

Chapter 7 Section 2.5 PUBLIC, COMMERCIAL AND MULTI-FAMILY **BUILDING PERMIT PROCESS**

INTRODUCTION

The material in this chapter-section applies to the ~~typical phases of the~~ construction process regulated by local ordinances and policies for new public, commercial and multi-family buildings or alterations to those structures.

Building permits relating to single-family, homeowner construction projects can be found through the *Homeowner's How-to-guide* on the Building Safety & Permit Division's website.

a Applicability

Section 2-5 applies to the proper permitting (eg. Building Permits) of the construction process for new public, commercial and multi-family buildings. A building permit authorizes a property owner or his designated representative to retain a licensed contractor for construction or alteration of a specific building. The permit ~~implies~~indicates that plans have been reviewed and approved to ensure that the necessary requirements for the protection of public safety and the proper use of land have been met to the best knowledge of the reviewers. Specific permits and additional steps are required depending on the nature and complexity of the project.

~~Specific permits and additional steps are required depending on the nature and complexity of the project.~~ The property owner or designated representative must engage the services of a registered architect and/or registered professional engineer licensed to practice in the State of New Mexico to prepare and seal all plans and specifications. The information included in this chapter-section is directed to the design professional. The term "applicant" as used in this chapter refers to the owner, the design professional and/or licensed contractor.

~~Following is a brief description of the typical phases of the construction process:~~

Pre-Design Phase¹

~~During this phase the architect/engineer must become knowledgeable of the state and local regulations, design criteria, and standards relevant to the specific project. In addition, water and sanitary sewer service availability should be verified and a pre-design meeting should be held with the Design Hydrology Section. Separate, appropriate permits must be obtained from the Building Official for each building, structure or building service. In this phase, the number and type of specific permits required for the project will be identified by the Building Official. All projects require a general building permit and separate electrical, plumbing and mechanical permits.~~

~~Other permits may include but are not limited to:~~

1 Note: The reference to phases here refers to the procedural phases needed to complete a building permit, not the phasing of permitting/construction.

- Alteration (Remodel) • Repair
- Barricade • Sidewalk
- Curb Cut • Sign
- Demolition (Removal) • Swimming Pool
- Excavation • Topsoil Disturbance
- Flood Hazard Certificate • Walls, Fences, Retaining Walls
- Foundation Only

Application for Plan Check Phase: ~~During this phase, final plans are reviewed by appropriate agencies for compliance with regulations governing the construction process. Plans must not only conform to adopted construction codes, but must also conform to zoning regulations, energy conservation measures, transportation considerations, drainage policy and others.~~

~~Only the architect/engineer responsible for the plans may correct or change them. Early submittal will expedite the construction process.~~

Permit Application Phase Approval: ~~A permit authorizes a property owner or his designated representative to retain a licensed contractor for construction or alteration of a specific building. The permit implies that plans have been reviewed and approved to ensure that the necessary requirements for the protection of public safety and the proper use of land have been met to the best knowledge of the reviewers.~~

~~Staff of Development and Building Services Center (DBSC) Building Safety will inform applicant of the procedures for applying for the various required specific permits. The procedures described in this section apply only to the general building permit for new public, commercial and multi-family buildings.~~

Inspection Phase: ~~During the construction process, after permits are issued, inspections are required to ensure compliance with approved plans and ordinances. Applicants are notified of required inspections at issuance of the specific permit. All construction inspections, dDesign Hydrology inspections are normally made only upon completion of site construction. Intermediate inspections may be made as required for underground facilities. See UAC for real inspections.~~

Certificate of Occupancy Phase: ~~All new public, commercial and multi-family structures must be issued a Certificate of Occupancy before they can be used or occupied. It is unlawful, and more importantly unsafe, to occupy a public, commercial or multi-family building without the Certificate of Occupancy. All inspections must be passed before issuance.~~

b FUNDAMENTALS Governing Regulations

Plans and specifications must be prepared according to the ordinances and policies listed below in the Public, Commercial and Multi-Family Building Permit Governing Regulations Summary.

- 5. — New Mexico Solar Energy Code as adopted by the Construction Industries Division of the State of New Mexico
- 6. — New Mexico Electrical Code as adopted by the Construction Industries Division of the State of New Mexico
- 7. — Uniform Sign Code as published by the International Conference of Building Officials.
- 8. Code for Energy Conservation in New Building Construction
- 9. Uniform Building Security Code
- 10. Uniform Code for the Abatement of Dangerous Buildings
- 11. — Elevator, Dumbwaiter, Escalator, and Moving Walk Code (ANSI)
- 12. — Boiler and Pressure Vessel Code Section I & IV (ANSI-ASME)
- 13. — One- and Two-Family Dwelling Code

Environmental — • Air Pollution Control Ordinance (Article 6-1 R.O.A. Health — 1994)

- • Joint Air Quality Control Board Ordinance (Article 6-16 R.O.A. 1994)
- • Food Sanitation Ordinance (Article 6-25 R.O.A. 1994)
- • Retailer, Meat Market and Wholesaler Ordinance (Article 6-26 R.O.A. 1994)
- • Albuquerque Swimming Pool Ordinance (Article 11-5 R.O.A. 1994) [Code Administration Division]

Fire Marshall — • Fire Code (Article 7-6 R.O.A. 1994). By reference it includes the Uniform Fire Code and National Fire Prevention Association, Volumes 1-16, excluding the Life Safety Code.

Hydrology — • Albuquerque Master Drainage Plan (Resolution 63-1981) [Engineering Group, 3rd and 4th Floors, Old City Hall]

- • AMAFCA Drainage Resolution 1980-15 (Amendment to AMAFCA Resolution 1972-2)
- • AMAFCA Drainage Resolution 1981-8 (Arroyo Dedication Policy):
- • Arroyo Flood Control Act, (Chapter 311, Section 72-16-1 et. sq., NMSA 1978) [Planning Division Library - for review only, 4th floor Plaza del Sol Building]
- • Drainage Management Plan, Western Albuquerque Metropolitan Area prepared by William Matotan and Associates, June, 1975. [Planning Division Library - for review only, 4th floor Plaza del Sol Building]
- • Drainage Ordinance (Article 7-9 R.O.A. 1994)

- Flood Hazard Ordinance (Article 7-3 R.O.A. 1994)
- Memorandum of Agreement City of Albuquerque and AMAFCA known as "Designee Agreement", adopted June 25, 1974, and "Supplement", adopted February 22, 1979.
- Northeast Heights Drainage Management Plan prepared by Leonard Rice Consulting Water Engineers, Inc, April, 1975. [Planning Department Library - for review only, 4th floor Plaza del Sol Building]
- Storm Drainage Facilities Policies, adopted June 19, 1972.
- Subdivision Ordinance (Article 7-9 R.O.A. 1994)
- Zoning Code (Article 7-14 R.O.A. 1994) [City Treasurer's Office and Development and Building Services Center]

Refuse —• Municipal Refuse Collection Service Ordinance of the City of Albuquerque, New Mexico (Article 6-3 R.O.A. 1994) [Development and Building Services]

Traffic —• Subdivision Ordinance (Article 7-11 R.O.A. 1994) —
Engineering — [City Treasurer's Office and Development and Building Services Center]

- Comprehensive City Zoning Code (Article 7-14 R.O.A. 1994) [City Treasurer's Office and Development and Building Services Center]
- Traffic Code (Article 9-5 R.O.A. 1994) [City Clerk's Office - available for inspection only]
- Sidewalk Ordinance (Article 8-6 R.O.A. 1994) Planning Division Library - for review only, 4th floor Plaza del Sol Building]
- Curb Cut Ordinance (Article 8-13 R.O.A. 1994) [Development and Building Services Center]

Zoning —• Comprehensive City Zoning Code, (Article 16 R.O.A. 1994) [City Treasurer's Office, Development and Building Services]

- Park Dedication and Development Ordinance (Article 7-18 R.O.A. 1994)
- Stationary Railroad Car Ordinance (Article 7-10 R.O.A. 1994)
- Airport Zoning Ordinance (Article 7-1 R.O.A. 1994)
- Street Tree Ordinance (Article 8-5 R.O.A. 1994)

Approval — According to the Uniform Administrative Code , the authority to **Authority** — issue a building permit within the City of Albuquerque is vested — in the Building Official. The Building Official has delegated plan — review and inspections to specialists in the following areas:

- Zoning • Traffic Engineering
- Hydrology • Environmental Health
- Fire Prevention • Building Code including:
- Refuse • Plumbing, Mechanical, Electrical

Approval or rejection in any of these areas constitutes an action by the Building Official. In cases where there are conflicts between various ordinances and their interpretation, it is the Building Official's responsibility to reconcile the conflicts. If there is no clear reconciliation, the matter is referred to the appropriate appeal body.

