

## 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 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 Phase<sup>‡</sup>

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:

- Alteration (Remodel)
- Repair

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

**Comment [JJ1]:** Hyperlink to Homeowner's How-To Guide webpage:  
[https://www.cabq.gov/planning/building-safety-permits/home-improvement ?](https://www.cabq.gov/planning/building-safety-permits/home-improvement?)

~~• 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.~~

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~~Plans and specifications prepared by a New Mexico registered architect and/or engineer must bear his seal and signature. The Development and Building Services Center (DBSC Building and Safety Division) recommends that the architect/engineer submit plans and specifications for plancheck 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.~~

~~**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.~~

Comment [JJ2]: Text moved to sidebar under procedures section

Comment [JJ3]: Language moved into the sidebar alongside the procedures section, see proposed layout.

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a)b) FUNDAMENTALS Governing Regulations

Plans and specifications must be prepared according to the ordinances and policies listed below. Prior to preparing plans, the applicant should verify that none of the codes or ordinances have been amended. Copies of the following ordinances may be obtained from the following agencies listed in the brackets. ~~Following are the locations of the agencies:~~

- ~~City Clerk – Eleventh Floor – One Civic Plaza N.W.~~
- ~~City Treasurer – First Floor – One Civic Plaza N.W. or Second Floor, Plaza del Sol Bldg.~~
- ~~Building Safety Division – 600 Second St., N.W., Garden Level~~
- ~~Fire Marshall – 510 Quincy, N.E. Second Floor Plaza del Sol Building~~
- ~~Hydrology – Second Floor – Plaza Del Sol Building~~
- ~~Planning Department Library – Fourth Floor, Plaza Del Sol Building~~
- ~~Planning Division – Third Floor – Plaza Del Sol Building~~

**Comment [JJ4]:** The update intends to hyperlink these regulations so the physical locations are no longer necessary.

**FUNDAMENTALS**

**TABLE 2.5-1 SUMMARY OF GOVERNING REGULATIONS**

<i>Regulation</i>	<i>Content</i>
<b>Building Codes</b>	
Uniform Administrative and Technical Codes (UAC)	Article 7-23 R.O.A. 1994
New Mexico <del>Uniform</del> Building Code	As adopted by the Construction Industries Division of the State of New Mexico, <del>with amendments.</del>
New Mexico <del>Uniform</del> Mechanical Code	As adopted by the Construction Industries Division of the State of New Mexico, <del>with amendments.</del>
New Mexico <del>Uniform</del> Plumbing Code	As adopted by the Construction Industries Division of the State of New Mexico, <del>with amendments.</del>
New Mexico <del>Uniform</del> Swimming Pool Code	As adopted by the Construction Industries Division of the State of New Mexico, <del>with amendments.</del>
New Mexico Solar Energy Code	As adopted by the Construction Industries Division of the State of New Mexico, <del>with amendments.</del>
New Mexico Electrical Code	As adopted by the Construction Industries Division of the State of New Mexico, <del>with amendments.</del>
<del>Uniform Sign Code</del>	<del>As published by the International Conference of Building Officials.</del>
<del>Code for Energy Conservation in New Building Construction</del> New Mexico Energy Conservation Code	As adopted by the Construction Industries Division of the State of New Mexico, <del>with amendments.</del>
<del>Uniform Building Security Code</del>	
<del>Uniform Code for the Abatement of Dangerous</del>	As adopted by the Construction Industries Division of

