



# CITY OF ALBUQUERQUE

## Planning Department

### Building Safety Division

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

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

#### **REQUIREMENTS FOR SIGN PERMITS**

Submit three (3) 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.

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 sign permit will be issued when approved by each division. If the permit is not issued within six (6) months from the date of submittal, the application will expire. **Some plans may be required to be certified by a Registered New Mexico Professional Engineer or Architect.**

The plans shall include the following:

#### **Wall signs:**

- Elevation-showing location(s) of sign(s).
- Design of sign (how constructed).
- Connection method

#### **Freestanding signs:**

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