

## **Building plan review / permits section)**

- How long does it take for the permit process?  
A: Plan review is approximately 2 ½ weeks for residential and three 3 ½ weeks for commercial depending on size and complexity of project. The permit will be issued when approved by each division.
- Do I need landlord approval before submitting plans for permit?  
A: Landlord approval is not necessary in this jurisdiction.
- Can I mail in my drawings?  
A: Yes you may, but we now offer E-plan electronic plan review – the capability to submit projects on-line that improve the plan review cycle.
- What is Green Path?  
A: Green path projects exceed code minimum requirements to construct a more energy efficient building.
- How much does a plan review / permit cost?  
A: Permit fees are paid when plans have been approved by all required division and are based on square footage and valuation (materials and labor) of the construction project; plan review fees are paid at time of submittal and are 65% of the permit fee plus zoning and hydrology fees.
- What is Fastrax and how much does it cost?  
A: Fastrax is an optional expedited plan review with a guaranteed initial plan review completion date. The cost is 3 times the plan review fee excluding zoning and hydrology fees.
- What do I need to submit for a permit?  
A: Building permit submittal requires 2 sets of complete construction drawings. Plans shall be drawn to scale, clearly indicate the nature and extent of the work proposed and conform to all codes, laws and ordinances. All commercial projects must be certified by a New Mexico registered architect and/or engineer and may be required for some residential projects.
- Can I make changes or corrections to the drawings?  
A: Yes, unless the plans have been certified by a registered architect and/or engineer.
- What is a homeowner's permit?  
A: A homeowner's permit is a permit issued to a customer who will act as the general contractor to build a single family residence that will be owned and occupied by them or add, alter, repair or demolish a structure at a residence that is owned and occupied by them.
- Can I track the status of my plans and view comments online?  
A: Plan review status and comments are available online using the plan review number (tracking number including the "T" at the beginning of the number) issued at time of submittal at <http://www.cabq.gov/planning/our-department/building-safety> Quick Links **Plan Review Comments**.
- Do I need a permit?  
A: Building permits and inspections are required for commercial, public, private and residential new construction, additions, and remodeling work.

The following is a list of other required permits:

- Antenna
- Elevator
- Swimming Pool
- Walls, Fences, and Retaining Walls
- Relocation of Existing Buildings
- Foundation Only
- Demolition
- Sign Permits
- Mechanical Permits
- Electrical Permits
- Plumbing Permits

- What are the design criteria for Albuquerque?

A: Wind speed is 90 mph (3 second gust).

Snow load 20 pounds per square foot non-reducible.

Frost line depth is 16 inches below grade.

Seismic Zone – Engineer has to determine appropriate seismic category according to the function of buildings, use and types of soil.

- What happens if I build without a permit?

A: Whenever any work is done without a permit and a permit is required, a stop work order is issued. A building without a permit notification letter is issued and the owner is given 30 - 45 days to comply. If compliance is not met a final notification letter issued and the owner is given 10 days to comply. If compliance is still not met a pre-criminal summons is issued and the owner is given 10 business days to comply prior to court action.

- Can I find out if a certain address has a permit, final inspection or certificate of occupancy?

A: Yes. If a building permit has been obtained, it should be posted so it is clearly visible from the front of the house or commercial project or contact Building Safety Division for further information.

Building: 505-924-3969      Electrical: 505-924-3311

Inspections: 505-924-3320      Mechanical: 505-924-3310

- I believe a contractor is not building to code or does not have a permit. What should I do?

A: You may file a complaint to the Building Safety Division at 505-924-3319, all information is confidential, just the address is required and a brief description of the work being done.

- What codes is the City of Albuquerque currently using?

A: State, national and city codes are available on our website at

<http://www.cabq.gov/planning/planning-regulations-policies/building-codes>

- If not available at local bookstores, or at the public library, the International Codes can be ordered on the [International Code Council](#) website and the Uniform Codes can be ordered on the [National Fire Protection Association website](#). The National Electrical Code is available on both websites.

- When is a Mechanical Engineer required to certify the construction documents?

A: 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.