<u>Buildings New Mexico Existing Building Code</u>	<u>the State of New Mexico, with amendments.</u>
<u>Elevator, Dumbwaiter, Escalator, and Moving Walk Code (ANSI)</u>	<u>ASME A17.1/ CSA B44, ASME A17.7/CSA B44.7, ASME A90.1, ASME B20.1, ANSI MH29.1, ALI ALCTV and ASCE 24</u>
<u>Boiler and Pressure Vessel Code Section I &amp; IV (ANSI-ASME)</u>	<u>ASME Boiler and Pressure Vessel Code, Section I, IV, and IX.</u>
<u>One- and Two-Family Dwelling Code</u>	<u>As adopted by the Construction Industries Division of the State of New Mexico, with amendments.</u>
<b><u>Environmental Health</u></b>	
<u>Air Pollution Control Ordinance</u>	<u>Article 6-1 R.O.A. 1994</u>
<u>Joint Air Quality Control Board Ordinance</u>	<u>Article 6-16 R.O.A. 1994</u>
<u>Food Sanitation Ordinance</u>	<u>Article 6-25 R.O.A. 1994</u>
<u>Retailer, Meat Market and Wholesaler Ordinance</u>	<u>Article 6-26 R.O.A. 1994</u>
<u>Albuquerque Swimming Pool Ordinance</u>	<u>Article 11-5 R.O.A. 1994 [Code Administration Division]</u>
<u>Air Pollution Control Ordinance</u>	<u>Article 6-1 R.O.A. 1994</u>
<b><u>Fire Marshall</u></b>	
<u>Fire Code</u>	<u>Article 7-6 R.O.A. 1994.</u>
<u>Uniform Fire Code and National Fire Prevention Association</u>	<u>Volumes 1-16, excluding the Life Safety Code.</u>
<b><u>Hydrology</u></b>	
<u>Albuquerque Master Drainage Plan</u>	<u>Resolution 63-1981</u>
<u>AMAFCA Drainage Resolution 1980-15</u>	<u>Amendment to AMAFCA Resolution 1972-2</u>
<u>AMAFCA Drainage Resolution 1981-8 (Arroyo Dedication Policy).</u>	
<u>Arroyo Flood Control Act</u>	<u>Chapter 311, Section 72-16-1 et. sq., NMSA 1978</u>
<u>Drainage Management Plan, Western Albuquerque Metropolitan Area</u>	<u>Prepared by William Matotan and Associates, June, 1975.</u>
<u>Drainage Ordinance</u>	<u>(Article 7-9 R.O.A. 1994)</u>
<u>Flood Hazard Ordinance</u>	<u>(Article 7-3 R.O.A. 1994)</u>
<u>Memorandum of Agreement City of Albuquerque and AMAFCA known as "Designee Agreement"</u>	<u>Adopted June 25, 1974, and "Supplement", adopted February 22, 1979.</u>
<u>Northeast Heights Drainage Management Plan</u>	<u>Prepared by Leonard Rice Consulting Water Engineers, Inc. April, 1975.</u>
<u>Storm Drainage Facilities Policies</u>	<u>Adopted June 19, 1972.</u>

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<a href="#">Integrated Development Ordinance</a>	<a href="#">Article 7-14 R.O.A. 1994 [City Treasurer's Office and Development and Building Services Center]</a>
<a href="#">Albuquerque Master Drainage Plan</a>	<a href="#">(Resolution 63-1981)</a>
<b><u>Refuse</u></b>	
<a href="#">Municipal Refuse Collection Service Ordinance of the City of Albuquerque, New Mexico</a>	<a href="#">Article 6-3 R.O.A. 1994</a>
<b><u>Traffic Engineering</u></b>	
<a href="#">Integrated Development Ordinance</a>	
<a href="#">Traffic Code</a>	<a href="#">Article 9-5 R.O.A. 1994</a>
<a href="#">Sidewalk Ordinance</a>	<a href="#">Article 8-6 R.O.A. 1994</a>
<a href="#">Curb Cut Ordinance</a>	<a href="#">Article 8-13 R.O.A. 1994</a>
<b><u>Zoning</u></b>	
<a href="#">Integrated Development Ordinance</a>	
<a href="#">Park Dedication and Development Ordinance</a>	<a href="#">Article 7-18 R.O.A. 1994</a>
<a href="#">Stationary Railroad Car Ordinance</a>	<a href="#">Article 7-10 R.O.A. 1994</a>
<a href="#">Airport Zoning Ordinance</a>	<a href="#">Article 7-1 R.O.A. 1994</a>
<a href="#">Street Tree Ordinance</a>	<a href="#">Article 8-5 R.O.A. 1994</a>
<b><u>Approval Mechanism</u></b>	
<p><a href="#">According to the Uniform Administrative Code, the authority to issue a building permit within the City of Albuquerque is vested with the Building Official. The Building Official has delegated plan review and inspections to specialists in the following areas:</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Zoning</a></li> <li>• <a href="#">Traffic Engineering</a></li> <li>• <a href="#">Hydrology</a></li> <li>• <a href="#">Environmental Health</a></li> <li>• <a href="#">Fire Prevention</a></li> <li>• <a href="#">Building Code including:</a></li> <li>• <a href="#">Refuse</a></li> <li>• <a href="#">Plumbing, Mechanical, Electrical</a></li> </ul> <p><a href="#">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.</a></p>	
<b><u>Appeal Mechanism</u></b>	
<p><a href="#">The <b>Board of Appeals</b> provides reasonable interpretations of 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.</a></p> <p><a href="#">The <b>Environmental Planning Commission</b> hears appeals related to decisions of the Zoning Enforcement Officer.</a></p> <p><a href="#">The <b>Technical Standards Committee</b> hears appeals related to Sections 6, 12, and 13 of the City Drainage</a></p>	

**Comment [JJ5]:** Update with appropriate references to IDO

Ordinance.

