



CITY OF ALBUQUERQUE

Planning Department

Building and Safety

CORRECTION PROCEDURES (Out of town / state)

Once a project has been reviewed, the Plan Review Section will call to let you know the plans have been reviewed and have comments needing to be addressed. The comments are available on line at <http://www.cabq.gov/planning/bldgsafety/> plan review comments.

1. All revisions must be made to the original set plans, so you will need to call the Building & Safety staff (505) 924-3964 and request the plans be sent through the carrier of your choice. Provide information needed for the air bill or send one electronically.
2. Review and respond to **all** comments and noted code sections before returning drawing sets to plans reviewers.
3. Corrected submittals should be in the form of **ONLY TWO (2)** sets as originally done, with the City of Albuquerque application (back sheets) attached in the same manner as sent to you.

There are two (2) options to addressing comments:

4. Minor corrections can be made on the blue line drawings, if done in a concise, neat, legible manner or in the form of attachments which can be scotch taped to the back side of the previous drawing sheet (Tape all edges). **An initial and date must accompany all minor corrections.**
5. Extensive changes should be done in the form of resubmitting complete revised redrawn sheets. Replace the old sheets with the new, take all the old replaced sheets and roll them up. Bring both the original set (with corrected sheets) and the roll of old sheets back to the Building and Safety Division.

City of Albuquerque
Building & Safety Division
600 2nd St., NW, Ground Floor, Suite 1B
Albuquerque, New Mexico 87102

6. **Only the professional on record who signed and sealed the plans or his/her legal representative (in writing) are authorized to make changes to the plans. Their professional seals with signature must accompany all drawings.**

After all comments are addressed, send both sets of plans back to the Plan Review Section and we will reroute them to all rejected departments or you can come into the office go over the comments with the available plan reviewers.

7. Plan reviewer will review your corrections for approval.

Building & Safety staff will not insert any corrections, revisions or amendments to any plans. Plan reviewers will not draw or provide details or calculate structural items.