



CITY OF ARTESIA **PERMITS & INSPECTIONS**

A Division of the Planning Department

Procedure for Manufactured Units in the city limits

A Manufactured Home is a structure that is transportable in one or more sections. In traveling mode, the home is eight feet or more in width and forty feet or more in length. A Manufactured Home is designed and constructed to the Federal Manufactured Construction and Safety Standards and is so labeled. When erected on site, the home is:

- A minimum 400 square feet
- Built and remains on a permanent chassis
- Designed to be used as a dwelling with a permanent foundation built to FHA criteria
- Structure must be designed for occupancy as a principal residence by a single family.

1. Apply for Manufactured Unit placement permit:
 - a. Fill out a “Manufactured Home Placement Permit”
 - b. Provide complete site plan
 - c. Address flood zone requirements (if any)
 - i. If in flood zones: AO-1’ or AO-2’, fill out a Flood Plain Use permit
 - d. Obtain zoning approval for location and type of Manufactured unit
 - e. Must meet the requirements for structure type (commercial or residential)
 - f. Additional items may be required

After approval of the above items:

2. Obtain permit(s) from New Mexico MHD (Manufactured Housing Division) for Manufactured Unit Installation
3. Provide copies of State Installation permit to the City of Artesia Planning Department; the Manufactured Home Placement Permit will be issued.
4. Obtain Plumbing and Electrical permit(s) (as needed, Examples; electrical and gas meters clearances, sewer tap; gas, water, sewer yard lines) from the City of Artesia Planning Department.
5. Obtain Inspection approvals on City permits for Electrical, Plumbing and Setbacks after Unit is on site and prior to MHD Inspector Final Approval.
6. Certificate of Occupancy will be issued by the State of New Mexico upon completion of their requirements and final approval is given.

**City of Artesia
Community Development Department
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