1. ~~**Building Codes** • Uniform Administrative and Technical Codes (Article 7-23 R.O.A. 1994) [Code Administration Division], adopt by reference, the following:~~

~~1. New Mexico Uniform Building Code as adopted by the Construction Industries Division of the State of New Mexico~~

~~2. New Mexico Uniform Mechanical Code as adopted by the Construction Industries Division of the State of New Mexico~~

~~3. New Mexico Uniform Plumbing Code as adopted by the Construction Industries Division of the State of New Mexico~~

~~4. New Mexico Uniform Swimming Pool Code as adopted by the Construction Industries Division of the State of New Mexico~~

~~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. 1994)  
**Health**~~

~~• 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 Authority** — According to the Uniform Administrative Code, the authority to 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 Mechanisms** — The **Board of Appeals** provides reasonable interpretations of 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.

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

## PRE-DESIGN PHASE<sup>2</sup>

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. The number and type of

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

Comment [JJ6]: Moved to sidebar



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

i) Preliminary plancheck services

(1) Preliminary plancheck 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 plancheck.

(2) Preliminary planchecks are not mandatory. Applicants whom chose to schedule additional plancheck services will be charged a minimal service fee.

To schedule preliminary plan checks an applicant .....

(3) 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**

(i) 1. Verify that the intended use is allowable in that zone.  
~~Enforcement 2.~~

(ii) Discuss the particular applicable requirements for:

1. a. Height (including solar access information),

**Comment [JJ7]:** How are preliminary planchecks scheduled and what are the required submittal materials? Are there any check lists /application forms that need to be linked here?

2. ~~b.~~—Setback,
3. ~~c.~~—Landscaping,
4. ~~d.~~—Parking - number of spaces,
5. ~~e.~~—Park dedication and development fees,
6. ~~f.~~—Stationary railroad cars,
7. ~~g.~~—Airport zoning (height regulation),
8. ~~h.~~—Conformance with applicable site development and/or landscaping plans or any conditional use/variance approvals,
9. ~~i.~~—Special exceptions,
10. ~~j.~~—Overlay zones,
11. ~~k.~~—Plot Plan.

(iii) ~~3.~~—Refuse

1. ~~a.~~—Identify necessary requirements for analysis of refuse needs.
2. ~~b.~~—Determine necessary number, type, and location of refuse enclosures.
3. ~~c.~~—Determine access needs for collection.

**(b) Water Resources<sup>3</sup>**

- (i) ~~1.~~—Verify water and sanitary sewer services availability.
- (ii) ~~2.~~—Obtain availability statement prior to issuance of building permit.
- (iii) ~~3.~~—Determine industrial pre-treatment requirement.

*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*

<sup>3</sup>—*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.~~

**Comment [JJ8]:** Moved language into footnote

**(c) Traffic Engineering**

(i) Determine applicable requirements for:  
**Engineering**

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

**(d) Hydrology**

(i) ~~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).

(ii) ~~2.~~ Ascertain location relevant to flood hazard areas.

(iii) ~~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**

(i) ~~1.~~ Determine Fire Code compliance.

(ii) ~~2.~~ Identify access needs for equipment.

(iv)(iii) ~~3.~~ Determine required fire flow and number of hydrants, and required coordination for pressure flow with Public Works, Water Resources.

**(f) Environmental Health**

(i) Determine applicable requirements for:  
**Health**

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

~~3. 3.~~—Water quality,

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

~~4.5. 5.~~—Swimming pools.

