



CITY OF ALBUQUERQUE

Planning Department

Building and Safety

NEW COMMERCIAL CONSTRUCTION **Plans & Permit Information**

Submit two (2) sets of plans **plus 1 extra site plan and landscaping plan**. Use good quality paper (**all text and drawings must be legible**). All plans must be submitted in ink, copies or prints, drawn to scale. All plans shall clearly indicate the nature, extent of work and conform to all current adopted codes including state, local, and technical codes. **** All construction plans must be certified by a Registered New Mexico Professional Architect and/or Engineer.**

Phase projects: When submitting a phase project or converting an existing project into phases, a “Phase plan” will be required to clearly indicate the work of the individual phases.

The average time for initial plan review is 3 1/2 weeks; it could take more or less time depending on the size of the project. When the plan review is complete the owner / architect / engineer / designer or contractor will be notified by telephone. Please arrange to have a contact person, telephone and extension number listed on application. Comments are available on line at <http://www.cabq.gov/planning/bldgsafety/> plan review comments. A correction procedure handout is attached for reference when addressing comments.

The building permit will be issued when all comments have been addressed and signed off (Approved) by each division. Note that only the architect, engineer or authorized representative (in writing) may make changes or corrections to the plans before and/or after the permit is issued. The permit will only be issued to a general contractor (GB-98) licensed by the State of New Mexico. If the Contractor’s main office is located out of state, a surety bond verification TS-43 form needs to be signed by our New Mexico State Taxation and Revenue Office. **If the permit is not taken out within six (6) months from the date of submittal, the application will expire.** The Building Official may extend the time period upon request.

1. **SCHOOL FACILITY FEE:**

Submit original (no copies) *School Facility Fee Payment Acknowledgement Form* from Albuquerque Public Schools. Building permits shall not be issued until an original APS fee payment form is submitted for multi-family residential permit application.

The plans shall be routed to the following divisions and include the following data:

2. **ZONING – 924-3457**

Enforces provisions of the Comprehensive Zoning Ordinance, Street Tree Ordinance. Will review plan for proper use, parking, landscaping, setbacks, height requirements, and compliance with special use zone categories and sector development plans.

3. **IBC – 924-3959**

Plans will be reviewed for compliance to the 2009 International Building Code. There is a New Mexico Building Code and a City of Albuquerque Uniform Administrative Code (also available on the Website ‘www.cabq.gov’) (amendments to the IBC, UMC, UPC and NEC) available from this office at a cost of \$10.00. With minor exceptions, the seal of an architect or engineer registered in the State of New Mexico will be required on all apartment/townhouses (except where there are 4 or less dwelling units on a single lot), commercial and public projects and on plans for first tenant developments in each space of a “shell” building. An IBC preliminary plan review/consultation may be available by appointment at \$75.00 an hour.

4. **UPC, UMC, NEC – 924-3957**

Plans will be reviewed for compliance with the 2009 Uniform Plumbing Code, the 2009 Uniform Mechanical Code, the 2011 National Electrical Code, the 2006 ANSI Elevator Code, and the 2006 International Energy Conservation Code. There is a State of New Mexico Plumbing, Mechanical and Electrical Code available from Construction Industries Division, 5200 Oakland N.E.; Albuquerque, NM 87102.

5. **THE ELECTRICAL DESIGN**

Plans, specifications and calculations must be prepared and sealed by a Registered Professional Engineer licensed to practice Electrical Engineering in the State of New Mexico, when the installation exceeds over 200A for single phase or over 50 KVA for three phase.

6. **THE MECHANICAL DESIGN**

Plans must be prepared and sealed by a Registered Professional Engineer licensed to practice Mechanical Engineering in the State of New Mexico, when the total mechanical equipment, materials and labor exceeds \$50,000.00 in valuation or if the building exceeds two (2) stories in height.

7. **THE PLUMBING DESIGN**

Plans must be prepared and sealed by a Registered Professional Engineer, licensed to practice Mechanical Engineering in the State of New Mexico, when the fixture unit count of the project exceeds the capacity of the 4” building drain as specified in Table 7-3 of the Uniform Plumbing Code or if the building exceeds two stories in height.

8. **TRANSPORTATION DEVELOPMENT – 924-3991**

Transportation Development reviews Building Permit sets when changes or modifications are requested for site access, parking area circulation, and/or drive through facilities. Plans are reviewed for compliance with the *City Development Process Manual*, (Chapter 23, Volume 1) and Sidewalk Ordinance, (Article 6-5-5 R.O.A. 1994). Transportation Development also reviews Traffic Circulation Layout (TCL) plans. Some Building Permit sets require an approved TCL plan. TCL plans should be submitted to Transportation Development (Plaza del Sol, Suite 201) before submitting the Building Permit set.

9. **ENVIRONMENTAL HEALTH – 924-3623**

Consumer Health Protection Division regulates the design, construction and operation of businesses serving, preparing and storing food, such as Restaurants, Bars, Child Care Facilities, Schools, Institutional Kitchens, Food Processors and Grocery Stores. Plans will be reviewed for compliance with the City of Albuquerque Food Sanitation Ordinance and the FDA 2009 Food Code. Construction of swimming pools will be reviewed for compliance with the Albuquerque Swimming Pool Ordinance and the State of New Mexico Swimming Pool Regulations (7.18.4 NMAC). Public and semi-public swimming facilities include spas, wading pools, spray pads and other recreational water features. Review considerations include pool finishes, circulation and filtration equipment, and safety of design plumbing and operation.

“ALBUQUERQUE BERNALILLO COUNTY AIR QUALITY CONTROL BOARD REGULATIONS”
(ABCAQCBR)

Plans are reviewed for topsoil surface disturbance activities, asbestos (Bldg. renovation/demolition) and installation/construction of regulated emission sources (Examples: emergency backup generator, gas station, surface coating/paint and body shops, dry cleaners).

10. **HYDROLOGY – 924-3982**

Reviews Building Permit sets for flood zone determination and for compliance with the City Development Process Manual, (Chapter 22, Volume 1) and Drainage Ordinance, (Section 14-5-2-12). Hydrology also reviews Grading and Drainage plans and Drainage Reports. Some Building Permit sets require an approved Grading and Drainage plan. **Grading and Drainage plans should be submitted to Hydrology before submitting the Building Permit set.**

11. **FIRE PREVENTION – 924-3611**

Plans will be reviewed for compliance with the 2003 International Fire Code, the City of Albuquerque Fire Code, and NFPA codes, Standards, and Supplements. Items reviewed include fire flow calculations for fire protection lines, Fire Department access (turning radius), fire extinguisher placement, emergency lighting, sprinkler systems, spray booths and fire alarm systems when required.

12. **SOLID WASTE DISPOSAL – 924-3631**

Review plans for compliance with the 1991 Refuse Collection Ordinance. Placement of refuse enclosure, drains and grease traps, turning radius and approach angle for commercial and residential collection vehicle.

2009 International Energy Conservation Code

Green Path Projects shall be approved for submittal by the Green Path Program Manager 924-3958.

City of Albuquerque Design Criteria

Ground Snow Load - 20 PSF
Wind Speed - 90 MPH
Weathering - Moderate
Mean annual Temp – 54.6
Rain fall – 2”

Frost Line Depths -16”
Termite – Moderate to heavy
Winter design Temp. – 12 F
Air Freeze Index – 263
No Seismic Zone – Engineer has to determine appropriate seismic design category according to the function of buildings, use and types of soils.

FOR STATUS OF YOUR PLANS CALL 505-924-3964



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.