- When is an Electrical Engineer required to certify the construction documents?  
A: 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.
- How many bathrooms do I need for my business?  
A: The number of bathroom required depends on what type of business it is and how many employees and customers your space allows
- When do I need a type 1 hood?  
A: When you have cooking producing grease and smoke.
- Do I need grease interceptors?  
A: When you have food production and 3 compartment sinks.
- Do I need to show one-line diagram?  
A: When providing new panel a service diagram is required.
- Do I need to have panel and light fixtures schedules in my drawing for a tenant improvement?  
A: Yes both panel and light fixtures schedules are required.

### **Building inspections section)**

- I received a red tag – how do I get a permit for a structure already built?  
A: Building permit submittal requires 2 sets of complete construction as-built drawings. Plans shall be drawn to scale, clearly indicate the nature and extent of the work constructed. The structure must still conform to all codes, laws and ordinances. As-built drawings are plans drawn according to the way the structure was built.
- Can I pay my re-inspection fee over the phone?  
A: No, currently no fees can be paid over the phone. An authorization agreement for direct payments (ACH debits) account can be set up
- Does the City have plans for my house?  
A: Effective August, 2012 the City began to scan residential plans.
- I have a correction notice, do I need to pay and re-schedule for a re-inspection?  
A: A re-inspection fee is determined by the inspector and has to be paid prior to rescheduling a re-inspection. If there is not a fee due then a re-inspection needs to be re-scheduled, the building permit number is required.
- What are the results of my inspection, did it pass?  
A: If the inspection passes the inspector will leave a green tag and sign off on the back of the building permit card. If the inspection fails the inspector will leave a correction notice with the reason why.
- What type of inspections do I need and when do I call in for them?  
A: Once a permit is issued an inspection/permit card is issued with a list of inspections, if unsure at the time to call for each inspection, contact the inspections division at 505-924-3320

- When was a building complete?  
A: Building final inspections and certificate of occupancy information can be addressed through the inspections division at 505-924-3320.
- Are there any code violations at an address?  
A: Inspections division at 505-924-3320.
- What inspector has my inspection today; can you give me his number?  
A: Inspections division at 505-924-3320.
- What time is my inspection?  
A: You can contact the Inspections division at 505-924-3320 and they will give you your inspector's cell number and he will be able to give you a general idea of the time he will be out to do your inspection.
- How far back does permit history go? Plans, microfilm, permit information?  
A: All plans are available at the Building Safety division while in construction. Once construction is complete, they are sent out to be scanned, during this time a written request is required in order to retrieve a set of plans from the City's Records department. Many permits are available on microfilm at the Building Safety division at 505-924-3304; permit information is available on-line at <http://www.cabq.gov/planning/planning-regulations-policies/building-codes> **Building Permit Reports - Pre-June 2008 and Building Permit Reports - June 2008 to current.**

### **Mechanical / Electrical / Plumbing permit section**

- What can we do to get a gas meter installed?  
A: Only a certified licensed contractor may install a gas meter and pressure test the gas system. A permit and inspection will be required, once the inspection has passed, the gas company will set the gas meter.
- Can a home owner install a new water heater? And is a permit/inspection required?  
A: Only a certified licensed contractor may install a water heater or any gas appliance. A permit and inspection will be required.
- My house sewer and/or water supply is damaged; can the home owner make repairs? Is a permit required?  
A: Repairs to sewer or water supply will not require permits or inspections and a home owner may do the repairs. However if a new sewer or water supply is going to be replaced, a permit and inspection will be required then a homeowner's permit can be issued.
- Can a home owner install a new furnace and/or air conditioner?  
A: Only a licensed mechanical contractor may install heating and air conditioning. A permit and inspection will be required.
- We want to replace our fixtures in our bathroom and/or kitchen is a permit required?  
A: A permit is not required if changing "LIKE FOR LIKE" plumbing fixtures. Example: sinks, lavatory, or water closets.
- Is a permit required to have our sewer lines cleaned?  
A: A permit is not required to have sewer lines cleaned.

- Can a homeowner do his own plumbing on an addition or new home?  
A: A home owner's permit can be issued to the homeowner if they pass the homeowner's plumbing test.