~~(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 seal and signature. The Building and Safety Division recommends that the architect/engineer submit plans and specifications for plancheck 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.

ii)iii) Application for Plancheck **PHASE**

~~(1) Plancheck 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 system. Required application materials include:~~

~~— A completed application form including the following information:~~

~~(i) -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 Ap propriateness.~~

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

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

**Comment [JJ9]:** Language from fundamentals section will appear in the sidebar.

**Comment [JJ10]:** Moved Plancheck Phase reference into sidebar

**Comment [JJ11]:** Create tooltip that gives the following description (language directly from COA webpage):

“POSSE is an electronic plan review process available to developers, contractors, architects, homeowners, and anyone else planning to apply for a building permit and build in Albuquerque. The ePlan process allows builders to work with the City of Albuquerque electronically, bypassing lengthy and costly processes of the past.”

**Comment [VMJ12]:** Link to ePlan webpage here.

**Comment [DPS13]:** Deleted via discussion with Building and Safety Staff on 5.15.17

- 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)~~

(ii) ~~Plancheck fee~~ which must be paid at time of application.

iii)iv) Plancheck

### 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.~~

**Comment [JJ14]:** Moved under application requirements: bullet iii.a.i

**Comment [JJ15]:** Moved under bullet 1

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**

— Plancheck

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

- (i) ~~Establishes a A plan location log is established to track the plancheck process.~~ Applicant may call for information.
- (ii) ~~The Forwards plans are forwarded to the specialists in the following review agencies sections<sup>4</sup>:~~
  1. ~~Zoning Enforcement/Refuse~~
  2. ~~Hydrology~~
  3. ~~Traffic Engineering~~
  4. ~~Environmental Health~~
  5. ~~Fire Marshall~~
  6. ~~Building~~
  7. ~~Plumbing, Mechanical, Electrical~~
  8. Solid Waste

**Comment [JJ16]:** Moved under application requirements: bullet iii.a.ii

<sup>4</sup> 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).



## 9. Impact fees

~~(3)~~

~~(4)(2)~~ ~~When the plancheck process is completed, DBSC Building Safety~~  
~~Notifies~~ notifies the applicant's architect or engineer by phone or electronically.  
~~that the plancheck process is complete.~~

~~(5)(3)~~ ~~The~~ Applicant is then free to pick up plans and the permit at the permit  
deskcounter or download the plans and permit if filed electronically.

~~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).~~

- (i) ~~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.~~
- (ii) ~~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.

### ~~iv)v)~~ 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 deskcounter, ~~Code Administration Division~~ Building Safety Division.

### ~~Outcome~~

- (2) ~~Upon receipt of the approved plans, The~~ ~~code administration~~ Permit clerk begins to ~~process~~ issue the building permit:
  - (a) ~~Fills out the~~ The building permit is filled out printed.
  - (b) ~~Verifies that~~ The ~~contractor's state license is~~ verified to ensure it is current/valid.

**Comment [JJ17]:** Moved into a footnote under c.iii

**Comment [JJ18]:** Move the reference to the building permit issuance phase to the sidebar

**Comment [JJ19]:** Language from current fundamentals section will appear in sidebar here.

- (c) ~~Issues~~ The Inspection Notice Card which is used to record dates specific inspections are completed is issued.
  - (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 ~~at the Development and Building Services Center.~~ Building Safety.
- (3) When the plans are received, ~~the~~ contractor:
- (a) ~~Pays~~ Pays the building permit fee.
  - (b) ~~Pays~~ Pays the impact fees as required.
  - (e) ~~Pays~~ Pays the park development fee as established by Zoning Enforcement, if required.
  - ~~(d)(c)~~ ~~Shows~~ Shows verification of the business registration permit.
  - (d) ~~Shows~~ 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 inspections, design 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.

vi) 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) Hydrology (See Chapter 17, Building Permit/Hydrology Flowchart)
- (d) Fire Prevention
- (e) The specific types of inspections are detailed in the Uniform Administrative Code, Section 305.

~~(3)~~ (3) The contractor is responsible for calling for scheduling interim inspections. ~~Before calling for~~ For inspections to be completed, the following items must be located at the project site:

Required Items at Site

- (a) ~~The~~ The Inspection Notice Card.

**Comment [JJ20]:** Language from current fundamentals section moved into sidebar.

**Comment [JJ21]:** Phase reference moved into the sidebar

**Comment [JJ22]:** Move language the sidebar

(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~~

~~(2)(4) —~~ Depending on the results of the inspection, ~~the~~ inspector posts either:

- ~~—~~ An ~~green approval~~ tag indicating work passes inspection,
- ~~—~~ A ~~yellow tag correction notice~~ indicating code deficiencies which must be corrected before violations are concealed, or
- ~~—~~ 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.