Appeal — The **Board of Appeals** provides reasonable interpretations of **Mechanisms** — the provisions of all ordinances and codes under the supervision of the Building Official, and determines the suitability of alternate materials and methods of construction. The Board of Appeals members are qualified by experience and training to pass upon matters pertaining to building construction.

- c — The Environmental Planning Commission hears appeals related to decisions of the Zoning Enforcement Officer.
- d — The Technical Standards Committee hears appeals related to Sections 6, 12, and 13 of the City Drainage Ordinance.
- e **COMMERCIAL, PUBLIC, MULTI-FAMILY BUILDING PERMIT PROCEDURE**

PRE-DESIGN PHASE²

During this the pre-design phase the architect/engineer must become knowledgeable of about the state and local regulations, design criteria, and standards relevant to the specific project. In addition, water and sanitary sewer service availability should be verified and a pre-design meeting should be held with the Design Hydrology Section. Separate, appropriate permits must be obtained from the Building Official for each building, structure or building service. The number and type of specific permits required for the project will be identified by the Building Official. All projects require a general building permit and separate electrical, plumbing and mechanical permits.

Other permits may include but are not limited to:

- Alteration (Remodel) • Repair
- Barricade • Sidewalk
- Curb Cut • Sign
- Demolition (Removal) • Swimming Pool

2 Note: The reference to phases here refers to the procedural phases needed to complete a building permit, not the phasing of permitting/construction.

- Excavation • Topsoil Disturbance
- Flood Hazard Certificate • Walls, Fences, Retaining Walls
- Foundation Only

i Preliminary ~~plan~~ check services

- 1 Preliminary plan check services are available at a minimum cost. This consultation is not mandatory. It is a service available to the design professional for the purpose of reviewing the requirements of the Albuquerque codes and ordinances. Specifically, the consultation will resolve any questions concerning the interpretation and coordination of basic design criteria prior to final plan submittal for ~~plan~~ check.
- 2 Preliminary plan checks are not mandatory. Applicants whom chose to schedule additional plan check services will be charged a minimal service fee.
- 3 To schedule preliminary plan checks an applicant
- 4 The applicant must be prepared with basic code data and not be dependent on the Building Official for this data.

ii Plan Preparation

- 1 Once the anticipated use and size of any commercial or multi-family building is determined, the applicant, prior to final drawing preparation, should contact one or more of the following agencies for resolution of unclear matters:

AGENCY RESPONSIBILITIES

a ~~From~~ **Zoning Enforcement**

~~1.~~—Verify that the intended use is allowable in that zone.
Enforcement—~~2.~~—

Discuss the particular applicable requirements for:

- ~~a.~~—Height (including solar access information),
- ~~b.~~—Setback,
- ~~c.~~—Landscaping,
- ~~d.~~—Parking - number of spaces,

- ~~e.~~ Park dedication and development fees,
- ~~f.~~ Stationary railroad cars,
- ~~g.~~ Airport zoning (height regulation),
- ~~h.~~ Conformance with applicable site development and/or landscaping plans or any conditional use/variance approvals,
- ~~i.~~ Special exceptions,
- ~~j.~~ Overlay zones,
- ~~k.~~ Plot Plan.
- ~~3.~~ Refuse
 - ~~a.~~ Identify necessary requirements for analysis of refuse needs.
 - ~~b.~~ Determine necessary number, type, and location of refuse enclosures.
 - ~~c.~~ Determine access needs for collection.

b Water Resources (Water Authority)³

- ~~1.~~ Verify water and sanitary sewer services availability.
- ~~2.~~ Obtain availability statement prior to issuance of building permit.
- ~~3.~~ Determine industrial pre-treatment, cross-connection, and any other applicable requirements.

~~NOTE: The City will accept letters of credit, escrow letters and loan reserve letters which meet all other City requirements only if the issuing financial institutions are insured by FSLIC or~~

~~3—The City will accept letters of credit, escrow letters and loan reserve letters which meet all other City requirements only if the issuing financial institutions are insured by FSLIC or FDIC. If a developer proposes to submit a financial guarantee letter issued by a non-federally insured financial institution, the proposal must be submitted to, and be approved by the City's Legal Department in advance of the institution issuing the financial guarantee letter.~~

FDIC. If a developer proposes to submit a financial guarantee letter issued by a non-federally insured financial institution, the proposal must be submitted to, and be approved by the City's Legal Department in advance of the institution issuing the financial guarantee letter.

c Traffic Engineering

Determine applicable requirements for:
Engineering

- 1.—Location and number of curb cuts,
- 2.—Sidewalk location,
- 3.—Bus stops, turn bays and median cuts,
- 4.—Parking - layout and circulation.

d Hydrology

- 1.—Obtain necessary requirements for the preparation of a Drainage Report and/or ——— Drainage Plan, and grading plan (see Chapters 17-2, Section 6 for Drainage Submittal Procedures and 22Chapter 6, Drainage, Flood Control and Erosion Control Standards).
- 2.—Ascertain location relevant to flood hazard areas.
- 3.—The hydrology review process should begin independent of the building permit application and should generally start prior to submittal of building construction plans.

e Fire Marshall

- 1.—Determine Fire Code compliance.
- 2.—Identify access needs for equipment.
- 3.—Determine required fire flow and number of hydrants, and required coordination for pressure flow with ~~Public Works, Water Resources~~the Water Authority.

f Environmental Health

Determine applicable requirements for:
Health

- 1.—Food sanitation,
- 2.—Air quality registration and permitting of all stationary sources of air pollution.

~~3. Water quality,~~

~~4. Surface disturbance, building renovation and demolition, and~~

~~5. Swimming pools. Water testing of swimming pools and other recreational water.~~

- g ~~Uniform Revisions to the Building Safety~~ Uniform Administrative Code
building, –
technical and –
auxiliary code –
compliance

Application for Plan Check: During this phase, final plans are reviewed by appropriate agencies for compliance with regulations governing the construction process. Plans must not only conform to adopted construction codes, but must also conform to zoning regulations, energy conservation measures, transportation considerations, drainage policy and others.

Plans and specifications prepared by a New Mexico registered architect and/or engineer must bear his a valid seal and signature. The Building and Safety Division recommends that the architect/ engineer submit plans and specifications for plan check as soon as possible after completion.

Only the architect/engineer responsible for the plans may correct or change them. Early submittal will expedite the construction process.

iii Application for Plan check PHASE

- 1 Permit application submittals are submitted to Complete an application form at the building permit desk, Development and Building Services Center or through the City's digital ePlan system the Building Safety Division via the permit counter or electronically via the POSSE City's online application system. Required application materials include:

A completed application form including the following information:

-indicated in the See-UAC Section 110.

The Description of project to be covered by permit.

Legal description and street address or similar description which locates the project.

Use or occupancy of project.

Valuation of project.

Signature of applicant. (Agent may be required to submit evidence of his

authority.)

Other items as required by the Building Official such as case numbers for site development plans, landscaping plans, special exception approval, drainage file number, or Certificates of Appropriateness.

Two (2) sets of plans and specifications including the following:

Plans are to be printed on substantial paper, cloth or mylar _____

Scale of sufficient clarity to indicate nature and extent of project and details of compliance.

Number and street address of project.

Name and address of owner, contractor and person preparing plans.

Seismic zone.

Area of each floor.

Occupancy group and occupant load.

Soil bearing capacity.

Concrete strength.

Lumber and steel stress values.

Wind, roof, and floor design loads.

Plot plan showing:

The location of proposed building

The location of existing buildings on the property

Property lines

Existing curb cuts

Existing drivepads

Elevation detail

that indicate how required structural and fire-resistive integrity will be maintained where a penetration will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and similar systems.

