



CITY OF ALBUQUERQUE

Planning Department

Building Safety

Building Permit Submittal Checklist

Photovoltaic Systems (Ground Mounted / Awning Systems, Commercial and Residential)

Building and Electrical Permits are required.

Contents herein are minimum compliance requirements for Albuquerque Uniform Administrative Code, 2015 IRC, IBC and 2017 NEC.

PRE-REQUISITE-APPROVALS: The following pre-requisite approvals must accompany the building permit application if applicable

- Historic Preservation District Approval - (505) 924-3342.

GROUND and AWNING MOUNTED PANELS-MINIMUM SUBMITTALS:

- Plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted online. Please call 505-924-3320 option 2 for more information.
- **Building Permit Application:** Complete all the required fields and answer all the questions on the application. Please enter size of system, square footage of work and type of roof in the work description.
- **Site Plan to scale: (MUST BE LEGIBLE)**
 - Official property address with street names
 - Footprint of the building and north arrow
 - Site plan indicating location of major components on the property (must include PV array configuration)
 - All supporting equipment including sub panels and the location of the main electrical service
 - Show dimensions and clearances for all equipment
- **Building Requirements:**
 - Manufacturer's specifications and installation instruction for all modules, inverters, solar panels, combiner box, disconnects and mounting systems
 - Engineering letter or calculations certified and stamped by a State of New Mexico Licensed Engineer for all mounting systems and attachments
 - New Mexico licensed Engineer's certified and stamped foundation design
- **Electrical Requirements for: (Both Ground and Roof Mounted)**
 - Electrical one-line diagram required; if the PV system exceeds 10 KW a three-line diagram is required
 - PV systems that exceed 200 amp shall be prepared and stamped by a State of New Mexico licensed electrical engineer
 - Show dimensions of required clearances of equipment. Must comply with Article 110-2017 NEC/NMEC
 - Photovoltaic (PV) array configuration, size, type and number of modules per string. Show whether it is in series or parallel
 - Grounding electrode and bonding for DC System
 - Required Disconnects-AC and DC
 - Conductor sizes, types, temperature rating(s), and ampacity(s)
 - Utility-Interactive Inverter
 - Point of connection with the utility, must comply with Article 690.64-2017 NEC/NMEC
 - GFCI protection

- Albuquerque Fire Department Requirements:
 - A site plan shall be submitted to the Albuquerque Fire Department for review to include the following:
 - Street address of building
 - Location of all structures on site
 - Access from the street to the array
 - Location of arrays disconnects and required signage

- Hydrology / Transportation:
 - Drainage report/plan required for new construction, sites over one (1) acre, and for additions of 500 square feet or more to existing structures. See Section 14-5-2-12 of the City's Drainage Ordinance. **A pre-design conference with this office is recommended.**
 - Follow procedures for drainage submittals as outlined on page 1, chapter 17, Volume 1 of the City's Development Process Manual.
 - Paving an area over 1,000 square feet requires a paving permit. Please submit a paving plan per the DPM.
 - A Traffic Circulation Layout (TCL) plan is required when new or modified changes are requested for site access, circulation for parking areas, and drive through facilities. See Chapter 23, Volume II of the City's Development Process Manual.