~~(3)(5) —~~ The outcome of the inspections is recorded in the permit file at ~~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.~~

#### ~~vi)vii) 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.

**Comment [JJ23]:** Moved language to the beginning of the section.

**Comment [JJ24]:** Language from current fundamental section will appear in the sidebar here.

**Outcome**

- (2) The ~~records-permit~~ clerk verifies that all 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 permits which are related to construction on private property. -These permits are distinct from and often required in addition to the building permit. -For example, walls, fences and retaining walls which are included on the construction plans for a larger project require a separate permit. -The same general procedures which apply to the building permit also apply to most of the other permits. -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.

Table 2.6.1-1 SUMMARY OF RELATED BUILDING PERMITS

Permit	Applicability	Governing Regulation	Procedural Deviations
<u>Antenna</u>	<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>	<u>Uniform Administrative Code Uniform Building Code National Electrical Code</u>	
<u>Demolition</u>	<u>All demolition work may requires a permit from <del>Development and Building Services Center (DBSC)</del> 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.</u>	<u>Uniform Administrative Code <del>Uniform</del>New Mexico Building Code Traffic Code Fire Prevention Code Air Pollution Control Regulations National Fire Protection Association and Uniform Building Code. "Protection of Pedestrians During Construction or Demolition."</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>Uniform Administrative Code  Elevator, Dumbwaiter, Escalator, and Moving Walk Code(AsmeNSI)</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>Uniform Administrative Code <del>Uniform</del>New Mexico Building Code Other technical codes, as pertinent</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 removing the site from a flood hazard area through the FEMA map revisions process.</u>		2-.8
<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</u>	<u>Uniform Administrative Code <del>Uniform</del>New Mexico Building Code Comprehensive City Zoning Code Flood Hazard Area Zoning Ordinance Drainage Ordinance</u>	2-6.2

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**Comment [VMJ25]:** Replaced with WTF Procedures

**Comment [JJ26]:** Content taken from sections below

	<a href="#">city ordinance or laws relating to construction.</a>		
<a href="#">Notification of Demolition or Renovation</a>	<a href="#">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 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.</a>	<a href="#">40 CFR Part 61 or Part 63</a> <a href="#">New Mexico Air Quality Act, NMSA 1978, §§ 74-2-6, 74-2-5.C</a> <a href="#">Albuquerque/Bernalillo County Air Quality Control Board Regulation, 20 NMAC 11.64</a>	
<a href="#">Plumbing, Mechanical and Electrical</a>	<a href="#">All electrical, plumbing and mechanical work requires a permit.</a>	<a href="#">Uniform Administrative Code</a> <a href="#">Other technical codes as pertinent</a>	2-6.3
<a href="#">Relocation Of Existing Buildings</a>	<a href="#">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.</a>	<a href="#">Uniform Administrative Code</a> <del><a href="#">Uniform</a></del> <a href="#">New Mexico Existing Building Code</a> <a href="#">Traffic Code, Subsection 4.67</a>	2-6.4
<a href="#">Sign Permits</a>	<a href="#">Most new signs erected in the city require a zoning permit and a building permit. The Integrated Development Ordinance details regulations applicable to signs in all zones and defines the types of signs which do and do not require a zoning permit.</a>	<a href="#">Integrated Development Ordinance</a> <a href="#">Uniform Administrative Code</a> <del><a href="#">Uniform</a></del> <a href="#">New Mexico Building Code</a> <a href="#">Uniform Sign Code</a> <a href="#">Other technical codes, as pertinent</a>	5-5-1.C, IDO 2-6.5, DPM
<a href="#">Swimming Pool</a>	<a href="#">All below ground 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.</a>  <a href="#">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.</a>	<a href="#">Uniform Administrative Code</a> <del><a href="#">Uniform</a></del> <a href="#">New Mexico Building Code</a> <a href="#">Uniform Plumbing and Swimming Pool Code</a> <a href="#">Uniform Mechanical Code</a> <a href="#">National Electrical Code</a> <a href="#">Comprehensive City Zoning Code</a> <a href="#">Environmental Health Ordinances</a> <a href="#">Albuquerque Swimming Pool Ordinance (Chapter 10, Art. 3, R.O.A. 1994)</a>	
<a href="#">Walls, Fences, Retaining Walls</a>	<a href="#">A permit is required for retaining walls <del>4</del>24" high or higher and for walls and fences <del>3'</del> 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 Encroachment Contract (See Section 2-7.5).</a>	<a href="#">Uniform Administrative Code</a> (establishes permit) <del><a href="#">Uniform</a></del> <a href="#">New Mexico Building Code</a> <a href="#">Comprehensive City Zoning Code</a> <a href="#">Traffic Code</a> (for locations on corner lots)	5-5-1.C, IDO 2-6.6, DPM

