



**City of Clovis, New Mexico  
Department of Building Safety**

**APPLICATION FOR NEW  
COMMERCIAL BUILDING PERMIT**

For information regarding engineering or architectural stamps, please contact the Director of Building Safety, Pete Wilt.

**Required documents:**

- Two sets of plans
- Plot plan

**Job Location:** \_\_\_\_\_

Addition: \_\_\_\_\_ Tract: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Unit: \_\_\_\_\_  
Zone: \_\_\_\_\_ Flood Hazard Zone:  Yes  No

**Contractor:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City of Clovis Business License #: \_\_\_\_\_ New Mexico Contractor's License #: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_

City Business License #: \_\_\_\_\_ New Mexico Contractor License #: \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_

City Business License #: \_\_\_\_\_ New Mexico Contractor License #: \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_

City Business License #: \_\_\_\_\_ New Mexico Contractor License #: \_\_\_\_\_

Project description: \_\_\_\_\_

Building: \_\_\_\_\_ sq. ft. Garage: \_\_\_\_\_ sq. ft. Covered Porch: \_\_\_\_\_ sq. ft.

Carport: \_\_\_\_\_ sq. ft. Storage Bldg: \_\_\_\_\_ sq. ft. Basement: \_\_\_\_\_ sq. ft.

Other: \_\_\_\_\_ sq. ft.

Fence: Material: \_\_\_\_\_ Length: \_\_\_\_\_ Curb Cuts: Number: \_\_\_\_\_ Length: \_\_\_\_\_

**Estimated Value:** \$ \_\_\_\_\_

I hereby certify that all information and measurements in this application are correct and that any additional required permits will be obtained. All work will be performed in strict accordance with the building, zoning, electrical and plumbing codes of the City of Clovis, New Mexico. Furthermore, I understand that I am responsible for ensuring that all work is completed in compliance with the Americans with Disabilities Act (ADA). I understand that the permit fee may be doubled if work is begun prior to obtaining a permit and that the permit card must be posted at all times during construction. Applications are subject to approval. I have read and understand this statement.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector signature

\_\_\_\_\_  
Date