



CITY OF ALBUQUERQUE

Planning Department

Building Safety

COMMERCIAL ALTERATIONS

Plans & Permit Information

Submit two sets of plans. 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. An IBC preliminary plan review may be available by appointment at \$75.00 an hour. All construction plans must be certified by a Registered New Mexico Professional Architect and/or Engineer. All relevant documents, plans, or drawings requiring such preparation must be signed, sealed, and dated by the professional who prepared them

When plan review is complete the designee will be notified by telephone. Please arrange to have a contact person, telephone and extension number listed on the application. Comments are available on line at <http://www.cabq.gov/planning/our-department/building-safety> Quick Links [Plan Review Comments](#) or call 505-924-3964

The building permit will be issued when approved by each division. Note that only the architect, engineer or authorized representative (in writing) may make changes to the plans before or after the permit is issued. The permit will only be issued to a general contractor (GB-98) licensed in the State of New Mexico. If the Contractor's main office is located out of state, a surety bond verification TS-43 form may need to be signed by the New Mexico Taxation and Revenue Office. **If the permit is not issued within six (6) months from the date of submittal, the application will expire.**

ENERGY CODE CHECKLIST: Required on all submittals.

ADOPTED CODES:

- 2009 International Building Code
- 2009 Uniform Plumbing Code
- 2009 International Energy Conservation Code
- 2009 Uniform Mechanical Code
- 2011 National Electrical Code

The plans shall be routed to the following divisions:

IBC (505) 924-3959

Code Data

- Occupancy
- Separated use or non-separated use
- Type of construction
- Square footage (of each building/tenant space)
- Allowable area calculation
- Energy Code Path selected (501.2 IECC)

If applicable, list the following:

- Walls sections with details including partitions
- Accessibility information
- Door assemblies including hardware and frames
- Glazing
- Accessories schedules
- Reflected Ceiling Plan

NEC -THE ELECTRICAL DESIGN

Where additional specific technical consideration is required, it shall also be acknowledged by seal and signature. Plans, specifications and calculations must be prepared and sealed by a Registered Professional Engineer licensed to practice Electrical Engineering in the State of New Mexico, when the installation exceeds over 200A for single phase or over 50 KVA for three phase.

UMC - THE MECHANICAL DESIGN

Plans must 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 (2) stories in height.

UPC -THE PLUMBING DESIGN

Plans must 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 the 4" building drain as specified in Table 7-3 of the Uniform Plumbing Code or if the building exceeds two stories in height.

ZONING – 924-3457

Enforces compliance with special use zone categories and sector development plans and the following:

- Comprehensive Zoning ordinance
- Street Tree ordinance
- Proper use
- Parking
- Landscaping
- Setbacks
- Height requirements

FIRE PREVENTION-924-3611

Reference International Fire Code, NFPA, Albuquerque Fire Ordinance. Fire Code information such as the location of the following:

- Fire extinguishers
- Emergency lighting
- Exit signs
- Fire alarm systems
- Sprinklers

ENVIRONMENTAL HEALTH – 924-3623

Food Establishments as per Environmental Health Department Publication entitled “A Construction Industry and Owners Guide to Food Establishments”. Specify the following assemblies:

- Radiation
- X-ray protection

DISCLAIMER: Handouts should not be used as substitutes for codes and regulations. As an applicant, you are responsible for compliance with all code and rule requirements, whether or not they are described in a handout. The required drawings will depend upon the size, nature and complexity of the project.