



Bernalillo County Residential Building Permit Requirements

1. Plans and Specifications:

Plans and Specifications shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate in detail the location, nature and extent of the proposed construction. The applicant shall provide all information listed below and submit five (5) copies of the plot plan and two (2) copies of all other drawings.

- A. Plot Plan. This plan shall provide the owners names, site address, legal description (subdivision, lot and block numbers), Uniform Property Code (UPC), distance from property lines to proposed construction, location of water supply and liquid waste disposal.
- B. Foundation Plan: Show the locations, size, dimensions, and depth below grade of all footings, piers, stem walls and retaining walls. Provide a footing section detail with dimensions of footing width depth below grade, size and spacing of reinforcement.
- C. Floor Plans: Show all rooms and label use. Indicate all door and window sizes and types. Show the location of all smoke detectors; they shall be hard wired with battery backup inside and outside of each bedroom, Show R-3, M-1 separation at garage.
- D. Floor and Roof Framing Plan. Show the size, spacing and spans of all structural members (joists, girders, rafters, headers, beams and vigas). Indicate the lumber grade and the species of all wood structural members. Provide job specific engineered truss details, with a cross reference to the framing plan. Show attachment of beams, columns and ledgers.
- E. Elevations. Provide four (4) exterior elevations of proposed construction, show windows, doors, porches, columns, roof top height, finish floor elevation and finish grade elevations.
- F. Wall Section. Show wall sections for typical interior and exterior construction, indicating depth of footing below grade, exterior grade, concrete steel reinforcement, footing dimensions, perimeter insulation (1"x24" R=3.7 min), anchoring method (1/2" dia x 10" anchor bots at 6'-0" o.c and 12" from end of plate min), floor to ceiling dimensions, wall construction, exterior finish, lath gauge, roof decking material, roof materials and roof slope.
- G. Stairs. Show step rise, run, width, height of handrails, size of headroom above stairs. (See stair detail example).
- H. Special Details. Show detail of masonry fireplace construction, clearance to combustible materials (at walls and ceiling) steel reinforcement, hearth (width and extension), and firebox opening (see fireplace detail example). Retaining walls exceeding four (4) feet in height are required to be designed by a registered professional. Show construction of chutes, shafts and dumbwaiters.
- I. Additions and Alterations. Include size and construction of existing building window and door sizes and types of existing room(s) adjacent to the addition.

2. Environmental Health Requirements.

- A. Liquid Waste Disposal. In areas where city sewer services are not available, the Applicant must obtain a liquid waste disposal permit from the Bernalillo County Environmental Health Department (EHD). This includes both conventional and alternative systems. Certain areas within Bernalillo County, particularly the valley and mountain areas may require an engineered design, due to extreme site conditions. EHD may require up to ten (10) days to review liquid waste permit applications.
 - B. Water Supply. In areas where the city of Albuquerque water services or a Community water supply is not available the applications may be obtained from the Environmental Health Department.
3. Floodplain Requirements.
 - A. Properties located within the 100 year floodplains indicated on the flood Insurance Rate Maps, are required to meet minimum finish floor elevations. Those properties located near an arroyo or watercourse will require a grading and drainage plan. These plans will be subject to the review and approval of the Bernalillo County Floodplain Administrator.
4. Public Works Requirements.
 - A. Access and Paving Permits. Access permits may be required before the issuance of the Certificate of Occupancy. The Public Works Hydrologist will review the plans for access and paving requirements
 - B. Grading and Drainage Plans. These plans must be submitted for construction of single family dwellings in North Albuquerque Acres and Sandia Heights and may be required for other A
5. Zoning Requirements.
 - A. A permit is required before erecting, constructing, reconstructing, altering or changing the use of any building or structure within any portion of the unincorporated area of Bernalillo County.
 - B. Land uses are not designated a permissive or conditional use in the zone is specifically prohibited from that zone.
 - C. To obtain a permit, the applicant shall provide the legal description and uniform property code number or the property, five (5) copies of a plot plan showing the boundaries of the property and all existing and proposed improvements, and a property address, as issued by the Bernalillo County Zoning Office.
6. Impact Fees.
 - A. An Impact Fee is imposed on any new construction on vacant land and additions over 500 square feet. The fees are collected by the Bernalillo County Zoning, Building and Planning Department.
7. Plan Corrections and Authorization.
 - A. Corrections on Architect or Engineer (A/E) certified plans shall be made only by the individual or their agent, having written authorization from the A/E. Authorization is required in written form whenever the plans are to be submitted or picked up by anyone other than the owner, contractor, architect or engineer.
8. Agency Addresses and Office Hours.
 - A. Bernalillo County Zoning, Building and Planning
111 Union Square St SE Ste 100
Albuquerque, New Mexico 87102
Phone: 314-0350
Hours: 8:00 am to 4:30 pm

B. Bernalillo County Environmental Health

111 Union Square St SE Ste 100
Albuquerque, New Mexico 87102
Phone: 314-0310
Hours: 8:00 am to 4:30 pm

C. Bernalillo County Public Works

2400 Broadway SE
Albuquerque, New Mexico 87102
Phone: 848-1500

D. Bernalillo County Floodplain Administrator

2400 Broadway SE
Albuquerque, New Mexico 87102
Phone: 848-1514