

# How to Upload Plan Sets and Documents in ABQ-PLAN

We are excited about our new software platform and believe the changes will offer applicants an easier, streamlined process. You can now use ABQ-Plan to upload and respond to drawings – no more waiting for invitations to submit. It’s all part of our new application process. In addition to this streamlined process, we have also done away with the need to separate and upload individual sheets, and you can now upload in sets organized according to the specified categories outlined in the permit attachments.

## ***How do I upload multiple PDF drawing files into a single category?***

**Files:** Applicants shall upload the entire PDF packet to the associated category.

When uploading the PDF packet(s) into a specific category, it is important to select all relevant PDF files, including drawings, that align with the category's description and upload them simultaneously. Please note that only PDFs are accepted for required file types.

The items included should encompass, but are not limited to, those specified for each required category.

The Attachment Page: If your scope of work doesn’t require a plan for a category listed, upload a PDF with a statement stating “Not Required”. This will let you continue.

Required uploads:

**Attachments**  
Only upload drawings/documents in .pdf format.

<b>Architectural Plan(s)</b> Add Attachment + Supported: .pdf REQUIRED	<b>Copy of Proposed Site Plan(s)</b> Add Attachment + Supported: .pdf REQUIRED	<b>Electrical Plan(s)</b> Add Attachment + Supported: .pdf REQUIRED	<b>Elevation Plan(s)</b> Add Attachment + Supported: .pdf REQUIRED
<b>Mechanical Plan(s)</b> Add Attachment + Supported: .pdf REQUIRED	<b>Plumbing Plan(s)</b> Add Attachment + Supported: .pdf REQUIRED	<b>Structural Plan(s)</b> Add Attachment + Supported: .pdf REQUIRED	<b>Truss Detail Drawing(s)</b> Add Attachment + Supported: .pdf REQUIRED

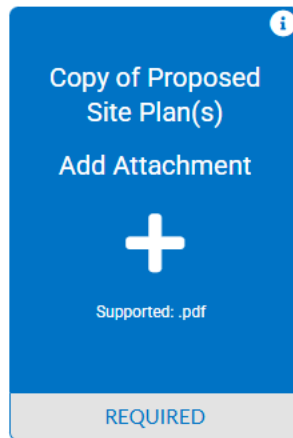
These are the types of PDF files relevant to each required upload. If you have questions about the required file types, please contact our Building Safety Permits Manager at 505-924-3315.

**Architectural Plan:** Cover Sheet, Floor, Architectural Details, Roof, Wall Sections, Ventilation, Material Documents, i.e., ESR Reports, Material Specifications, etc.

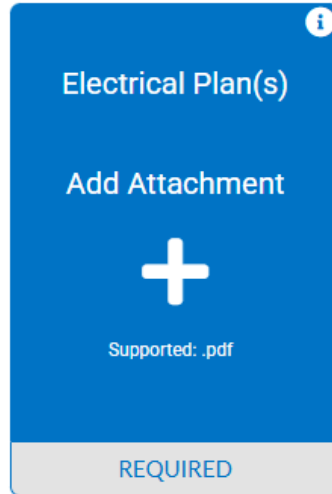


**The applicant can upload a Copy of the proposed site plan or the approved site plan:** Atlas Page, Approved Plat, Approved Site Development, Public Notice Form, Public Notice of Proposed Project, Public Notice Inquiry, Neighborhood Assoc. Public Notice, ESC (Erosion Sediment Control), Approved Grading and Drainage, Notice of Intent, Pad Certifications, Landscape Buffer Swale, and any Subdivision approval documents. Upload the complete file.

NOTE: Applicants are required to obtain the approved site plan, grading, and drainage plans separately See site plan applications referenced below.



