



CITY OF ALBUQUERQUE THIRD-PARTY PLANS REVIEW PROGRAM FOR APPLICANTS

TABLE OF CONTENTS

INTRODUCTION TO THIRD-PARTY REVIEW PROGRAM FOR CUSTOMERS	2
CHOOSING A THIRD-PARTY PLAN REVIEW AGENCY	2
SCOPE OF THIRD-PARTY PLAN REVIEW	2
THIRD-PARTY PLAN REVIEW AGENCY CONSTRUCTION DOCUMENT REVIEW PROCEDURES .	3
APPLYING FOR A PERMIT WITH THIRD-PARTY PLAN REVIEW AGENCY DOCUMENTS	4
FEES	5

INTRODUCTION TO THIRD-PARTY REVIEW PROGRAM FOR CUSTOMERS

This manual outlines the regulations, qualifications, and procedures for using approved Third-Party Plan Review Agencies as part of the process to obtain a building permit. The City of Albuquerque's Third-Party Plan Review Agency Program allows qualified Third-Party Plan Review Agencies to conduct plan reviews for construction projects on behalf of customers instead of the City's Planning Department conducting the reviews. The goal of this program is to offer customers the option of independently contracting with an approved, qualifying Third-Party Plan Review Agencies for plan review while ensuring compliance with construction codes and the highest professional standards.

If customers are interested in learning more about the authority for this program, the qualifications of Third-Party Plan Review Agencies, and other requirements or processes, please see the 2024 Uniform Administrative Code (UAC), Section 110.4.¹

CHOOSING A THIRD-PARTY PLAN REVIEW AGENCY

The Planning Department maintains a list of qualified Third-Party Plan Review Agencies on its website, available at www.cabq.gov/planning/building-safety-division/third-party-plan-review. Customers may select from any of the Third-Party Plan Review Agencies that the City has approved. Please note that the engagement of a Third-Party Plan Review Agency, including any associated fees charged, are strictly between the Third-Party Plan Review Agency and the customer.

The relationship established between the customer and Third-Party Plan Review Agency is an independent relationship from the City of Albuquerque. The fees paid to the Third-Party Plans Reviewer or Third-Party Plans Review Agency is independent and separate from any fees required by this code and shall be the sole responsibility of the property owner, agent, or permit applicant.

SCOPE OF THIRD-PARTY PLAN REVIEW

A qualified Third-Party Plan Review Agency may Architectural/Structural, Mechanical, Plumbing, and Electrical plans. The Energy Conservation Code requirements shall be reviewed by each of the disciplines for compliance with the applicable Energy Conservation Code requirements of the City of Albuquerque. Third-Party Plan Reviews of disciplines other than these will not be accepted, including but not limited to zoning, fire, solid waste, grading and drainage, or other non-construction reviews.

¹ [2024-uac-adopted.pdf](#)

Important Note: For residential plans, only the Architectural/Structural construction plan documents must be reviewed and stamped. Mechanical, Plumbing and Electrical drawings are also required as part of the application, but do not require review and approval from a qualified Third-Party Plan review Agency.

Important Note: For commercial plans, all construction plan documents must be reviewed and approved by the qualified Third-Party Plan review Agency.

THIRD-PARTY PLAN REVIEW AGENCY CONSTRUCTION DOCUMENT REVIEW PROCEDURES

Customers submit their construction plan documents to the qualified Third-Party Plan Review Agency. Once the customer has a fully approved construction document set from the Third-Party Plan Review Agency, the customer can submit the approved set to the City of Albuquerque. In order to accept a customer's Third-Party Review approved plan set, the customer must provide the plan set in PDF format along with the Third-Party Plan Review Approval Certificate and Report as part of the plan set.

Third Party Plan Review Approval Certificate and Report Requirements

The Third-Party Plan Review Approval Certificate and Report shall be sealed and signed by the Professional-in-Charge and must be submitted in a PDF format.

The Report shall specify:

- Project Address
- Occupancy Use Classification
- Occupant Load
- Code Cycle
- Type of Construction
- Certificate of Occupancy Requirements
- Special Inspections Requirements
 - If the Third-Party Plan Review Agency approves plans with a condition that must be verified in the field, then that must be specifically called out in the plans. Life-safety matters are not eligible for special inspection requirements.
- Third-Party Plan Review Agency's Name and address
- Third-Party Plan Review Agency
- Discipline(s) for which the Plan Review was performed
- Name and contact information of the approved Registered Professional-in-Charge and Plan reviewers completing the review for each applicable discipline

- A statement testifying to the compliance of the disciplines plans for the project with construction documents, specifications and all regulations of the City of Albuquerque

Each page of the plan set must be stamped with the Professional-in-Charge's current stamp and initialed by the Third-Party Reviewer(s).

