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 $\frac{1}{4}''=1'-0''$ scale and provide sections and details at a minimum of $\frac{1}{2}''=1'-0''$ scale.

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 online at [http://www.cabq.gov/planning/our-department/building-safety]{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 Building Code (IBC)
- 2015 International Residential Code (IRC)
- 2012 Swimming Pool, Spa and Hot Tub Code (ISPSC)
- 2015 New Mexico Earthen Building Code (NMEBMC)
- 2015 New Mexico Existing Building Code (NMEBC)
- 2017 New Mexico Administrative Code (NMAC)
- 2017 Albuquerque Uniform Administrative Code (UAC)

**Design Criteria**

<table>
<thead>
<tr>
<th>Ground Snow Load</th>
<th>Wind Speed (MPH)</th>
<th>Rainfall</th>
<th>Seismic Design Category</th>
<th>Weathering</th>
<th>Frost Line Depth</th>
<th>Termite Winter Design Temp</th>
<th>Ice Shield Under-Layment Required</th>
<th>Air Freezing Index</th>
<th>Mean Annual Temp</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>115*</td>
<td>2” per hour</td>
<td>C</td>
<td>Moderate</td>
<td>16”</td>
<td>Moderate to Heavy</td>
<td>12° F</td>
<td>N/A</td>
<td>263</td>
</tr>
</tbody>
</table>

* 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 indicate proposed wall lengths
- Label all streets, easements and setbacks
- Provide property line dimensions/coordinates
- Grading and drainage information

- Where grade elevation changes from one side of a wall to the other, the wall height is measured from the low side of grade. In cases where garden walls are built on top of retaining walls, the wall height is the combined height of the retaining wall and the garden wall, measured from the top of the footing to the top of the wall.

- Walls designed as garden walls shall not be used as retaining walls. Garden walls cannot retain more than twenty four inches (24”).

- New garden walls and fences in excess of six (6) feet in height or existing walls and fences raised in excess of six feet (6’) must be certified by a New Mexico Registered Structural Engineer or Architect.

- Retaining walls having a difference in finished grade on opposite side exceeding twenty-four (24) inches, unless supporting any loading from above the soil line upon earth being supported by a retaining wall or retaining flammable liquids, shall be certified by a New Mexico Registered Structural Engineer or Architect.

**ZONING**
(505) 924-3857

**HYDROLOGY**
(505) 924-3982
- An approved drainage plan must be attached to submittal (building over 500 square feet).
- Determines if project in a flood plain

**Inspections:** For Inspections call: (505) 924-3320.
Permit number is required for all Inspection requests.

**Required Items at Site**
- The Permit Card.
- The Approved Set of Plans.

**Building Inspections:**
- Foundation/Footing Inspection/Slab
- Bond Beam and or Reinforcement
- 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.