

City of Albuquerque
Building Permit Submittal Checklist
Thermal Solar Systems (Ground and Roof Mounted Systems Commercial and Residential)

Building, Electrical and Mechanical Permits are required.

Completed applications are accepted Monday through Friday, 8:00 am through 5:00 pm by the Building Safety Division located at 600 2nd street nw 87102. The permit desk is located on the ground floor. The phone number is (505)924-3962, the web site is www.cabq.gov/planning/bldgsafety.

Contents herein are minimum compliance requirements for 2009 AECC, 2011 Albuquerque Uniform Administrative Code, 2009 IRC, IBC UPC and 2008 NEC.

PRE-REQUISITE-APPROVALS: The following pre-requisite approvals must accompany the building permit application if applicable:

Historic Preservation District Approval- Please contact Ed Boles at (505) 924-3342.

GROUND and ROOF MOUNTED PANELS-MINIMUM SUBMITTALS

1. Two (2) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted.
2. Building Permit Application: Complete all the required fields and answer all the questions on the application with blue or black ink. The Application is the plan back sheet.
3. Site Plan to scale: (MUST BE LEGIBLE)
 - a. Official property address with street names
 - b. Footprint of the building and North arrow
 - c. Site plan indicating location of major components on the property, must include PV array configuration.
4. Building and Plumbing Requirements:
 - a. Framing plan indicating location of the thermal solar installation layout on the existing roof framing members that support the system.
 - b. Existing roof information to include roofing type and the number of roof coverings
 - c. Proposed method and type of weather-proofing of roof penetrations resulting from the solar installation
 - d. Manufacturer's specifications and installation instructions for the complete thermal solar system and mounting system(s)
 - e. Approved agency listing or New Mexico Licensed Engineer review (and stamp) for all mounting systems and attachments.
 - f. Documentation of a New Mexico Engineer's review of existing roof structure (and stamp) when any of the following occurs:
 - There is more than one existing roof covering
 - Over-spanned trusses, rafters or roof joists
 - The total added dead load of the array is more than 5 lbs/sq. ft. on roof construction
 - The total added point load of the array is more than 45 lbs. on roof construction
 - The mounting system is of unique design