

Residential Construction Process

Permit Fee:

- Building permit fee is based on project valuation.
- 25% of the permit fee (Plan check fee) must be paid when plans are submitted. The remaining fee can be paid at submittal or at time of issuance.
- The utility forms will be provided after collection of the plan check fee.

Required Documents:

- Site Plan (all project types)
- Construction Plans with work description
- Subdivision Acceptance Form (Residential New only)
- Wind Erosion Control Plan (WECP)
- Storm Water Pollution Plan (SWPP) (Residential New only)
- Over-The-Counter (OTC) Contingencies form for qualifying properties that are not located in the flood zone and are R1A, R1B. (Residential New Only)
- El Paso Electric Company Stamps (Swimming Pools, Spas)
- Engineer Calculations (Retaining Walls)
- A signed contract between permittee and property owner with some form of identification of ownership. (All Project types)

Review Timeline:

- 3 days for all project types (Except the OTC qualifying properties)
- 3 days for all projects located in the flood zone (no exceptions)
- 1 day review for OTC qualifying, or approved master plan sets. (Residential New projects only)

Review Agencies:

- Building
- Zoning
- Engineering (Walls and Fences only)
- Traffic (Concrete, Sidewalks, or Curb Cuts)
- Fire (Demolition)
- Utilities (Demolition)

