. This may require EBID and Railroad licenses and proof of private easements.

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90-Day Storage Permit.                      \$45.00 for permit plus \$200.00 Bond refundable after  
mobile home has been removed from storage.

1. Recorded proof of ownership for property with legal description. Get **Warranty Deed or Real Estate Contract** from Clerk's Office, County Courthouse, Rm 103.
2. Legal description of manufactured home: **year, model, serial number, size.**
3. **Site plan drawing** of the property showing setbacks, all existing structures and proposed mobile home. Setbacks means how many feet from property line to mobile home on all four sides. Show where legal access is to your property.
4. **Map Code #** for property can be obtained from the Assessor's Office, County Courthouse, Rm 106.