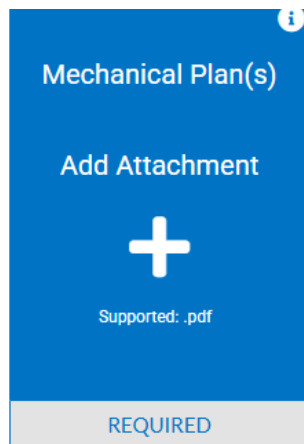
**Electrical Plan:** Electrical Floor Plan, which shall include receptacles, switches, light fixtures, smoke/carbon monoxide detectors.



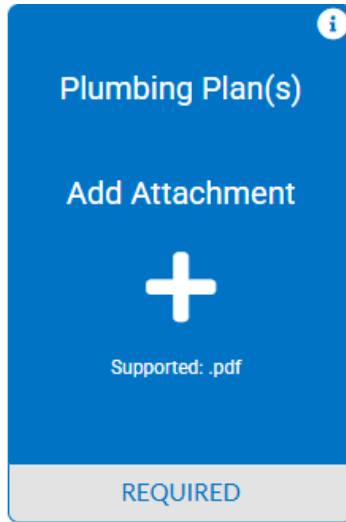
**Elevation Plan:** All elevation views.



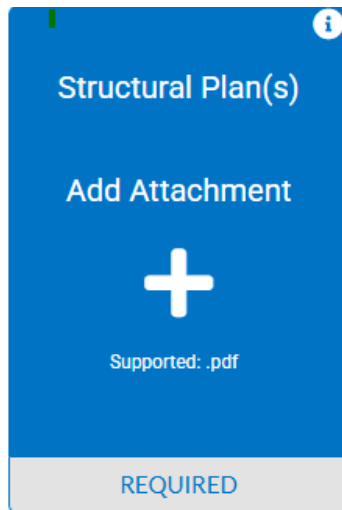
**Mechanical Plan:** Building Thermal Envelope, Manual J documents and drawings, Energy Plan Review (as required by New Mexico Construction Industries Division, with their approved forms), REM or ResCheck Reports, mechanical equipment schedule.



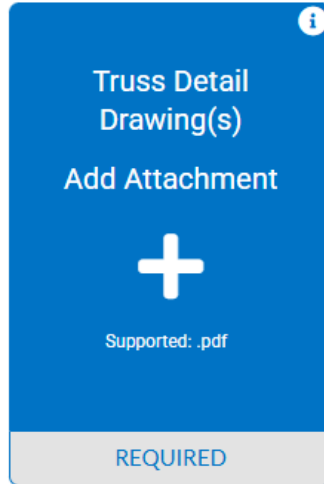
**Plumbing Plan:** Floor plan showing locations of all fixtures, water heater equipment schedule, etc.



**Structural Plan:** Foundation, Framing, Wall Bracing, Sealed Shear wall drawings and documents from a New Mexico Licensed Engineer.



