



# CITY OF ALBUQUERQUE

## Planning Department

### Building Safety

### CORRECTION PROCEDURES (Local - In Town)

The Plan Review Section will call to let you know the plans have been reviewed and have comments:

- The comments are available on line at <http://www.cabq.gov/planning/our-department/building-safety>, **Building Safety Quick Links**, [Plan Review Comments](#).
- Review and respond to **all** comments and noted code sections before returning drawing sets to plans reviewers.
- Corrected submittals should be in the form of **ONLY TWO (2)** sets as originally submitted, with the City of Albuquerque application (back sheet) attached in the same manner as you picked them up.

There are two (2) options to addressing comments. You can either make corrections to the drawings here or you can **SIGN OUT** the plans and make the corrections elsewhere.

- Minor corrections can be made on the 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.**
- 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 Safety Division.

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

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

When all comments have been addressed, bring both sets of plans back to the Plan Review Section and we will reroute them to all rejected departments or you can go over the comments with the available plan reviewers.

- Plan reviewer will review your corrections for approval.

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

**DISCLAIMER:** Handouts should not be used as substitutes for codes and regulations. As an applicant, you are responsible for compliance with all code and rule requirements, whether or not they are described in a handout. The required drawings will depend upon the size, nature and complexity of the project.