### **Mechanical / Electrical / Plumbing inspection section**

- Can I schedule an am/pm inspection?  
A: Yes; call the assigned inspector at 8:00 a.m. the morning of the scheduled inspection to arrange a time. Availability may be limited.
- How far out can they schedule an inspection?  
A: The next day.
- How can I find out who my inspector is and a phone numbers for them.  
A: Call mechanical and electrical inspections at 505-924-3310 or 505-924-3311
- How long does it take to pull a permit?  
A: 1 to 2 days.

### **Elevator / Boiler section)**

- Where can I get a permit application: Are they available online?  
A: Elevator permit applications are available at the Elevator / Boiler section, the building permit counter at 600 2<sup>nd</sup> St., N.W. or on-line at <http://www.cabq.gov/planning/developers/forms/building-forms-and-reports> Permit Application Forms (editable PDF format)
- When is my next elevator inspection due?  
A: Elevator inspections are due every 6 months.
- Where can I get a copy of the last inspection report?  
A: The Building Safety Elevator section at 505-924-3327 or 505-924-3325.
- Where can I get a list of all the elevator contractors?  
A: For a current list contact the elevator section at 505-924-3327 or 505-924-3325.
- Why is the elevator so noisy?
- Why does the elevator smell bad?
- Why isn't the elevator going up or down?
- Is the other elevator working? -asked when one of two or more elevators in a building are being inspected.
- Why is the elevator running so slow?  
A: The above complaints should be reported to the building manager.
- Why do I need a permit for my new boiler?  
A: The City administrative code requires that a permit must be obtained and the boiler must pass inspection.

- When did that become part of the code?  
A: The National Board Inspection Code (NBIC) updates the boiler code every two years.
- I am not ready; can you reschedule my inspection and come back later today?  
A: Do not call for a final inspection until the boiler is completely done.
- What time will you be there?  
A: If necessary we will schedule a time with you or your contractor to inspect the boiler.
- Where is that in the code book?  
A: If you cannot find something in your NBIC code book, contact the boiler division at 505-924-3366.
- Can I ask you a question about the code?  
A: If you have any questions about the codes in the NBIC, contact the boiler division at 505-924-3366.
- When does a gas water heater or a boiler fall under the NBIC?  
A: In commercial construction only, all gas water heaters or boilers that are at 200,000 BTU and up, will fall under the NBIC and must have a national board number.
- How many times a year does my boiler get inspected?  
A: All low pressure steam and hot water heating/supply boilers get inspected every two years. All high pressure steam and high pressure hot water boiler get inspected every six months.
- Does the owner of the boiler have to remind the City when the boiler inspection is due?  
A: No, our computer system will notify us when your boiler is due for an inspection.
- When a boiler is built to the standards of the American Society of Mechanical Engineers (ASME) a national board number is assigned to the boiler.

### **General Questions**

- Who is the Chief Building Official?  
A: Land Clark, you can contact him at 505-924-3314
- Where are you located?  
A: The Plaza Del Sol Building at 600 2<sup>nd</sup> St., N.W., Suite 1B, Albuquerque, New Mexico 87102.
- How late are you open?  
A: 5:00pm, it is recommended if submitting plans for plan review to come in no later than 4:00pm in order to guarantee process completion including payment of fees.
- Is the address in the county or the city?  
A: Jurisdiction information can be addressed through the Zoning division at 505-924-3857.
- How far can I build my storage shed from the setbacks?  
A: Setback information can be address through the Zoning division at 505-924-3857.

- Where can a customer get a site/plot plan?  
A: A site/plot plan is available through the builder; sometimes a property survey if recorded is available at the county clerk's office, 505-468-1290. A copy of a lot with dimensions is available at the Zoning division located at the Plaza Del Sol Building at 600 2<sup>nd</sup> St., N.W., Suite 1B, Albuquerque, New Mexico 87102.
- Where can I get information on trash enclosures/inspections?  
A: The Refuse division, plan review section at 505-924-3631.
- Contractor information – (Does a specific contractor have a license).  
A: New Mexico E-Services for Contractor Licensing at <http://public.psiexams.com/search.jsp>.
- Who can I report a non-licensed contractor to?  
A: Construction Industries Division at 505-924-2222.
- What's the number for information concerning curb cuts, driveways, sidewalks, barricades?  
A: Department of Municipal Development at 505-924-3400.
- What's the number to the County Assessor's office?  
A: Bernalillo County Assessor at 505-222-3700