



CITY OF ALBUQUERQUE

Planning Department

Building Safety

CORRECTION PROCEDURES (Out of Town / State)

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](#).
- All revisions must be made to the original set of plans, so you will need to call the Building Safety staff at (505) 924-3964 and request the plans be sent through the carrier of your choice. You will need to provide us with an air bill and contact the carrier to set up the pick-up.
- Review and respond to **all** comments and noted code sections before returning the drawing sets to the plan 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 sent to you.

There are two (2) options to addressing comments.

- 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 in or send 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 2nd 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, 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 and 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 reviewers 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.