



# CITY OF ALBUQUERQUE

## Planning Department Building and Safety

### Tenant Improvements Plans & Permit Information

The following information is provided to assist you in preparing your submittals for review of plans for Tenant Improvements.

Tenant Improvements are classified as one of the following:

- ***First Time Occupancy of “Shell Buildings”***
- **Change of Occupancy**
- **Remodels**

#### **Plan Submittal Requirements (reference information):**

Submit two sets of plans. Information should be presented on sheets generally no larger than 24” x 36” in size. Plans shall be drawn to scale such as  $\frac{1}{4}''=1'-0''$ ,  $\frac{3}{4}''=1'-0''$ . Plans shall clearly indicate the nature and extent of work proposed and shall conform to all state, local, and technical codes.

The plan submittals for **Tenant Improvements, Change of Occupancy, or Remodels** must include complete information required or deemed relevant by the *Uniform Administrative Code* of the Building and Safety Division of the City Planning Department (*ref: Sections 110.2 through 110.3*) and the *Fire Code* of the City of Albuquerque in the form of scaled drawings, notes or schedules.

Information required by the Uniform Administrative Code for Tenant Improvements, Change of Occupancy and Remodels **must be prepared by a professional architect, structural engineer, electrical engineer, mechanical engineer and civil engineer licensed in the State of New Mexico.** All relevant documents, plans, or drawings requiring such preparation must be signed, sealed, and dated by the professional who prepared them\*.

**\*Only the professional who signed and sealed the plans or his/her legal representative are authorized to submit changes to the plans.**

**\*\*Additional information on a case-by-case basis may be required as deemed appropriate by the Building Official or his/her representative.**

Where an additional specific technical consideration is required, it shall also be acknowledged by seal and signature. The Electrical design shall be prepared and sealed by a registered professional engineer, licensed to practice electrical engineering in the State of New Mexico, when the capacity exceeds the following:

1. 200 A for single phase.
2. 50 KVA for three phase.

The Mechanical design shall 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 stories in height.

The Plumbing design shall be prepared and sealed by a registered professional engineer, licensed to practice mechanical engineering in the State of New Mexico, when the fixture unit count of the project exceeds the capacity of one 4" building drain as specified in Table 7-3 of the Uniform Plumbing Code or if the building exceeds two stories in height.

Information and computation on building service equipment shall be indicated in the plans including installation of consumer plumbing, drainage, gas piping, heating and cooling, ventilating and refrigeration systems. Electrical plans shall show electrical risers, conductor sizes, grounding, load calculations, disconnects, panel schedules and wiring methods.

**PLEASE NOTE:** Complete, well-executed sets of drawings prepared by an experienced architect or engineer will usually result in faster turn-around times for review and approval.

Questions regarding other information that may be required can be answered by contacting the Plan Review Section of the Building and Safety Division at 600 2<sup>nd</sup> Street N.W., or by calling 505-924-3963.

Other information and frequently asked questions (faq's) can be found on the Planning Department web page at <http://www.cabq.gov/planning>.

## **Basic Information Required for all Submittals:**

### ***Zoning Information:***

Enforces provisions of the Comprehensive Zoning Ordinance, Street Tree Ordinance. Will review plans for proper use, parking, landscaping, setbacks, height requirements, and compliance with special use zone categories and sector development plans etc.

### ***International Building Code Review Information:***

Project Description of work to be performed. Handicap Access and other accessibility requirements (ref: New Mexico Building Code). Floor Plan with sufficient information. Code Design Data including:

- Use & Occupancy Group
- Type of Construction
- Occupancy Load
- Exiting Requirements

## **General Information which may be required, if relevant to the submittal:**

### ***Life/Safety Information:***

Walls, partitions and door assemblies; doorframe, hardware, glazing and accessories schedules; sections and details of doors, headers, jambs and walls.

Reflected Ceiling Plan with appropriate notes showing seismic bracing, drawings, or schedules showing lighting mechanical, electrical details, or structural information required by the Uniform Administrative Code. Electrical, mechanical, plumbing plans, notes, schedules and calculations in compliance with Code requirements.

***Accessibility Information:***

Sections of cabinets, counters other built in areas such as reception desks, break areas, bathrooms, and kitchens showing heights and horizontal and vertical clearances etc.

***Fire Safety Information:***

Fire Code information such as the location of fire extinguishers, emergency lighting, exit signs, alarm systems etc. Hazardless materials storage and disposal areas.

***Environmental information:***

Food Establishments as per Environmental Health Department Publication entitled “A Construction Industry and Owners Guide to Food Establishments”.

Radiation and x-ray protection assemblies etc.

***2009 Interim Albuquerque Energy Conservation Code Volume I:***

Section 101.6.1 – 101.7.2