



## Bernalillo County Commercial Building Permit Requirements

\* Each sheet and addenda to plans must be appropriately sealed and signed by an architect and /or engineer licensed by the state of New Mexico to practice as such:

1. A cover sheet shall be provided with the following minimum information.
  - A. Project identification;
  - B. Project address and a location map;
  - C. All design professional identified;
  - D. The prime design professionals (the professional responsible for project
  - E. Design Criteria list;
    - a. Occupancy group and division
    - b. Type of construction
    - c. Location of property
    - d. Seismic zone
    - e. Square footage/allowable area
    - f. Mixed occupancy calculations
    - g. Fire sprinklers
    - h. Height and number of stories
    - i. Occupant load
    - j. Land use zone
2. Site plan - Five (5) copies indicating; Location and dimensions of proposed construction, street address, existing buildings and occupancy groups, the distance from property lines and any other buildings on the same lot, water supply solid and liquid waste disposal (whether public or private) parking spaces, handicapped parking and landscaping details.
3. Legal Description- Subdivision, lot and block numbers (Uniform Property Code)
4. Foundation Plan- Size, location and depth below grade of all footings, piers, stem walls, (plan view) and the size and location, size and spacing of all steel reinforcements.
5. Floor Plan- Size and use of all rooms, window and door sizes, types and hardware specifications.
6. Floor and Roof Framing Plans – Identify and indicate location, spacing and spans of all joists. Girders, rafters, headers, engineered framing members, engineered beams, engineered trusses and specify grade and species of all conventional framing lumber. Cross-reference all engineered details to framing plans. Provide job specific engineered

truss details, where applicable, showing method of attachment to foundation, columns, walls, etc. Identify location and specify all engineered framing connectors such as hangers, anchors, etc.

7. Elevations- four (4) required. Showing building heights and finish floor elevations with respect to Exterior grade.

8. Wall sections- Typical interior and exterior walls including foundation details, anchoring, wall structure, floor to ceiling dimensions, roof connections and roof slope.

9. Stairs- Rise and run, handrail and guardrail details, width and headroom.

10. Details – of any unusual construction methods.

11. Energy Calculations indicating compliance with the Model Energy Code for heated buildings.

12. Drainage Plans- All plans shall be provided per the requirements of the Bernalillo County Public Works Department, Flood Plain Administrator, AMAFCA and any other applicable agencies. These plans shall be submitted to and approved by the appropriate agencies. Please contact the appropriate agencies for accurate information on plan and permitting requirements.

13. Electrical, Plumbing and Mechanical plans shall be submitted for review.

14. Fire Marshall's Office – Plans shall be submitted to and per the requirements of the Bernalillo County Fire Marshall's Office. Contact the appropriate agency for accurate information on plan requirements.

15. Additions- Include size, use and construction of existing buildings, and in particular, window and door sizes, types of existing rooms to the new addition.

## General

1. Environmental Health- Permits and approval for waste disposal and water supply are required prior to applications.

2. Zoning – Permits and approval required prior to application. A detailed landscaping plan may be required.

3. Tests – Soil Investigation Report, compaction requirements and tests, concrete testing and other testing may be required.

**4. In all cases a Licensed New Mexico Contractor with a minimum classification of GB-98 shall be required. Architects and Engineers shall be subject to Architectural Act Standards.**

5. Plan Corrections - to be made only by the architect or engineer or their agent with written authorization.

## 1. Plans and Specifications:

Plans and Specifications shall be 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