



CITY OF ALBUQUERQUE

Planning Department

Building Safety

RESIDENTIAL ROOF 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 (UAC 110.3). Provide plan views at a minimum of 1/4"=1'-0" scale and provide sections and details at a minimum of 1/2"=1'-0" scale. *All metal / aluminum frame construction plans must be certified by a Registered New Mexico Professional Engineer.*

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 505-924-3320.

The 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 building permit is not issued within six (6) months from the date of submittal, the application will expire.

ADOPTED CODES: The following codes are a minimum standard and base guideline for building construction.

- 2015 International Residential Code (IRC)
- 2017 New Mexico Administrative Code (NMAC)
- 2017 Albuquerque Uniform Administrative Code (UAC)

Design Criteria

UAC - Table 301.2(1)

Ground Snow Load	Wind Speed (MPH)	Rainfall	Seismic Design Category	Subject to Damage From			Winter Design Temp	Ice Shield Under-Layment Required	Air Freezing Index	Mean Annual Temp
				Weathering	Frost Line Depth	Termite				
20	115*	2" per hour	C	Moderate	16"	Moderate to Heavy	12° F	N/A	263	54.6

* 3 second gust

The plans shall include the following data

Site Plan

- Actual site address of project
- Size and shape of lot with north arrow
- Provide location and dimensions of proposed construction, existing buildings, distances between buildings/structures and to the property lines

Roof Framing Plan

- Type, size and spacing of all framing members including: trusses, joist, girders, rafters, beams, posts and all mechanical connectors
- Size and locations of headers at all openings, doors and windows
- Signed and sealed truss drawings with a New Mexico Licensed Engineer's seal/stamp
- Grade and species of all structural lumber
- Wall Brace layout: specify wood wall brace panel type size and location on plans. Verify wall brace panel layout complies with IRC. See IRC for metal stud, masonry and ICF requirements.

Wall Section Plan

- Exterior and interior bearing wall section details
- Dimensions, type, size, location and depth below grade of all footings, piers; stem walls, size and spacing of steel reinforcement
- All vertical and horizontal reinforcement in masonry walls or ICF systems
- Type, thickness, and R-value of insulation, including perimeter, floor, wall, and roof
- Wall anchorage to footing

Inspections:

For inspections call: (505) 924-3320

Permit number is required for all inspection requests.

Building Inspections

- Foundation/Footing Inspection
- Insulation (Call before pour)
- Framing Inspection (seismic if required)
- Exterior Lath Inspection
- Insulation Inspection
- Final Inspection

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.