Building services equipment information and computation showing installation of:

Consumer plumbing

Drainage

Gas piping

Heating and cooling systems

Ventilating and refrigeration systems

Electrical plans showing:

Electrical risers

Conductor sizes

Grounding

Load calculations

Disconnects

Panel schedules

Wiring methods

Other material as indicated below:

Soils report

Structural calculations

Energy conservation calculations

Three (3) copies of the landscaping plan (for enforcement of maintenance)

Copy of approved Drainage Plan and any other requirements set forth in the Approval Letter

General Information Sheet (See "Supplementary Material" in this chapter)

Plan check fee which must be paid at time of application.

iv Plan check

Application Form Information

- ~~• Description of project to be covered by permit.~~
- ~~• Legal description and street address or similar description which locates the project.~~
- ~~• Use or occupancy of project.~~
- ~~• Valuation of project.~~
- ~~• Signature of applicant. (Agent may be required to submit evidence of his authority.)~~
- ~~• Other items as required by the Building Official such as case numbers for site development plans, landscaping plans, special exception approval, drainage file number, or Certificates of Appropriateness.~~

- a ~~The completed application form must be accompanied by two (2) sets of plans and specifications and other material as indicated. All plans and specifications must be sealed and signed by a registered professional.~~
- b ~~When required by the Building Official, the responsibility of specific design professionals shall be demonstrated on each applicable sheet of the drawings by the appearance of their seal and signature. Among them may be the following:~~
 - c ~~Registered Architect or Engineer~~
 - d ~~Registered Landscape Architect~~
 - e ~~Registered Structural Engineer~~
 - f ~~Registered Electrical Engineer~~
 - g ~~Registered Mechanical Engineer~~
 - h ~~Registered Civil Engineer~~
- i ~~Where an additional specific technical consideration is required, this should also be acknowledged by seal and signature.~~

~~Upon receiving the application, the~~

~~PLANS AND SPECIFICATIONS~~

~~Information and Requirements~~

~~General statements such as "Work shall be done in accordance with the Albuquerque Codes" or "to the satisfaction of the City Building Official" cannot be used in place of detailed drawings and specifications. Use of such statements will constitute inadequate and incomplete plans and specifications:~~

- ~~• Use substantial paper, cloth or mylar~~
- ~~• Scale of sufficient clarity to indicate nature and extent of project and details of compliance.~~
- ~~• Number and street address of project.~~
- ~~• Name and address of owner, contractor and person preparing plans.~~
- ~~• Seismic zone.~~
- ~~• Type of construction.~~
- ~~• Area of each floor.~~
- ~~• Occupancy group and occupant load.~~
- ~~• Soil bearing capacity.~~

- ~~Concrete strength.~~
- ~~Lumber and steel stress values.~~
- ~~Wind, roof, and floor design loads.~~
- ~~Plot plan showing:~~
 - ~~Location of proposed building~~
 - ~~Location of existing buildings on the property~~
 - ~~Property lines~~
 - ~~Existing curb cuts~~
 - ~~Existing drivepads~~
 - ~~Elevation detail~~
- ~~Indicate how required structural and fire-resistive integrity will be maintained where a penetration will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and similar systems.~~
- ~~Building services equipment information and computation showing installation of:~~
 - ~~Consumer plumbing~~
 - ~~Drainage~~
 - ~~Gas piping~~
 - ~~Heating and cooling systems~~
 - ~~Ventilating and refrigeration systems~~
- ~~Electrical plans showing:~~
 - ~~Electrical risers~~
 - ~~Conductor sizes~~
 - ~~Grounding~~
 - ~~Load calculations~~
 - ~~Disconnects~~
 - ~~Panel schedules~~
 - ~~Wiring methods~~
- ~~*Other Materials*~~
 - ~~Soils report~~

- ~~Structural calculations~~
- ~~Energy conservation calculations~~
- ~~Three (3) copies of the landscaping plan (for enforcement of maintenance)~~
- ~~Copy of approved Drainage Plan and any other requirements set forth in the Approval Letter~~
- ~~General Information Sheet (See "Supplementary Material" in this chapter)~~

~~Outcome~~

v —

- 1 ~~Upon receiving the application, the Development and Building Services Center (DBSC) Building Safety Division (internal processing; no applicant responsibility): processes the plans:~~

~~Establishes a~~ A plan location log is established to track the plan check process. ~~Applicant~~ may call for information.

The ~~Forwards~~ plans are forwarded to ~~the specialists in~~ the following review agencies~~sections~~⁴:

- ~~Zoning Enforcement/Refuse~~
- ~~Hydrology~~
- ~~Traffic Engineering~~
- ~~Environmental Health~~
- ~~Fire Marshall~~
- ~~Building~~
- ~~Plumbing, Mechanical, Electrical~~

Solid Waste

Impact fees

2

- 3 ~~When the plan check process is completed, DBSC Building Safety Notifies-notifies~~ the applicant's architect or engineer by phone or electronically ~~that the plan check process is complete.~~

- 4 ~~The~~ Applicant contractor is may then free to picks up the plans and the permit at the permit desk~~counter~~ or download the plans and permit if filed electronically.

~~4 Each agency may use a checklist to assist in the review process; however, depending on the type and nature of the project, the review may expand beyond the checklist. Sample checklists are available at Development and Building Services Center (DBSC).~~

~~• If plans are correct as submitted, the applicant may apply for a building permit following requirements as outlined in the Building Permit Issuance Phase (Section x.x).~~

• If plans are incorrect, the applicant must coordinate correction of rejections with the responsible reviewing [agency section](#). Satisfactory corrections will be certified for approval by the responsible reviewing agency.

• Any rejection, conflicts or questions of interpretation which cannot be resolved between the applicant and the reviewing agency are first brought to the attention of the Building Official. If the conflicts still cannot be resolved, they may be referred to the appropriate appeal body.

Note: Each agency may use a checklist to assist in the review process; however, depending on the type and nature of the project, the review may expand beyond the checklist. Sample checklists are available at Development and Building Services Center (DBSC).

Permit Approval: A permit authorizes a property owner or his designated representative to retain a licensed contractor for construction or alteration of a specific building. The permit implies that plans have been reviewed and approved to ensure that the necessary requirements for the protection of public safety and the proper use of land have been met to the best knowledge of the reviewers.

Staff of Building Safety will inform applicant of the procedures for applying for the various required specific permits. The procedures described in this section apply only to the general building permit for new public, commercial and multi-family buildings.

vi BUILDING PERMIT ISSUANCE PHASE

1 ~~Submit both sets of a~~ Approved plans are to be submitted to the ~~processed by the~~ permit clerk at the building permit ~~desk~~ counter, ~~Code Administration~~ Division ~~Building Safety Division~~.

~~Outcome~~

2 ~~Upon receipt of the approved plans, The~~ the code administration ~~Permit~~ clerk: ~~begins to~~ process ~~issue~~ the building permit:

a ~~Fills out the~~ The building permit ~~is~~ is filled out ~~printed~~.

b ~~Verifies that The~~ contractor's state license is ~~verified to ensure it is~~ current/valid.

c ~~Issues T~~ he Inspection Notice Card ~~which is used to record dates specific inspections are completed~~ is issued to record dates of specific inspections.

d ~~Returns one~~ One set of plans ~~is returned~~ to the applicant to be placed at the project site; the second set of plans is filed ~~with~~ at the ~~Development and Building Services Center~~ Building Safety.

3 When the plans are received, ~~t~~ The contractor:

- a ~~—•—~~ Pays the building permit fee.
 - b ~~—•—~~ Pays the impact fees as required.
 - c ~~—•—~~ Pays the park development fee as established by Zoning Enforcement, if required.
 - d ~~—•—~~ Shows verification of the business registration permit.
 - e ~~—•—~~ Shows State of New Mexico Gross Receipts Tax No., if applicable.
- 4 Once building permits are received, construction can begin.

