

Transportation Submittal Process

Building Permit Approval

1. Prepare a Traffic Circulation Layout (TCL).*
2. Fill out a Drainage Transportation Information Sheet (DTIS).
3. Submittal includes the DTIS and one paper copy of the TCL.
4. Send an electronic copy of your submittal to PLNDRS@cabq.gov.
5. Submit the paper submittal to front counter personnel at the Plaza Del Sol Building on the Ground Floor West.
6. When approved one copy of the TCL with an "Approved" stamp and signature will be sent to the applicant.
7. Insert a copy of the approved and stamped plan in both building permit plan sets.

Please allow 1 week for review and approval of all TCL's.

*For properties that have an Administrative Amendment or Site Plan for Building Permit a separate submittal is not required. Please make sure the final stamped and signed plan is in the building permit plan sets.

Certificate of Occupancy

1. Find the approved and stamped TCL, Administrative Amendment, or Site Plan for Building Permit; and draw in red any changes that were made to the site during construction to create the As-Built Drawings.
2. Prepare a Transportation Certification letter using the provided standard language.
3. Fill out a Drainage Transportation Information Sheet (DTIS)
4. Submittal includes the DTIS, Transportation Certification and As-Built Drawings
5. Send an electronic copy of your submittal to PLNDRS@cabq.gov.
6. Submit the paper submittal to front counter personnel at the Plaza Del Sol Building on the Ground Floor West.
7. After your complete submittal is received staff will go out to do a field inspection on the project.
8. Please allow 1 week for review and approval of all CO's.
9. When the CO is approved a letter will be sent to the applicant and the building and safety section.

Transportation does not sign the White CO card.

Hydrology Submittal Process

Building Permit Approval

1. Prepare a Grading Plan per DPM requirements.
2. Fill out a Drainage Transportation Information Sheet (DTIS).
3. Submittal includes the DTIS and one (1) copy of the Grading plan. (Two (2) copies of the Grading Plan are required if you are requesting a SO-19 permit to work in the Right of Way.)
4. Send an electronic copy of your submittal to PLNDRS@cabq.gov.
5. Submit the paper submittal to front counter personnel at the Plaza Del Sol Building on the Ground Floor West.
6. Insert a copy of the plan with the approved stamp date in both building permit plan sets.

Please allow 4 weeks for review and approval of all hydrology submittals.

Certificate of Occupancy

1. Find the grading plan with approved stamp date and draw in red any changes that were made to the site during construction to create the As-Built Drawings.
2. Add the Hydrology Certification language on to the As-Built Drawings using the provided standard language.
3. Fill out a Drainage Transportation Information Sheet (DTIS)
4. Submittal includes the DTIS, and As-Built Drawings.
5. Send an electronic copy of your submittal to PLNDRS@cabq.gov.
6. Submit the paper submittal to front counter personnel at the Plaza Del Sol Building on the Ground Floor West.
7. After your complete submittal is received staff will go out to do a field inspection on the project.
8. Please allow 1 week for review and approval of all CO's.
9. When the CO is approved a letter will be sent to the applicant and the building and safety section.

Hydrology does not sign the White CO card.