<u>Wireless Telecommunication Facilities</u>	<u>A Wireless Telecommunication Facility Permit is required for the erection of new Wireless Telecommunications Facilities (WTF) as primary or accessory uses of land, including co-locations of new facilities on existing Telecommunication Structures. If the WTF 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>	<u>Integrated Development Ordinance</u> <u>Uniform Administrative Code</u> <u>Uniform Building Code</u> <u>National Electrical Code</u>	5-5-1.H, IDO 2-6.7, DPM
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**Comment [DPS27]:** Antenna Permit Language from section below, updated to address WTF facilities.

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)

**Comment [JJ28]:** Moved into table 2.6.1-1



~~Chapter 8~~Section 2-5, Other Construction Permits, describes those permits which are established by legislation other than the Uniform Administrative and Technical Codes. 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: outlined in Table 2-6-2.

<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>2-5.1</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>2-5.2</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>2-5.3</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>2-5.4</u>
<u>Encroachment Contract</u>	<u>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>2-5.5</u>
<u>Grading Permit &amp; 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 <i>Paving Permit</i>. Repaving of existing paved areas in which no grading is planned is excluded. <i>Note: Grading and Paving Permits are not required when the</i></u>	<u>2-5.6</u>

	<u>proposed grading and paving are a part of a Building Permit.</u>	
<u>Median Cut &amp; 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>	<a href="#">2-5.7</a>
<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>	<a href="#">2-5.8</a>
<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>	<a href="#">2-5.9</a>
<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 (ACWUA) 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>	<a href="#">2-5.10</a>
<u>Sewer Tapping Permit</u>	<u>A Sewer Tapping Permit is required to tap into existing sewer lines.</u>	<a href="#">2-5.11</a>
<u>Sidewalk, Driveway &amp; Curb &amp; Gutter Permit</u>	<u>Any work within the City's City right-of-way requires a permit and stipulates whom can conduct the work.</u>	<a href="#">2-5.12</a>
<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>	<a href="#">2-5.13</a>
<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.</u>	<a href="#">2-5.14</a>
<u>Water Meter &amp; 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>	<a href="#">2-5.15</a>

- Air Contaminant Sources Registration
- Authority to Construct Permit
- Barricade Permit
- Blasting Permit
- Eneachment Contract
- Grading Permit & Paving Permit
- Public Use of Fire Hydrants
- Public Swimming Pool Operating Permit
- Sewer Tapping Permit
- Sidewalk, Driveway & Curb & Gutter 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 (DBSCBuilding 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 to insure that adequate measures are taken to control or prevent airborne particulate matter.

Demolition permits require the approval of the Building Safety DivisionCode Administration Division (CAD), the Traffic Engineering Division, Public Works Department, the Environmental Health Department and the Fire 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."

Comment [JJ29]: Moved into table 2.6.1-1

e)b) —Procedure:

i) Step 1: The Application form is obtained at permit desk, Development and Building Services Center (DBSCBuilding and Safety Division).

ii) The

Applicant 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 (DBSCBuilding 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 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

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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.

iii) ~~Step 2:—Once agencies approvals are obtained, the applicants r~~Returns the completed  
permit form to Development and Building Services for permit issuance and payment  
of fee.

iii)iv) ~~The demolition permit issued by Development and Building Services Center~~  
~~(DBSCBuilding and Safety Division)~~ is effective for 180 days. An extension of 180  
days may be granted upon written request.

iv)y) ~~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 and Public Service Company.

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## 2) FOUNDATION ONLY

### a) 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.

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

~~Uniform Building Code~~

~~Comprehensive City Zoning Code~~

~~Flood Hazard Area Zoning Ordinance~~

~~Drainage Ordinance~~

Comment [JJ30]: Moved into table 2.6.1-1

g)b) ~~—~~Procedure

- i) ~~Step 1: The applicant~~ —C 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~~ 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:

(2)(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~~ Temporary benchmark(s) on site.

Drainage Ordinance requirements:

(3)(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).