INSPECTION PHASE: During the construction process, after permits are issued, inspections are required to ensure compliance with approved plans and ordinances. Applicants are notified of required inspections at issuance of the specific permit. ~~All construction~~Any inspections, ~~design-Hydrology~~required Hydrology and Transportation inspections are normally made only upon completion of site construction certification of completion by the engineer and/or architect. Intermediate inspections may be made as required for underground facilities. See UAC for ~~real~~construction inspection requirements.

vii CONSTRUCTION AND INSPECTIONS PHASE

- 1 The following types of inspections are generally always required:
 - a Building
 - b Plumbing and Mechanical
 - c Electrical
- 2 Other types of inspections which may be required are as follows:
 - a Zoning (including ~~Traffic Engineering and Refuse~~ items)
 - b Environmental Health
 - c Transportation
 - d Hydrology (See Chapter 17, Building Permit/Hydrology Flowchart)
 - e Fire Prevention
 - f ~~The specific types of inspections are detailed in the Uniform Administrative Code, Section 305.~~
- 3 The contractor is responsible for calling for scheduling interim inspections. - Before calling for inspections to be completed, the following items must be located at the project site:

—Required Items at Site

- a ~~—•—~~ The Inspection Notice Card.
- b ~~—•—~~ The approved set of plans.

~~Generally, the following types of inspections are always required:~~

- ~~—•— Building~~
- ~~—•— Plumbing and Mechanical~~
- ~~—•— Electrical~~

~~Other types of inspections which may be required are as follows:~~

- ~~—•— Zoning (including Traffic Engineering and Refuse items)~~
- ~~—•— Environmental Health~~
- ~~—•— Hydrology (See Chapter 17, Building Permit/Hydrology Flowchart)~~
- ~~—•— Fire Prevention~~

~~In addition, the specific types of inspections are detailed in the Uniform Administrative Code, Section 305.~~

~~—Outcome~~

- 4 ~~—Depending on the results of the inspection, T~~the inspector posts either:
 - a ~~—•—~~ An green approval tag indicating work passes inspection,
 - b ~~—•—~~ A yellow tag correction notice indicating code deficiencies which must be corrected before violations are concealed, or
 - c ~~—•—~~ A red tag stop work notice indicating that work in that particular category must be stopped and corrections made and approved before work can continue.
- 5 The outcome of the inspections is recorded ~~in the permit file at~~with Development and Building Services Center (DBSC)-Building Safety.
- 6 If corrections are necessary, the contractor is responsible for making the corrections and ~~calling for scheduling~~ a reinspection.

Certificate of Occupancy Phase: All new public, commercial and multi-family structures must be issued a Certificate of Occupancy before they can be used or occupied. It is unlawful, and more importantly unsafe, to occupy a public, commercial or multi-family building without the Certificate of Occupancy. All inspections must be passed before issuance.

viii CERTIFICATE OF OCCUPANCY PHASE

- 1 After all inspections are passed showing compliance with approved plans, the contractor requests a Certificate of Occupancy from Development and Building

Services Center (DBSC) Building Safety. To obtain the certificate, the contractor must bring ~~all green tags~~ the signed permit card to the certification of occupancy issuance desk.

—**Outcome**

- 2 — The records permit clerk verifies that all required inspections have been passed ~~against the records in the permit file~~.
- 3 — Verification of the required approval allows the Certificate of Occupancy to be issued.
- 4 The certificate must be posted in a conspicuous place on the building premises.

2-6 RELATED BUILDING PERMITS

~~Section 2.6 covers The Uniform Administrative Code (Article 7-23 R.O.A. 1994) establishes the requirement for various types of any related building permits which are related to required for the construction on private property. These permits are distinct from and often required in addition to the aa building permit. For example, walls, fences and retaining walls which are included on the construction plans for a larger project require a separate permit. Table 2.6.(A) summarizes related permits that may be required in addition to a building permit. Generally, tThe same general procedures the application information, plans/specifications, and procedural requirements for related building permits are similar to those described in Section 2-5(C), Building Permit Procedure, with some exceptions which are indicated in the procedural deviation column of Table 2.6(A) which apply to the building permit also apply to most of the other permits. The sections following the table explain these procedural deviations in further detail. Application information and plans/specifications requirements are essentially the same as for the building permit, as relevant to the project.~~

~~The following Table 2.6.1-1 lists summarizes the other related permits, the any applicable specific technical codes which apply and explains indicates if any deviations in procedure from that described in the procedure section 2-5.C, Building Permit Procedure portion of this chapter occur. The procedures following the table explain any procedural deviations that occur.~~

<u>Table 2.6.1-1 SUMMARY OF RELATED BUILDING PERMITS</u>		
<u>Permit</u>	<u>Applicability</u>	<u>Procedural Deviations</u>
<u>Antenna</u>	A Antenna Permit is required for all radio, television and communication towers. If the antenna is to be located in an airport approach area, the plans must be reviewed by the Aviation Department and the Federal Aviation Administration Division.	
<u>Demolition</u>	All demolition work may requires a permit from Development and Building Services Center (DBSC) Building Safety. Under the Air Pollution Control Regulations, demolition of structures 75,000 cubic feet or larger requires an additional permit from the Environmental Health Department, Air Pollution Control Division to insure that adequate measures are taken to control or prevent airborne particulate matter. Demolition work may require a permit from Building Safety. Under Albuquerque-Bernalillo County Air Quality Control Board 20.11.20 NMAC, demolition of structures 75,000 cubic feet or larger requires an additional permit from the Environmental Health Department, Air Quality Program to insure that adequate measures are taken to control fugitive dust. <u>Structures 10,000 sq. ft. or larger built or renovated prior to January 1st, 1980 require an approved Erosion and Sediment Control Plan and an approved Stormwater Control Permit for Erosion and Sediment Control from Stormwater Quality.</u>	2-6.1
<u>Elevator</u>	<u>Installation of elevators requires a separate permit. Detailed elevator plans must be submitted for plan review prior to permit issuance.</u>	
<u>Fire Repair</u>	<u>All restoration work following a fire requires a permit. Applicant must submit a statement or schedule of all remedial work including structural items. For extensive structural repairs, submit drawings certified by a New Mexico registered architect or engineer, clearly defining proposed remedial work.</u>	
<u>Floodplain Development Permit</u>	<u>All earthmoving, grading, paving, building additions, and new building construction in a Special Flood Hazard Area, SFHA requires a Floodplain Development Permit.</u>	<u>2-6.2</u>
<u>Flood Hazard Certification</u>	<u>Compliance with the requirements of the Flood Hazard Ordinance is required of every applicant for subdivision, site development plan and/or building permit approval. Compliance is achieved by either demonstrating that the proposed project does not lie within a designated flood hazard area or by demonstrating adequate flood-proofing as required by the ordinance or by</u>	2-.86.3

	<u>removing the site from a flood hazard area through the FEMA map revisions process.</u>	
<u>Foundation Only</u>	<u>A Foundation Only Permit allows construction of footings, foundation walls and any other construction up to and including a first floor slab upon approval of required plans and application material. A building permit is required before progressing with work beyond the foundation stage. The issuance of a foundation permit does not preclude the possibility that changes might be necessary to meet building code requirements or requirements of any other city ordinance or laws relating to construction.</u>	2-6.24
<u>Grading and Paving Permit</u>	<u>A Grading Permit is required for All grading of 1.0 acre or more or 500 cubic yards and any grading to be done within or adjacent to a watercourse (defined as a major facility) during the months of July, August or September. Paving an area larger than 2000 square feet requires a Paving Permit. Repaving of existing paved areas in which no grading is planned is excluded.</u> <u>Note: Grading and Paving Permits are not required when the proposed grading and paving are a part of a Building Permit.</u>	2-6.5
<u>Notification of Demolition or Renovation</u>	<u>Demolition work on any commercial building or residential building containing five (5) or more dwelling units requires an Asbestos Demolition/Renovation Notification to be filed with the Environmental Health Department Air Quality staff a minimum of ten (10) working days prior to the start of the demolition. This notification is also required for residential buildings that are demolished for the purposes of building non-residential structures. This notification is separate from the "Surface Disturbance/Demolition" form and is required regardless of whether or not asbestos is present.</u>	
<u>Plumbing, Mechanical and Electrical</u>	<u>All electrical, plumbing and mechanical work requires a permit.</u>	2-6.36
<u>Relocation Of Existing Buildings</u>	<u>Relocation of existing buildings requires the determination of necessary modifications to meet technical codes, a foundation permit, remodeling permit, and electrical, plumbing and mechanical permits, as appropriate. In addition, the Traffic Code (Subsection 4.67) requires a permit for oversize, overweight and/or overlength truckloads to be issued prior to actual moving of the building.</u>	2-6.46
<u>Sign Permits</u>	<u>Most new signs erected in the city require a zoning permit and a building permit. The Integrated Development Ordinance details Zoning regulations detail rules applicable to signs in all zones and defines the types of signs which do and do not require a zoning permit.</u>	5-5-1.C, IDO 2-6.58, DPM

