



Building Safety Glossary of Terms

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Term	Definition	CO Required?
<u>Addition</u>	Adding to or extending floor area, number of stories and/or height of a building or structure. Porches and roof conversions are included in this category but these may not require a Certificate of Occupancy.	<u>Maybe</u>
<u>Alteration</u>	Any construction or renovations to an existing structure other than a repair or addition. Alterations are classified as Level 1, Level 2, and Level 3. Alterations may include a change of use or occupancy.	<u>No</u>
<u>Alteration Level 1</u>	Level 1 includes the removal and replacement or the covering of existing materials, elements, equipment or fixtures that serve the same purpose. See the City of Albuquerque Administrative Code for building permit exemptions.	<u>No</u>
<u>Alteration Level 2</u>	Level 2 includes the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installations of any additional equipment. Any change to occupant load and/or reconfiguration of space requires new Certificate of Occupancy. A shell improvement may require a certificate of shell completion.	<u>Maybe</u>
<u>Alteration Level 3</u>	Level 3 applies where the work area exceeds 50 percent of the aggregate area of the building. Any change to occupant load and/or reconfiguration of space requires new Certificate of Occupancy. A shell improvement may require a certificate of shell completion.	<u>Maybe</u>
<u>Alteration Synonyms</u>	Improvements – can be interior or exterior (shell improvement) work. Renovations Remodels – includes established tenants remodeling their building or space Shell Improvements – exterior architectural and/or façade work; demising of space; this does not include tenant occupancy work.	<u>Maybe</u>
<u>Carport</u>	Shade and/or weather protection structure used for vehicle parking. Free standing or addition to a building consists of structural support, roof and two open sides minimum.	<u>No</u>
<u>C.O. Request</u>	At owner's request, a permit may be issued and inspections made to establish the use or occupancy of a building or space. (Building or space presumed to have been approved for use prior to current Building Safety record keeping). Architect's floor plan and code data sheet required.	<u>Yes</u>

<u>Covered Patio</u>	Shade and/or weather protection structure. When associated with an eating, drinking, or consumption establishment must have occupant load calculated and added to existing load.	<u>Yes</u>
<u>Foundation Only</u>	New building foundations not associated with modular buildings. B-27 form required.	<u>No</u>
<u>Modular Building</u>	Permit for modular building foundation. Foundation and Placement with final inspections required. (Certificate of Occupancy Foundation required.) A modular structure is a building that is fabricated offsite, inspected and certified to be Building Code Compliant by a State of New Mexico approved entity at the point of manufacture. Foundation inspection required. Building final (accessibility) required. Certificate of Occupancy issued for “Commercial Modular Building as Certified by the State of New Mexico.” — Per NMAC 4.12.3.7 L. “ Modular structure ” means any structure built for use or occupancy by persons or property, whether or not designed to be placed on a permanent foundation. Modular structures include factory-built buildings and subassemblies for manufactured residential and commercial units. Modular structure does not include non-assembled component parts that are subject to all permit and inspection requirements or to manufactured housing structures that are subject to federal regulation”.	<u>Yes</u>
<u>Minor Alteration and Repair Permit</u>	Available for many Level 1 alterations and repairs as defined herein.	<u>No</u>
<u>New Building</u>	Construction of a new structure where all occupancy groups are identified and have been evaluated by the design professional. (Includes new separate buildings in an existing complex or Campus).	<u>Yes</u>
<u>Repair</u>	Patching, restoration, or renewal of materials, elements, equipment, or fixtures for the sole purpose of maintaining such materials, elements, equipment, or fixtures in sound working condition. Other work not associated with repair shall be on separate permit. No building permit required for repairs valued under \$1000.	<u>No</u>
<u>Shade Structure</u>	Structures that are open on all sides consisting of a roof, roof framing and a roof support system built with any materials allowed by the building code. (often associated with parks, pools, break areas and etc.) Not attached to a building.	<u>No</u>

<u>Shell Only</u>	New building where no occupancy group(s) are identified; not to be built out for occupancy without separate permit. A shell building is the main structural elements and façade of a building, consisting basically of the exterior walls, floors and roof with basic building service equipment and facilities, wiring and plumbing, with no occupancy designations. Shell buildings cannot be approved to be occupied for any use unless and until the desired occupancy group(s) is (are) identified by an additional permit and inspection process known as a T.I. (tenant improvement). CERTIFICATE OF SHELL COMPLETION REQUIRED for shell buildings.	<u>Yes</u> <u>(certificate of shell completion)</u>
<u>Tenant Improvement</u>	Tenant Improvement: New designation of Occupancy Group and any associated work in a shell building that has a Certificate of Shell Completion or designating a space that has never been classified with a particular occupancy group classification	<u>Yes</u>
<u>Change of Occupancy</u>	No alteration; only a change in the use of space by code definition (in an existing building); may also be an increase or decrease in occupant load: A change of occupancy requires a permit, an architect's code compliance review for the new use, a New Mexico General Contractor and inspection(s).	<u>Yes</u>
<u>Other</u>	Including but not limited to Antenna additions, cell towers, replacements and modifications. Solar projects, high pile racking, ramps, swimming pools hot tubs, art, walls, retaining walls, signs, and fence	<u>No</u>
<u>Demolition</u>	Permit required to tear down and haul off existing construction. Final inspection required for all demolition permits. No permit required for interior non-structural demolition. Separate demolition permit not required when demolition work is included with building permit	<u>No</u>