



CITY OF ALBUQUERQUE

Planning Department

Building Safety Division

NEW COMMERCIAL CONSTRUCTION **(Including FIRST TIME or CHANGE Of OCCUPANCY)** **Plans & Permit Information**

Submit two (2) sets of plans plus 1 extra site plan and landscaping plan. 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.**

Phase projects: When submitting a phase project or converting an existing project into phases, a “Phase plan” will be required to clearly indicate the work of the individual phases.

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.** Green Path Projects shall be approved for submittal by the Green Path Program Manager 505-924-3958.

SCHOOL FACILITY FEE: Submit original (no copies) *School Facility Fee Payment Acknowledgement Form* from Albuquerque Public Schools. Building permits shall not be issued until an original APS fee payment form is submitted for multi-family residential permit application.

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

Design Criteria

- Ground snow load – 20 psf
- Frost line depth – 16”
- Wind speed – 90 mph (3 second gust)
- Seismic Zone – Engineer has to determine appropriate seismic category according to the function of buildings, use and types of soil.

Code Data

The information required below shall be shown on either the site plan or architectural cover sheet.

- 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)

Site Plan

When appropriate include a topographic survey

- Actual site address of project (suite and floor number if applicable)
- Size and shape of lot including directional arrow
- All buildings and structures (including existing)
- All streets, easements and setbacks
- All water, sewer, electrical points of connection
- Property lines with dimensions
- Accessibility routes including ramps as required
- Proposed service routes and existing utilities on the site
- All required parking
- Dimensions between the buildings / structures and to the property lines
- Grading and drainage information

Floor Plan

- All floors including basements
- All rooms with their use, overall dimensions and locations of all structural elements and openings
- Indicate if buildings are equipped throughout with an Automatic Sprinkler System
- All doors and windows with schedules
- Complete exiting system
- All fire assemblies, area and occupancy separations

Foundation Plan

- Provide foundation layout and dimensions including all interior and exterior spot footings
- Specify perimeter insulation type, R-value, and location on foundation details
- Indicate size location and depth below grade of all footings, piers and stem walls; including size and spacing of steel reinforcement
- Coordinate foundation details to plans

Roof and Floor Framing Plan

- All structural members, their size, methods of attachment
- Location and materials for floors and roofs

NEC - THE ELECTRICAL DESIGN

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. Include the following:

- Electrical floor plan
- Load and fault calculations
- Lighting plan including light calculations and emergency lighting
- 1 line diagram
- Emergency generator
- Hazardous locations

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. Include the following:

- HVAC floor and roof plan including equipment schedule
- Heating and cooling load
- Venting
- Combustion air
- Exhausts
- Dampers

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. Include the following:

- Plumbing and gas floor plan
- Piping plan including drain waste and vent isometric
- Plumbing fixture analysis
- Plumbing fixture calculations
- Condensate waste
- Grease & sand traps
- Water heaters

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

Plans will be reviewed for compliance with the following codes:

- 2003 International Fire Code
- City of Albuquerque Fire Code
- NFPA codes, Standards, and Supplements

Items reviewed include the following:

- Fire flow calculations for fire protection lines
- Fire Department access (turning radius)
- Fire extinguisher placement
- Emergency lighting
- Sprinkler systems
- Spray booths
- Fire alarm systems when required.

SOLID WASTE DISPOSAL – 924-3631

Review plans for compliance with the 1991 Refuse Collection Ordinance. Placement of the following:

- Refuse enclosure
- Drains
- Grease traps
- Turning radius
- Approach angle for commercial collection vehicles

ENVIRONMENTAL HEALTH – 924-3623

FOOD: Plans must comply with City of Albuquerque Food Sanitation Ordinance and the FDA 2009 Food Code. These cover the following:

- Restaurants
- Bars
- Child care facilities
- Schools
- Institutional kitchens
- Food processors
- Bakeries
- Warehouses
- Other types of food businesses

The Consumer Health Protection Division regulates the following:

- Construction and operation of businesses preparing, serving and storing food
- Design

POOLS: Plans must comply with the City of Albuquerque Swimming Pool Ordinance and the State of New Mexico Swimming Pool Regulations (7.18.4 NMAC). These regulations cover the following:

- Public
- Semi-public pools
- Spas
- Wading pools
- Spray pads
- Recreational water play features

AIR: Plans must comply with the Albuquerque Bernalillo County Air Quality Control Board Regulations (20.11 NMAC). These regulations cover such activities as:

- Asbestos removal
- Top soil disturbance

Regulated emission sources such as:

- Emergency back up generators
- Gas stations
- Dry cleaners
- Body shops
- Paint booths

For information on air quality regulations please call the Air Quality Division at (505) 768-1972.

TRANSPORTATION DEVELOPMENT – 924-3991

Transportation Development reviews Building Permit sets when changes or modifications are requested for the following:

- Site access
- Parking area circulation
- Drive through facilities

Plans are reviewed for compliance with the following:

- City Development Process Manual, (Chapter 23, Volume 1)
- Sidewalk Ordinance (Article 6-5-5 R.O.A. 1994).

Transportation Development also reviews Traffic Circulation Layout (TCL) plans. Some Building Permit sets require an approved TCL plan. **TCL plans should be submitted to Transportation Development (Plaza del Sol, Suite 201) before submitting the Building Permit set.**

HYDROLOGY – 924-3982

Reviews Building Permit sets for the following:

- Flood zone determination
- Compliance with the City Development Process Manual, (Chapter 22, Volume 1)
- Drainage Ordinance, (Section 14-5-2-12)
- Grading and Drainage plans
- Drainage Reports

Some Building Permit sets require an approved Grading and Drainage plan. **Grading and Drainage plans should be submitted to Hydrology before submitting the Building Permit set.**

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.