<u>Swimming Pool</u>	All <u>below ground</u> public or private swimming pools require a permit and separate electrical, plumbing, and mechanical permits. Swimming pool plans will be reviewed by <u>Public ServiceNM Gas Company and Qwest Corporation Mountain Bell</u> to ensure that utility lines are not interfered with and by the Environmental Health Department to ensure that the plans for public swimming pools meet the requirements of the Swimming Pool Ordinance. In addition the Swimming Pool Ordinance requires a permit for the operation of public swimming pools. The procedure for obtaining this permit is found in section 2-7.9.	
<u>Walls, Fences, Retaining Walls</u>	A permit is required for retaining walls 18 24" high or higher and for walls and fences 3' high or higher than 6 feet. Walls or fences, or their footings proposed to be located in the public right-of-way, require the execution of an Revocable Permit or Encroachment Agreement (See Section 2-7.5).	5-5-1.C, IDO 2-6.69, DPM
<u>Wireless Telecommunication Facilities</u>	A <u>Wireless Telecommunication Facility Permit</u> is required for the erection of <u>new Wireless Telecommunications Facilities (WTF) as primary or accessory uses of land, including co-locations of new facilities on existing Telecommunication Structures.</u> If the WTF is to be located in an airport approach area, the plans must be reviewed by the Aviation Department and the <u>Federal Aviation Administration Division.</u> WTFs may also be reviewed by <u>Air Quality staff for compliance with Air Pollution regulations.</u>	5-5-1.H, IDO 2-6.710, DPM

Permits included are as follows:

- ~~—• Plumbing, Mechanical (Boiler) and Electrical~~
- ~~—• Antenna~~
- ~~—• Elevator~~
- ~~—• Swimming Pool~~
- ~~—• Walls, Fences, and Retaining Walls~~
- ~~—• Relocation of Existing Buildings~~
- ~~—• Foundation Only~~
- ~~—• Demolition~~
- ~~—• Sign Permits~~

— Flood Hazard Certification (See Chapter 17)

~~Chapter 8~~Section 2-75, Other Construction Permits, describes any additional permits for construction within the public right-of-way which may be required in addition the permits outlined above.These permits are which are established by legislation other than the Uniform Administrative and Technical Codes and administered by agencies other than Development and Building Services. ~~Many of the permits and approvals covered in Chapter 8~~section 2-5 are related to construction within the public right-of-way; other permits, while integral to the development process, are administered by agencies other than Development and Building Services. ~~Chapter 8~~Section 2-5 should be consulted for a complete review of the various permits/approvals which may be required during the development process. ~~The permits/approvals included in Chapter Section 2.8 76 are as follows:~~The permits/approvals included in Section 2.7 are outlined in Table 2-6(B), but Section 2-7 should be consulted for further details on required procedures for other construction permits.

<u>Table 2-5-1 SUMMARY OF OTHER CONSTRUCTION PERMITS</u>		
<u>Permit</u>	<u>Applicability</u>	<u>Procedures</u>
<u>Air Contaminant Sources Registration</u>	<u>Air Contaminant Source Registration is required for the operation of a commercial or industrial stationary source with actual emissions of more than two thousand pounds of any air contaminant per year or any amount of a hazardous air pollutant.</u>	<u>2-7.1</u>
<u>Authority to Construct Permit</u>	<u>An Authority to Construct Permit is required for the construction or modification of any commercial or industrial structure which, if it were uncontrolled, would result in an emission of air contaminants greater than ten pounds per hour or twenty-five tons per year (except five tons per year for lead; ten tons per year for hazardous air pollutants).</u>	<u>2-7.2</u>
<u>Barricade Permit</u>	<u>A Barricade Permit is required prior to excavation of any accepted City right-of-way including the setback area or when construction or demolition work interferes with vehicular or pedestrian traffic. Currently, Barricade Permit are not required for work in previously unimproved City streets or rights-of-way; however, the construction zone is required to be barricaded in accordance with the requirements of the Traffic Code.</u>	<u>2-7.3</u>
<u>Blasting Permit</u>	<u>A Blasting Permit is required for all blasting work within the City Limits issued by the Albuquerque Police Department. Applicants for a Blasting Permit must present a Certificate of Insurance for \$500,000/1,000,000./500,000 combined incident liability, structure damage, bodily injury and property damage.</u>	<u>2-7.4</u>
<u>Encroachment Contract Agreement</u>	<u>The execution of an Encroachment Agreement between the City and the property owner is required for proposed construction of private walls, footings, fences, or other privately owned infrastructure within a public easement on a conditioned basis. The execution of an <i>Encroachment Contract</i> between the City and the property owner is required for the proposed construction of walls, fences and/or footings in the public right-of-way to allow private use of public right-of-way on a conditioned, revocable basis.</u>	<u>2-7.5</u>
<u>Excavation Permit</u>	<u>Any excavation activity within the public right-of-way, for which the Construction Services Division requires a Excavation Permit.</u>	<u>2-7.6</u>
<u>Grading Permit & Paving Permit</u>	<u>A <i>Grading Permit</i> is required for All grading of 1.0 acre or more or 500 cubic yards and any grading to be done within or adjacent to a watercourse (defined as a major facility) during the months of July, August or September. Paving an area larger than 1000 square feet requires a Paving Permit. Repaving of existing paved areas in which no grading is planned is excluded. <i>Note: Grading and Paving Permits are not required when the proposed grading and paving are a part of a Building Permit.</i></u>	
<u>Integrated Development Ordinance</u>	<u>References all development activities that are authorized by the Integrated Development Ordinance (IDO).</u>	<u>2-7.7</u>
<u>Median Cut & Left-Turn Lane Approval</u>	<u>Proposed median cuts and left turn lanes require City approval to insure that spacing requirements, the type of development, internal circulation and existing or projected traffic operating conditions are considered. In addition, the location and design of median cuts in streets which are a part of the State Highway System require approval of the State Highway Department.</u>	<u>2-7.8</u>
<u>Oversize, Overweight and/or Overlength Truckload Permit</u>	<u>The movement or operation of oversize, overweight and/or over length vehicles on City streets requires an oversize, overweight and/or over length truckloads permit issued by the City's Traffic Engineering Division. The New Mexico Vehicle Laws, Section 64- 23-13 through 64-23-20, define the dimensions and weight of vehicles which require this permit.</u>	<u>2-7.9</u>
<u>Permit SO-19</u>	<u>Construction of a private storm drain facility in a public right of way may be accomplished with an SO-19 Permit when a Work Order is not otherwise required.</u>	<u>2-7.10</u>
<u>Public Swimming Pool Operating Permit</u>	<u>The design, construction, maintenance, and operation of public swimming pools is regulated and requires Swimming Pool Permit.</u>	
<u>Public Use of Fire Hydrants</u>	<u>Connections to fire hydrants at any location are prohibited without written permit from the Albuquerque Bernalillo County Water Utility Authority (ABCWUA) except for City of Albuquerque street sweepers, street rollers and Fire Department vehicles. All other private and governmental users - federal, state, county, city and military - must have a permit. A Designated Permit allows the permit holder to use any of approximately twenty-nine (29) designated hydrants located within the City and County limits. A Special Permit is required for private use of other fire hydrants not noted above.</u>	<u>2-7.11</u>
<u>Public Swimming Pool Operating Permit</u>	<u>The operation and maintenance of public swimming pools requires a Public Swimming Pool Operating Permit. A pre-opening inspection and permission to operate is required on all seasonally operated facilities before the expected opening date.</u>	<u>2-7.12</u>
<u>Revocable Permit</u>	<u>The execution of a Revocable Permit between the City and the property owner is required for proposed construction of private walls, footings, fences, signage, or any other privately owned infrastructure within public right-of-way on a conditioned revocable basis.</u>	<u>2-7.13</u>
<u>Sewer Tapping Permit</u>	<u>A Sewer Tapping Permit is required to tap into existing sewer lines.</u>	<u>2-7.14</u>
<u>Sidewalk, Driveway & Curb & Gutter Permit</u>	<u>Any work within the City's right-of-way requires a permit and stipulates whom can conduct the work.</u>	<u>2-7.15</u>
<u>Stormwater Control Permit for Erosion and Sediment Control</u>	<u>Projects that disturb one acre or greater, are smaller than one acre, but part of a larger common plan of development or may have other criteria (e.g. steep slopes, contaminated soils, etc.) are required to obtain this permit.</u>	<u>2-7.16</u>
<u>Solar Rights Permit</u>	<u>A solar right permit is required to define and regulate the spatial and temporal limits of a property's solar right.</u>	<u>2-7.17</u>
<u>Surface Disturbance Permit</u>	<u>A Surface Disturbance Permit is required for all jobs that will disturb or remove soil from an area larger than three-quarters (¾) of one acre or placement of soil on an area larger than three-quarters (¾) of one acre. A Fugitive Dust Construction or Programmatic Permit, as applicable, is required for all activities that will have a surface disturbance of equal to or greater than 3/4 of one acre.</u>	<u>2-7.18</u>

