



CITY OF ALBUQUERQUE

Planning Department

Building and Safety

RESIDENTIAL ROOF CONVERSION **Plans & Permit Information**

Submit two (2) sets of plans plus 1 extra site plan and water conservation sheet. Plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical Codes and all relevant laws, ordinances, rules and regulations. **** All metal / aluminum frame construction plans must be certified by a Registered New Mexico Professional Engineer.**

The plans shall include the following data:

1. **LEGAL DESCRIPTION and ADDRESS:**

Provide street address, subdivision, lot and block number.

2. **SITE PLAN:**

Provide location and dimensions of proposed construction, existing buildings (if any); distance from property lines and from other buildings on the same lot, driveway width and curb cut. Provide directional orientation (north, south, east or west).

3. **FRAMING PLAN:**

Specify locations of joists, girders, rafters, headers, etc. Indicate all framing member type, size, and spacing of roof and floor joists. Specify grade and species of all structural lumber. Indicate size and location of attic access and roof penetrations (chimneys, skylights, etc.). **** All truss details and metal or aluminum frame plans must be certified by a Registered New Mexico Professional Engineer.**

4. **WALL SECTION:**

Provide exterior and interior bearing wall section details. Specify load path connection size, type, and spacing from roof to foundation. Specify interior and exterior wall and roof materials. Indicate roof slope and finished materials. Specify grade and species of all structural lumber. Roof joists and rafters – size and spacing. Indicate size, location and depth below grade of all footings, piers; stem walls, size and spacing of steel reinforcement. Specify perimeter insulation type, R-value. Indicate footing dimensions, type and reinforcements. **(If using trusses, provide manufacturer's details with a Registered New Mexico Professional Engineer stamp).** Specify all vertical and horizontal reinforcement in masonry walls.

5. **ELEVATION PLAN:** Provide height of building, floor to ceiling dimensions, roof slope, and roof vents.

Provide documentation showing conformance with 2009 International Energy Conservation Code.

NOTE: The above information is for simple projects only. Large or complex projects will require additional information. Roof conversion projects including additions such as covered porches (no matter how small) will also require additional information. Other fact-sheets covering residential additions, pre-manufactured trusses, minimum acceptable quality of drawings and sources for assistance with drawings are available at the permit counter.