**Truss Detail Drawings:** Layout, Truss Detail Documents.

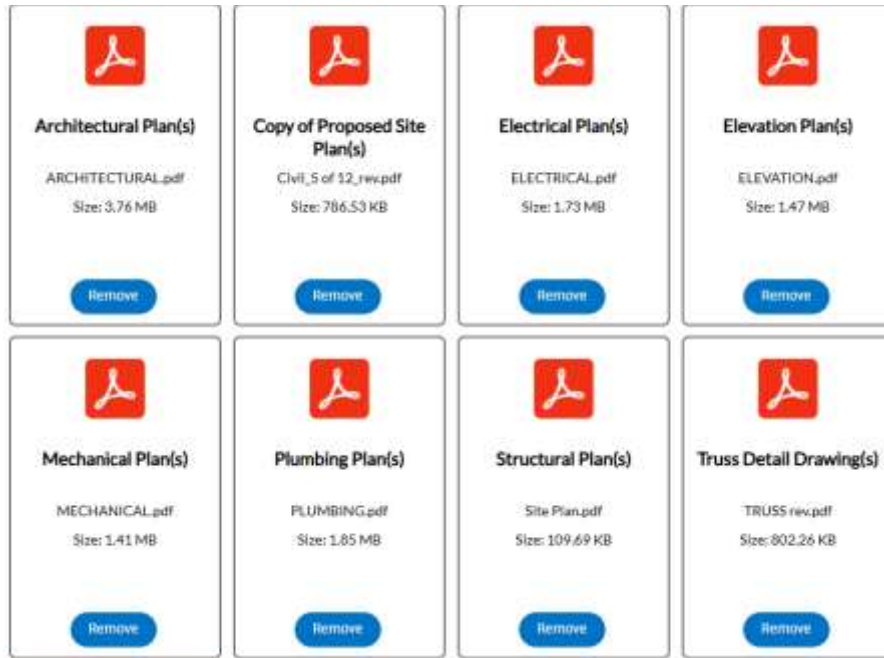


For other Document types, use the tile labeled “Select Type” and click to find your selection.



After your documents have been uploaded, your tile should look like the screenshot below. Please verify your upload prior to selecting “Next”. This will finalize your uploads and any additional plans cannot be uploaded at this time.

If additional files are needed, the applicant must send an email to [Buildingsafetyapplications@cabq.gov](mailto:Buildingsafetyapplications@cabq.gov) and request the permit be returned to the applicant for uploading additional files.



If you are satisfied with your work, then select next at the bottom right corner of the page.



Your files have been uploaded successfully. You should be taken to the next screen to complete the process.



**SIGNATURE**

1. I, the applicant or agent, acknowledge that if any required information is not submitted with this application, the application will not be processed until it is complete.
2. I certify that the information I have included is complete, true, and accurate to the extent of my knowledge.
3. I understand that any misrepresentation(s) submitted on my application may result in the revocation or cause the delay in processing of my application.
4. I understand THAT THIS APPLICATION IS BEING ACCEPTED PROVISIONALLY AND THAT INACCURATE AND/OR INCOMPLETE INFORMATION MAY RESULT IN THE SUBSEQUENT REJECTION OF THE APPLICATION OR IN A DELAY OF PROCESSING.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

***Please note the important following change: site plan is now a separate application.***

When applying for a building permit, you must also apply for the Site Plan Administrative Zoning or Site Plan Administrative DFT at the same time or preferably prior to building permit submittal. The guidelines for the applications are available when you apply. Please see the following options for Site Plan Administrative submittal:

## Application Assistant

Help me choose

Site Plan Administrative Zoning



All

Trending

BUSINESS  
REGISTRATION /  
HEALTH PERMITS

BUILDING & FIRE  
PERMITS

PLANS

> Show Categories



### Site Plan Administrative Zoning

Apply

Category Name:  
Site Plan

Description:

Site plans to be reviewed/decided by Planning Department - Zoning Permit Counter staff to establish the building location and design, landscape layout, traffic access and circulation, parking layout, and/or other relevant design for use of the property. This is a prerequisite approval of plans prior to applying for a building permit or change of proposed use on site.

The Site Plan Administrative-Zoning review is for:

- o Residential dwellings, additions, and accessory units (including accessory dwelling units, or ADU's).
- o Multi-family dwelling projects up to 50 units.
- o Commercial projects under 50,000 square feet and/or on lots under 5 acres, which do not require significant infrastructure improvement. This includes additions or renovations.
- o Placement projects, generally with no primary structures (ie: community gardens, parking lots, mobile food truck courts), but which require site plan review for design elements.

## Application Assistant

Help me choose

Site Plan Administrative DFT



All

Trending

BUSINESS  
REGISTRATION /  
HEALTH PERMITS

BUILDING & FIRE  
PERMITS

PLANS

> Show Categories



### Site Plan Administrative DFT

Apply

Category Name:  
Site Plan

Description:

Site Plans to be reviewed/decided by Planning staff for development on lots over 5-acres in size, multi-family projects with over 50 dwelling units, commercial projects over 50,000 square feet, and any project with major public infrastructure improvements.