<u>Water Meter & Fire Line Application</u>	<u>A Water Meter and Fire Line Application is required for the installation of the public portion of the water service line, including the meter and box.</u>	2-7.19
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- Air Contaminant Sources Registration —• Public Use of Fire Hydrants
- Authority to Construct Permit —• Public Swimming Pool Operating Permit
- Barricade Permit —• Sewer Tapping Permit
- Blasting Permit —• Sidewalk, Driveway & Curb & Gutter Permit
- Encroachment Contract —
- Grading Permit & Paving Permit —• Solar Rights Permit
- Median Cut & Left-Turn Lane Approval —• Surface Disturbance Permit
- Oversize, Overweight and/or —• Water Meter & Fire Line Application
- Overlength Truckload Permit —

1) DEMOLITION

a Applicability

Section 2-6.1 applies to aAll demolition work, which requires a permit from ~~Development and Building Services Center (DBSC)~~Building and Safety Division. Under the Air Pollution Control Regulations, demolition of structures 75,000 cubic feet or larger requires an additional permit from the Environmental Health Department, Air ~~Pollution Control Division~~Quality Program to insure that adequate measures are taken to control or prevent airborne particulate matter.

Structures 10,000 sq. ft or larger built or renovated prior to January 1st, 1980 require an approved Erosion and Sediment Control Plan and an approved Stormwater Control Permit for Erosion and Sediment Control from Stormwater Quality.

Demolition permits require the approval of the ~~Building Safety Division~~Code Administration Division (CAD), the Traffic Engineering Division, ~~Public Works Department~~, the Environmental Health Department's Air Quality Program, and the Fire Department, the Water Utility Authority, the Historic Preservation Division, the Hydrology section, the Stormwater Quality section, and the Zoning Enforcement Division of the Planning Department.

—Governing Regulations: Uniform Administrative Code (establishes permit)

—Uniform Building Code

—Traffic Code

—Fire Prevention Code

—Air Pollution Control Regulations (establishes permit for demolition of structures over 75,000 cubic feet)

—See also: National Fire Protection Association and Uniform Building Code, "Protection of Pedestrians During Construction or Demolition."

a) —Procedure:

ix Step 1: —The Application form is obtained at permit desk, ~~Development and Building Services Center (DBSC)~~Building and Safety Division.

x The

xi —aApplicant will need to obtains approval from ~~other~~the agencies indicated on the permit form-, including:

- 1 —A.—Code Administration Division and Fire Marshall's Office approvals are obtained at ~~Development and Building Services Center (DBSC)~~Building and Safety Division.
- 2 —B.—Traffic Engineering —if canopies, fences or rails are required or if pedestrian traffic is to be rerouted-, Traffic Engineering —requires a site plan showing the locations of canopies, fences or rails and the method of rerouting pedestrian traffic in order to obtain approval.
- 3 —C.—Environmental Health Department, Air Quality Program ~~Air Pollution Control Division~~—for discussion and approval; or if structure is 75,000 cubic feet or larger, apply for Demolition Permit issued by the Environmental Health Department. The procedure is the same as for a surface disturbance permit which

is described in ~~Chapter 8~~ Section 2-5.14. x-x.

- 4 ~~—D. Public Works Department, Water Systems~~ Water Utility Authority Division
- for approval of fire hydrant use during demolition. -Customer Services Division
-to arrange for meter for fire hydrant.
- xii Step 2:—Once agencies approvals are obtained, the applicant r Returns the completed
permit form to Development and Building Services for permit issuance and payment
of fee.
- xiii The demolition permit issued by ~~Development and Building Services Center~~
~~(DBSC)~~ Building and Safety Division is effective for 180 days. An extension of 180
days may be granted upon written request.
- xiv Before beginning any demolition work, the applicant shall ensure ~~disconnection of~~ all
gas and electrical supply systems are disconnected by ~~the Gas Company of New~~
Mexico Gas Company, PNM, and Public Service Company.

2) FLOODPLAIN DEVELOPMENT PERMIT

a Applicability

Section 2-6(T) applies to all earthmoving, grading, paving, building additions, and new building
construction in a Special Flood Hazard Area, SFHA. Compliance with the requirements of the
Flood Hazard Ordinance is required of every applicant for subdivision, site development plan
and/or building permit approval. Compliance is achieved by either demonstrating that the
proposed project does not lie within a designated flood hazard area or by demonstrating adequate
flood-proofing as required by the ordinance or by removing the site from a flood hazard
area through the FEMA map revisions process.

b) Procedures

xv Development within Flood Hazard Areas for Building Permits with “No Adverse Impact” and No Storm Drainage Improvements

1 If any part of the development lies within the SFHA then applicant must submit
the following to the hydrology section prior to approval of the Floodplain
Development Permit:

a A Floodplain Development Permit Application

b A Grading and Drainage Plan including calculations that demonstrate “No
Adverse Impact” to the Base Flood Elevation, BFE. The applicant’s engineer
must establish a BFE if one has not already been established by FEMA.

c A Drainage and Transportation Information Sheet, DTIS.

d A draft “Elevation Certificate” is required for any portion of a new building
within the SFHA.

e If any portion of a new building is within the SFHA then prior to final
approval of building occupancy, a final Elevation Certificate must be
submitted to Hydrology with a DTIS.

xvi Development within Flood Hazard Areas Involving Storm Drainage Improvements and/or Changes to Either BFEs or Floodplain Limits

1 If any improvements are proposed within the existing Floodway boundary, the
applicant must request a Conditional Letter of Map Revision (CLOMR)
from FEMA prior to beginning any construction in the Floodway.
Construction permits will not be issued for any project that includes work in
the Floodway until the CLOMR is issued by FEMA.

2 If any improvements are proposed which modify the existing floodplain limits or
base flood elevations, the applicant must provide a Grading and Drainage Plan
including calculations that demonstrate no adverse impact to adjacent properties

or provide written agreement from adversely impacted adjacent property owners accepting the specific adverse impacts being proposed. The applicant's engineer must establish a BFE if one has not already been established by FEMA. The Floodplain development Permit and other construction permits will not be issued for any land disturbing activities within the current effective floodplain until the Grading and Drainage plan has been approved by the City. The applicant has the option of requesting a CLOMR before beginning construction in order to better assure that FEMA will issue a LOMR after the improvements are constructed. **The applicant is responsible for obtaining a LOMR removing the floodplain. City will not issue Building Permits for buildings when any portion of the building is in an effective floodplain, so the LOMR must become effective before Building Permits will be issued.**

- 3 A Letter of Map Revision (LOMR) must be obtained from FEMA after construction is complete. When a CLOMR has been issued by FEMA, a portion or all of the SIA and financial guarantees for the improvements may be released prior to the LOMR being issued by FEMA, but the financial guarantee for the LOMR will not be released prior to the effective date of the LOMR. Submittal of a copy of the LOMR from FEMA is required for release of the balance of the financial guarantees and SIA's when issuance is a condition of release.
- 4 The following floodplain note must be placed on the plat if a LOMR has not been issued by FEMA: "Portions of the subject property lie within a designated area of special Flood Hazard as shown on the National Flood Insurance Program's "Flood Insurance Rate Map. Until such time that a LOMR is issued by FEMA, flood insurance may be required." The floodplains must be shown on the Plat, and the note should include the FIRM number and date.

