



CITY OF ALBUQUERQUE

Planning Department

Building Safety

GARAGE CONVERSION

Plans & Permit Information

Submit two (2) 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 building permit will be issued when approved by each division. The permit will only be issued to a homeowner or general contractor (GB-2 or GB-98) licensed in the State of New Mexico. **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 Residential Code
- 2009 Uniform Plumbing Code
- 2009 International Energy Conservation Code
- 2009 Uniform Mechanical Code
- 2011 National Electrical Code

The plans shall include the following:

IRC (505) 924-3905

Design Criteria

- Ground snow load – 20 psf
- Frost line depth – 16”
- 2009 Uniform Mechanical Code
- 2011 National Electrical Code
- Wind speed – 90 mph (3 second gust)
- Seismic Design Category – C

Site Plan

- Actual site address of project
- Size and shape of lot including directional orientation
- All existing buildings and structures
- All streets, easements and setbacks
- Show distance from garage to property lines
- Property lines with dimensions

Floor Plan

- Show proposed floor plan
- Show new wall and electrical layout
- Use of space
- Show size and operation of windows
- Indicate how space will be heated
- If the garage conversion is a bedroom see *NOTE*

NOTE

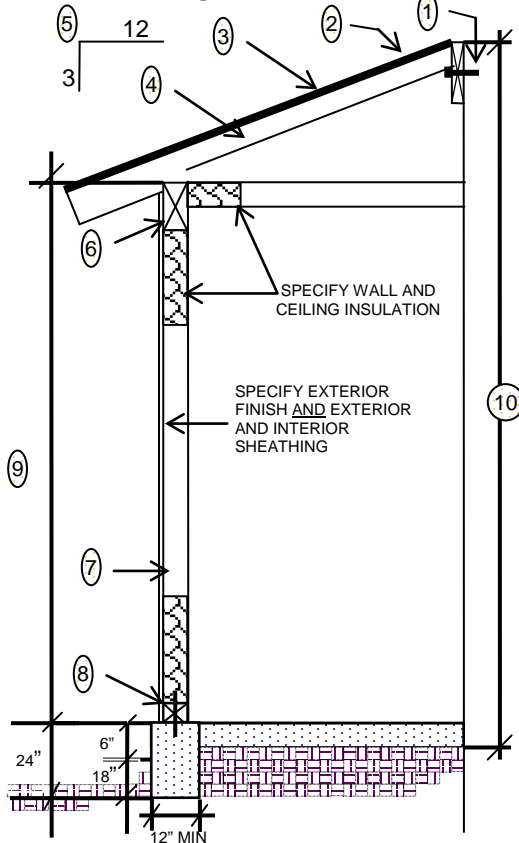
Required in every sleeping room, one window with minimum 5.7 sq. ft. net clear openable area with minimum net clear opening height of 24", minimum net clear opening width of 20", and finished sill height not more than 44" above the floor.

Wall Section Plan

- At the garage door infill, indicate stud size and spacing
- Specify wall attachment to concrete
- Specify interior finish, exterior sheathing and finish
- Indicate ceiling height
- Indicate type and R-value of wall and ceiling insulation

Please use the following examples for reference

Figure No. 2 **WALL SECTION**



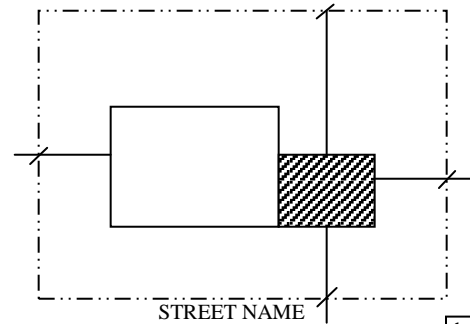
SPECIFY:

- 1) ATTACHMENT TO STRUCTURE LEDGER (LAG BOLT SIZE AND SPACING)
- 2) ROOF COVERING (SHINGLE, TILE ECT.)
- 3) ROOF SHEATHING SIZE
- 4) ROOF FRAME TYPE, SIZE AND SPACING
- 5) ROOF SLOPE
- 6) BEAM SIZE
- 7) STUD TYPE, SIZE AND SPACING
- 8) BOTTOM PLATE AND ATTACHMENT
- 9) CEILING HEIGHT
- 10) TOTAL HEIGHT TO TOP OF ROOF OR PARAPET

SEE: MIN. ROOF SLOPES / MATERIALS ATTACHED.

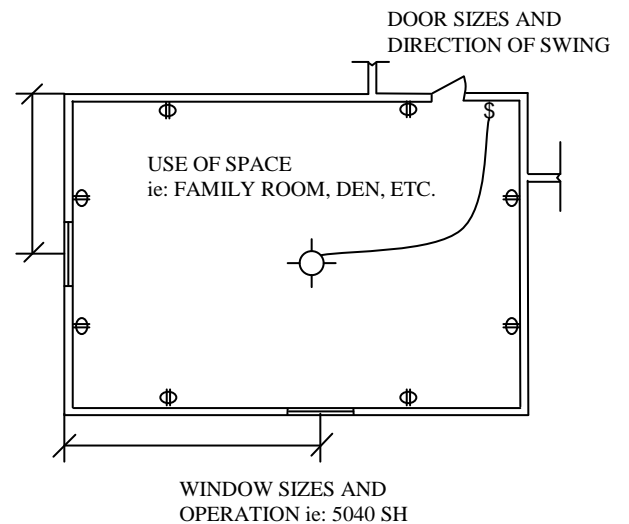
show scale of dwg

Figure No. 1 **SITE PLAN**



show scale of dwg

Figure No. 3 **FLOOR PLAN**



show scale of dwg



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MINIMUM ROOFSLOPES/MATERIALS Plans & Permit Information

¼": 12" – Built up or membrane

½": 12" – Metal – (Pro panel) w/ seam sealant

1": 12" – 90# Rolled roofing

2": 12" – Asphalt shingles

2 ½": 12" – Clay or Concrete Tile

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.