Comment [JJ31]: Hyperlink to document

### 3) PLUMBING, MECHANICAL (~~BOILER~~) AND ELECTRICAL<sup>5</sup>

a) Applicability

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

b) Procedure

- i) Plumbing, mechanical (~~boiler~~), and electrical plans may be submitted for approval along with building plans.

<sup>5</sup> In addition to the plumbing permit, 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 Section 2-5.

- ii) The contractor or sub-contractor responsible for the specific work in question obtains the permit prior to beginning construction.
- iv)iii) 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. ~~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 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. ~~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.~~
- v) Electrical, plumbing and mechanical permits for work not on approved plans are issued following plan approval by Building Safety.
- vi)iv) 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~~

~~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**

**Comment [JJ32]:** Listed in table above

**Comment [JJ33]:** Moved to footnote

**Comment [JJ34]:** Content Moved into Table 2.6.1-1

**Comment [JJ35]:** Content moved into table 2.6.1-1

**Comment [JJ36]:** Content Moved into Table 2.6.1-1

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)

**Comment [JJ37]:** Content Moved into Table 2.6.1-1

#### 4) RELOCATION OF EXISTING BUILDINGS

##### a) Applicability

Section 2-6.4 applies to the relocation 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.

**Comment [JJ38]:** Moved to table 2.6.1-1

##### b) —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.

##### i) —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
- (1) ~~Call for a Building Section team inspection of the existing building to determine 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 scheduler a team inspections.~~
  - (2) Any Required modifications found through the inspection will shall be documented written up in an inspection report.

vii)ii) ~~Step 2:~~ Foundation Permit

- (1) ~~The applicant is to sSubmit two sets of drawings and two copies of the team any inspection report(s) to the Building Safety Division 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.

viii)iii) ~~Step 3:~~ Remodeling Permit

- (1) To receive a remodeling permit, the applicant will need to sSubmit 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 rRequired modifications should be indicated by numbers key notes on a the floor plan that relating to a legend corresponding note in the titleblock which identifies and explains each numbered modification.~~

ix)iv) ~~Step 4:~~ Oversize, Overweight and/or Overlength Truckloads Permit

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

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## 5) 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~~ Integrated Development Ordinance



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 the Integrated Development Ordinance.

\*)i) 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.
- (5)(8) Subdivision identification signs.

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Comment [JJ39]: New signage types that require sign permits per the IDO.

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\*)ii) 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.

\*)iii) 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~~

Comment [JJ40]: Moved into table 2.6.1-1

\*)b) —Procedure:

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

- (1) ~~— Complete an application for zoning Sign permits can be~~ obtained from the 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.~~
  - (a)(c) A Sign Permit fee, paid at the permit desk, DBSC Building and Safety Division.
- (2) ~~—~~ Plans for signs must conform to the regulations of the Zoning Code-Integrated Development Ordinance and the sign, when finished, must conform to the approved plans.

- ~~(2)~~ 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.
- ~~(3)~~ ~~Pay Zoning Permit for a Sign fee at the permit desk, DBSC.~~
- ~~(3)~~ ~~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.~~
- ~~(4)~~ ~~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.~~
- ~~(5)~~ ~~(4)~~ ~~The zoning permit is goes into effect after final inspection of the sign against the approved plans.~~ the approval.

ii) ~~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 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.

## 6) WALLS, FENCES, RETAINING WALLS

### a) Applicability

~~A Section X.x2-6.6 applies to permit is required for~~ retaining walls 4824" 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 (See ~~Chapter 8~~ Section 2-5.5). The Integrated Development Ordinance details regulations applicable to walls and fences in all zones. All walls and fences are required to comply with the provisions of the Integrated Development Ordinance.

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

~~Uniform Building Code~~

~~Comprehensive City Zoning Code~~

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

Comment [JJ41]: Moved into table 2.6.1-1

### b) Procedures

- i) Permit Applications are submitted to ~~X~~ Building Safety. Required application materials include:

- ~~(5)~~ Application Materials

- ~~(6)(1)~~ Plot plan
- ~~(7)(2)~~ Two (2) sets of plans showing:

- (a) Height and location of walls or fences.
- (b) Existing and proposed walls or fences.

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

~~iv)iii)~~ New walls over six feet in height must be certified by a New Mexico registered architect or engineer.

~~v)iv)~~ Structural drawings are required for block walls ~~of a design other than standard drawings on file.~~

~~vi)v)~~ 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~~

~~(4)~~

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