3) FOUNDATION ONLY

b Applicability

~~This permit allows~~Section ~~x.x2-6.2~~ applies to the construction of footings, foundation walls and any other construction up to and including a first floor slab which requires a Foundation Only Permit upon approval of required plans and application material. -A building permit is required before progressing with work beyond the foundation stage. -The issuance of a foundation permit does not preclude the possibility that changes might be necessary to meet building code requirements or requirements of any other city ordinance or laws relating to construction.

c) ~~—Governing Regulations:—~~ Uniform Administrative Code (establishes permit)

~~—~~ Uniform Building Code

~~—~~ Comprehensive City Zoning Code

~~—~~ Flood Hazard Area Zoning Ordinance

~~—~~ Drainage Ordinance

d) ~~—~~Procedure

- i ~~Step 1: The applicant~~ ~~—~~ completes an application form at the building permit desk, Building Safety Division/Development and Building Services Center (DBSC). Required application materials include:

~~—~~Application Materials

~~—~~Uniform Building Code requirements:

- 1 ~~—~~ Submit ~~T~~two (2) sets of foundation plans drawn according to the structural requirements of the Uniform New Mexico Building Code and indicating type of construction. (Additional plans must be submitted for approval before plumbing or electrical work is ~~-~~started on building slab.)

~~—~~Zoning Code requirements:

- 2 A site plan that clearly identifies:

- a ~~—~~ ~~Show~~The legal description and address - including any recent replats or lot line eliminations not yet recorded on existing zoning maps.
- b ~~—~~ ~~On the site plan, clearly identify~~ ~~P~~parking and landscaping areas and setbacks. -Actual parking spaces and types of landscaping need not be shown.
- c ~~—~~ Indicate in writing proposed use of building (use must conform to zoning category), and total floor area to be occupied upon completion of building.
- d ~~—~~ Height of building; if over 26' high, an elevation plan is required.

~~—Flood Hazard Area Zoning Ordinance requirements:~~

- 3 ~~—~~ ~~A Flood Hazard Area~~ Site Plan that indicates:
 - a ~~—~~ ~~Indicate whether~~ ~~If the~~ building is located in a flood hazard area and if so, the flood-proofing measures to be used.
 - b ~~—~~ ~~Indicate~~The elevation of lowest finished floor above mean sea level.
 - c ~~—~~ ~~Provide~~ ~~T~~emporary benchmark(s) on site.

~~—Drainage Ordinance requirements:~~

- 4 ~~—~~ An approved drainage scheme or submittal (See *Chapter 172 Section 6, Building Permit/Hydrology flowchart*).
- ii Foundation plans are reviewed by Code ~~Administration~~ ~~Enforcement~~ Division, Zoning Enforcement Section; Building Safety, Plans Review Section; ~~and Zoning Enforcement Division;~~ and by the Engineering Division, ~~of the~~ Hydrology Section.
- iii ~~Step 2:~~ If plans are approved, the applicant signs and has notarized the Foundation Form B-27, which should be obtained from Building Safety Division ~~Development and Building Services Center (DBSC).~~

4) GRADING PERMIT AND PAVING PERMIT

b Applicability

Section 2-5.7 applies to all grading which required a Grading Permit, including:

- 1 acre or more;
- 500 cubic yards; or
- **any grading to be done within or adjacent to a watercourse (defined as a major facility) during the months of July, August or September**

Paving an area larger than 2000 square feet shall require a Paving Permit. Repaving of existing paved areas in which no grading is planned is excluded.

Grading and Paving Permits are not required when the proposed grading and paving are a part of a Building Permit, but an approved Grading and Drainage plan is also required for a Building Permit.

c Procedure

iv Pre-Design Conference:

- 1 A pre-design conference should be scheduled with one of the Engineers from the Hydrology Section in order to evaluate the specific drainage requirements for the proposed grading and paving. See section X for more information on pre-design conferences.

v Permit Application:

- 1 **Grading and Paving Permit applications are submitted to Development Review**

Services. Required application materials include:

- a The completed Drainage and Transportation Information Sheet, DTIS
- b Two copies of the required plans for review, including a Drainage Report and/or a Grading and Drainage Plan. See applicable checklist in Chapter 6, Drainage, Flood Control and Erosion Control.
- c If parking or pedestrian paths will be striped with a paving permit, a dimensioned striping plan shall be approved by Transportation. See Chapter 7, Transportation Design for parking dimension requirements.

2 A nominal fee will be charged.

vi Inspection and Certification:

- a When grading or paving is associated with a Building Permit or Work Order, the authorized construction must be inspected for compliance with the approved plan and an Engineer's Certification must be submitted to Hydrology with a DTIS in order to receive either a Certificate of Occupancy or a release of Financial Guarantee.

5) PLUMBING, MECHANICAL (BOILER) AND ELECTRICAL ⁵

a Applicability

Section 2-6.3 applies to all electrical, plumbing and mechanical work, which requires a Plumbing, Mechanical and Electrical Permit.

b Procedure

- vii Plumbing, mechanical (~~boiler~~), and electrical plans may be submitted for approval along with building plans.
- viii The contractor or sub-contractor responsible for the specific work in question obtains the permit prior to beginning construction.
- ix Electrical, plumbing, and mechanical (~~boiler~~) permits are obtained through one of two methods following Code Administration Division (CAD) Building Safety Division approval of plans for the specific project.
 - 1 ~~1. The contractor or sub-contractor arranges to deposit a fee payment bond and records it with the bonding clerk, Development and Building Services Center (DBSC). Prior to beginning the work, the contractor completes an online permit form and mails submits it to Building Safety Division's POSSE online application system Development and Building Services Center (DBSC). The permit fee is deducted from the fee payment bond. If approved, permit is issued electronically;~~ or,
 - 2 ~~2. The contractor or sub-contractor applies in person at Building Safety Division Development and Building Services Center (DBSC). If plans are approved, permit is issued at fee payment.~~
- x Electrical, plumbing and mechanical permits for work not on approved plans are issued following plan approval by Building Safety.
- xi The procedure for obtaining these permits is essentially the same as that required for the building permit.

~~—Governing Regulations: Uniform Administrative Code~~

~~—Other technical codes as pertinent~~

5 In addition to the plumbing permit, the Public Works Department issues Building Safety issues a sewer-tapping permit permit for connections to existing public sewer lines. The procedure for obtaining this permit is found in Section 2-5.

~~NOTE:—The Public Works Department issues a sewer-tapping permit for connections to existing public sewer lines. The procedure for obtaining this permit is found in Chapter 8.~~

~~ANTENNA~~

~~A permit is required for all radio, television and communication towers. If the antenna is to be located in an airport approach area, the plans must be reviewed by the Aviation Department and the Federal Aviation Administration Division.~~

~~—Governing Regulations: Uniform Administrative Code~~

~~———Uniform Building Code~~

~~———National Electrical Code~~

~~ELEVATOR~~

~~Installation of elevators requires a separate permit. Detailed elevator plans must be submitted for plan review prior to permit issuance.~~

~~—Governing Regulations: Uniform Administrative Code (establishes permit)~~

~~———Elevator, Dumbwaiter, Escalator, and Moving Walk Code(ANSI)~~

~~SWIMMING POOL~~

~~All public or private swimming pools require a permit and separate electrical, plumbing, and mechanical permits. Swimming pool plans will be reviewed by Public Service Company and Mountain Bell to ensure that utility lines are not interfered with and by the Environmental Health Department to ensure that the plans for public swimming pools meet the requirements of the Swimming Pool Ordinance. In addition the Swimming Pool Ordinance requires a permit for the operation of public swimming pools. The procedure for obtaining this permit is found in Chapter 8.~~

~~—Governing Regulations: Uniform Administrative Code (establishes permit)~~

~~———Uniform Building Code~~

~~———Uniform Plumbing and Swimming Pool Code~~

~~———Uniform Mechanical Code~~

~~———National Electrical Code~~

~~———Comprehensive City Zoning Code~~

~~———Environmental Health Ordinances (public swimming pools only)~~

~~———Albuquerque Swimming Pool Ordinance (Chapter 10, Art. 3, R.O.A. 1994)~~

6) RELOCATION OF EXISTING BUILDINGS

a Applicability

Section 2-6.4 applies to the rRelocation of an existing buildings which requires the determination of necessary modifications to meet technical codes, a foundation permit, remodeling permit, and electrical, plumbing and mechanical permits, as appropriate. In addition, the Traffic Code (Subsection 4.67) requires a permit for oversize, overweight and/or overlength truckloads to be issued prior to actual moving of the building.

