



CITY OF ALBUQUERQUE

Planning Department

Building and Safety

CORRECTION PROCEDURES **(Local - In Town)**

After the Plan Review Section calls to let you know the plans have been reviewed and have comments:

1. Come to the Building and Safety Division to look at the plans. There are two (2) options, you can either make corrections to the drawings here or you can **SIGN OUT** the plans and make the corrections elsewhere.
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 you picked them up.
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 submit changes to the plans. Their professional seals with signature must accompany all drawings.**

After all comments are addressed, bring both sets of plans back to the Plan Review Section. You can either resubmit the corrected plans and we will reroute them to all rejected departments or you can go over the comments with the available plan reviewers.

7. Plan reviewer will review your corrections for approval.

Plan reviewer will not draw or provide details or calculate structural items