



# CITY OF ALBUQUERQUE

## Planning Department

### Building and Safety

#### **LICENSES REQUIRED TO OBTAIN A SIGN PERMIT**

1. GB-98 May erect sign structurally including foundations. May not connect or construct electrical sign.
2. GS-23 Same as above
3. ES-01 May erect electrical signs including foundations and structural elements.  
or EE-98

#### **REQUIREMENTS FOR SIGN PERMITS** (This does not apply to zoning permits)

**Submit three (3) copies of plans.** Use good quality paper minimum 8 ½" x 11" per drawing (**all text and drawings must be legible**). All plans must be submitted in ink, xerox copies or prints, drawn to scale, i.e. ¼" = 1' - 0", ¾" = 1' - 0", etc. All plans shall clearly indicate the nature and extent of work and conform to all current adopted codes including state, local, and technical codes. **\*\* Some plans may be required to be certified by a Registered New Mexico Professional Engineer or Architect.** The plans shall include the following:

#### **1. Wall signs:**

Provide elevation-showing location(s) of signs(s).  
Provide design of sign (how constructed).  
Provide method of fastening.

#### **2. Freestanding signs:**

If sign is over 12', provide approval from Public Service Company of New Mexico.

If sign is over 6', provide engineered design complete with the seal of a structural engineer licensed to practice in the State of New Mexico.

Provide a plot plan showing the location of the sign complete with dimensions.