~~—Governing Regulations: Uniform Administrative Code (establishes permit)~~

~~———Uniform Building Code~~

~~———Traffic Code, Subsection 4.67 (establishes oversize, overweight and/or overlength-truckloads permit)~~

~~———Other technical codes, as pertinent.~~

e) —Procedure

Relocation of existing buildings requires a determination of necessary modifications to

ensure the structure meets all applicable technical codes, as well as foundation, remodeling, electrical, plumbing and mechanical, and oversize, overweight and/or overlength truckloads permits, as appropriate. Procedures for obtaining these permits are outlined below.

xii ~~Step 1: Team Inspections~~

~~Team~~ Any appropriate building inspections are required to occur prior to the relocation of an existing building. ~~to determine.~~ The purpose of ~~a team~~ these inspections is to

~~Call for a Building Section team inspection of the existing building to determine if any modifications, if any, that may be~~ necessary to meet current mechanical, electrical and structural codes. ~~The applicants contacts the Building Section after Safety Division to schedule a team inspections.~~

- 1 ~~Any~~ Required modifications ~~found through the inspection will~~ shall be documented ~~written up~~ in an inspection report.

xiii ~~Step 2: Foundation Permit~~

- 1 ~~The applicant is to s~~Submit two sets of drawings and two copies of ~~the team any~~ inspection report(s) ~~to the Building Safety Divison~~ Division _____ for a foundation permit. ~~Submittals are to show clearly all existing structural items which will bear on the new foundation and their anchorage.~~ This submittal will be composed of:

- a ~~A~~ foundation plan drawn to scale and pertinent foundation wall sections and details at a scale large enough to explain clearly the connection of the existing building to the new foundation.

- b Plans are to clearly show all existing structural items which will bear on the new foundation and their anchorage.

- 2 Information provided in the team inspection report will determine whether or not a remodeling permit is necessary.

xiv ~~Step 3: Remodeling Permit~~

- 1 ~~To receive a remodeling permit, the applicant will need to s~~Submit two sets of ~~drawings floor plans~~ and two copies of the team inspection report ~~to Building Safety.~~ _____

- 2 ~~for a remodeling permit. Drawings Plans~~ are to ~~show~~ clearly show the modifications required by the ~~team inspection~~ report. ~~All r~~Required modifications should be indicated by ~~numbers key notes~~ on ~~a the~~ floor plan, ~~that~~ relating to a ~~legend corresponding note in the title block~~ which identifies and explains each numbered modification.

xv ~~Step 4: Oversize, Overweight and/or Overlength Truckloads Permit~~

- 1 ~~The applicant must o~~Obtain an oversize, overweight, and/or overlength truckloads permit from the Traffic Engineering Division. The procedure for obtaining this permit is found in Chapter 8 Section 2-5.82-4.X.

7) SIGN PERMITS

a Applicability

Section x-2-6.5 applies to mMost new signs erected in the city, which require a zoning permit and a building permit. The ~~Comprehensive City Zoning Code~~ zoning regulations details regulations applicable to signs in all zones and defines the types of signs which do not require a zoning permit. All signs are required to comply with the provisions of current zoning regulations.

xvi A zoning permit is required for the following types of new signs:

- 1 ~~—~~All sign faces having an area greater than 40 square feet.
- 2 ~~—~~All signs having a height in excess of eight feet.

- 3 ~~•~~ All illuminated signs.
 - 4 ~~•~~ All signs with moving elements.
 - 5 ~~•~~ **All free-standing and projecting on-premise signs.**
 - 6 All portable signs.
 - 7 All electronic signs, all changes to an existing sign so that it becomes an electronic sign or to change an existing electronic sign from an electronic message reader board sign to an electronic display panel sign.
 - 8 Subdivision identification signs.
- xvii A building permit is required for the erection of all new signs except:
- 1 ~~•~~ Signs less than 6 feet above grade.
 - 2 ~~•~~ Non-electric signs with an area of two (2) square feet or less.
- xviii Separate electrical permits are required for electric signs.

~~—Governing regulations: Comprehensive City Zoning Code (establishes zoning permit for a sign)~~

~~—Uniform Administrative Code (establishes building permit)~~

~~—Uniform Building Code~~

~~—Uniform Sign Code~~

~~—Other technical codes, as pertinent~~

f) ~~—~~Procedure:

~~xix **Step 1:**—Zoning Permit ~~For~~for a Sign.~~

- 1 ~~•~~ ~~Complete an application for zoning Sign permits can be obtained from Zoningthe Zoning Section, DBSC. Applications materials include:~~
 - a A completed Application for Sign Permit.
 - b ~~—Plans that describe the location, design and dimensions of the proposed sign. When approved, the application serves as the permit.~~
 - c A Sign Permit fee, paid at the permit desk, ~~DBSC~~Building and Safety Division.
- 2 ~~•~~ Plans for signs must conform to the current zoning regulations ~~of the Zoning Code~~ and the sign, when finished, must conform to the approved plans.
- 3 A field inspection could be required prior to plan approval to investigate the proposed sign location and the number of signs existing on a site.
- 4 ~~•~~ ~~Pay Zoning Permit for a Sign fee at the permit desk, DBSC.~~
- 5 ~~•~~ ~~When~~Once the sign permit fee is paid, ~~DBSC~~Building and Safety Division - inspects the size and location of the sign against the submitted plans.
- 6 If the inspection determines the sign is in compliance with the plans, ~~DBSC~~Building and Safety Division —are approved—approves the sign, as shown on the permit.
- 7 ~~•~~ The zoning permit is goes into effect after final inspection of the sign against the approved plans: the approval.

~~xx **Step 2:**—Apply for Building Permit, if required.~~

- 1 ~~•~~ ~~Submit To apply for a building permit, structure plans for the sign need to be submitted~~ To apply for a building permit, structure plans for the sign need to be submitted to the Plans Review Section. If the sign is electrical, electrical plans should also be submitted to ~~—~~the Zoning Section -for approval. A separate electrical permit is required.

2. ~~The~~ Permit ~~is~~ will be issued when the structural plans are approved.
3. ~~The~~ sign will be inspected by the Inspection Section.
4. ~~Step 3:~~ After final inspection, the applicant will notify the Zoning Section that the sign is ready for final inspection.

8) WALLS, FENCES, RETAINING WALLS

a Applicability

~~A Section X-x2-6.6 applies to permit is required for~~ retaining walls ~~1824"~~ high or higher and for walls and fences ~~3' high or higher~~ than six feet, which require a wall and fence permit. Walls or fences, or their footings proposed to be located in the public right-of-way, require the execution of ~~an Encroachment Contract~~ Revocable Permit or Encroachment Agreement (See ~~Chapter 8 Section 2-5.5~~). The zoning regulation detail standards applicable to walls and fences in all zones. All walls and fences are required to comply with the provisions of current zoning regulations.

~~—Governing Regulations: Uniform Administrative Code (establishes permit)~~

~~—Uniform Building Code~~

~~—Comprehensive City Zoning Code~~

~~—Traffic Code (for locations on corner lots)~~

g) Procedures

xxi Permit Applications are submitted to XBuilding Safety. Required application materials include:

1. ~~Application Materials~~
2. ~~Plot plan~~
3. ~~Two (2) sets of plans showing:~~
 - a. ~~Height and location of walls or fences.~~
 - b. ~~Existing and proposed walls or fences.~~

xxii ~~—~~ Raised walls require certification by a New Mexico registered architect or engineer for the existing wall and a certified design for the raised portion.

xxiii ~~—~~ New walls over six feet in height must be certified by a New Mexico registered architect or engineer.

xxiv ~~—~~ Structural drawings are required for block walls ~~of a design other than standard drawings on file.~~

xxv ~~—~~ Retaining wall drawings require an architect's or engineer's seal, and structural calculation, ~~when requested.~~

FIRE REPAIR

~~All restoration work following a fire requires a permit. Applicant must submit a statement or schedule of all remedial work including structural items. For extensive structural repairs, submit drawings certified by a New Mexico registered architect or engineer, clearly defining proposed remedial work.~~

~~—Governing Regulations: Uniform Administrative Code (establishes permit)~~

~~—Uniform Building Code~~

~~—Other technical codes, as pertinent~~