APPLYING FOR A PERMIT WITH THIRD-PARTY PLAN REVIEW AGENCY DOCUMENTS

Applying for an eligible permit as you otherwise would in ABQ-PLAN with a few small exceptions.² Once the application reaches the fourth step, select **YES** for the Third-Party Plan Review field.

Apply for Permit - New Construction - Commercial *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

FasTrax is an expedited plan review process available to building permit applications. **Fees are three times the regular plan fee with \$1,000 minimum.**

Application of FasTrax must be applied prior to application submission and cannot be changed.

Work Classification Definitions

- **Alteration Level 1:** includes the removal and replacement or the covering of existing materials, elements, equipment or fixtures that serve the same purpose. See the City of Albuquerque Administrative Code for building permit exemptions.
- **Alteration Level 2:** includes the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installations of any additional equipment. Any change to occupant load and/or reconfiguration of space requires new Certificate of Occupancy. A shell improvement may require a certificate of shell completion.
- **Alteration Level 3:** applies where the work area exceeds 50 percent of the aggregate area of the building. Any change to occupant load and/or reconfiguration of space requires new Certificate of Occupancy. A shell improvement may require a certificate of shell completion.
- **Change of Use:** No alteration; only a change in the use of space by code definition (in an existing building); may also be an increase or decrease in occupant load. A change of occupancy requires a permit, an architect's code compliance review for the new use, a New Mexico General Contractor and inspection(s).

Please provide complete details of your project in the Work Description

Business Registration Next Section | Top | Main Menu

*Business Registration Number com-2025-00123

*Business Name test, llc

Cannabis Conditional Use

<input type="checkbox"/>	Retail/Consumption
<input type="checkbox"/>	Cultivation
<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Manufacturing/Cultivation
<input type="checkbox"/>	Manufacturing/Cultivation/Retail
<input type="checkbox"/>	Cultivation/Retail
<input type="checkbox"/>	Retail/Manufacturing

Are you submitting 3rd-party approved plans as part of the application?

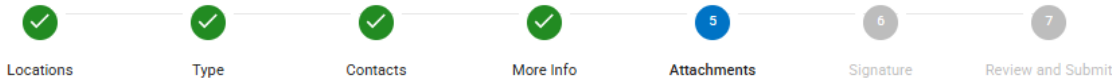
*Third-party review plan Yes

Once you reach the attachments tab, be sure to upload the required documents in a packet. Do not forget that each packet needs to include the Third-Party Plan Review Agency Certificate and Report. The customer must upload the plan set in PDF form in the appropriate tile.

²If you need additional information about applying for a permit using the ABQ-PLAN system, please refer to our user guide available at [Microsoft Word - ABQ-PLAN Public User Guide 2024](#). You may also watch our Youtube channel to learn more at [ABQ-PLAN - YouTube](#).

Apply for Permit - New Construction - Commercial

REQUIRED



Attachments

Upload Instructions: Upload drawings/documents in .pdf format. Please upload your documents as sets in the tiles below.

Warning: Uploading separate individual pages through the "Add Attachment" tile may cause errors. Do not upload "locked" PDFs (because we cannot review them).

<div>Architectural Plan(s)</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf</div> <div>REQUIRED</div>	<div>Copy of Site Plan(s)</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf</div> <div>REQUIRED</div>	<div>Electrical Plan(s)</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf</div> <div>REQUIRED</div>	<div>Elevation Plan(s)</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf</div> <div>REQUIRED</div>
<div>Mechanical Plan(s)</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf</div> <div>REQUIRED</div>	<div>Plumbing Plan(s)</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf</div> <div>REQUIRED</div>	<div>Structural Plan(s)</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf</div> <div>REQUIRED</div>	<div>Select Type</div> <div>Add Attachment</div> <div>+</div> <div>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...</div>

FEES

Please note that the City does not charge its normal plan review fees if a customer chooses to submit Third-Party Plan Review Agency approved-plans. The City does charge an Integrated Plan Review fee of \$75 to ensure all requirements are met and to stamp the plan set.