



Bernalillo County Planning & Development Services

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BERNALILLO COUNTY COMMERCIAL BUILDING PERMIT REQUIREMENTS

PLANS & SPECIFICATIONS

Plans and Specifications shall be drawn to scale and prepared upon suitable paper (minimum of 11x17) and shall be of sufficient clarity to indicate in detail the location, nature and extent of the work proposed. All permit documents must be signed and stamped by New Mexico licensed architect and/or engineer with regard to that individuals discipline. The Applicant shall provide all information listed below and submit one (1) copy of the site plan and one (1) copy of all other drawings. Permit drawing plans must contain the following:

1. **COVER SHEET:**

Cover sheet shall be provided with the following minimum information:

- A. Project Identification
- B. Project Address and vicinity map.
- C. All design professionals shall be identified
- D. The primary or principal design professional shall be identified
- E. Design Data including but not limited to the following:
- F. Occupancy group and division
- G. Type of construction
- H. Location of property
- I. Seismic Design Category
- J. Square footage and Allowable areas (all calculations to be provided.)
- K. Mixed occupancy calculations
- L. Is this structure to be fire sprinkled?
- M. Height and number of stories
- N. Occupant load (calculations for each room and area and totals)
- O. Land use zone

1. **SITE PLAN:**

The site plan shall indicate the following minimum information:

- A. Location and dimensions of the proposed construction
- B. Street Address
- C. Any and all existing structures and their respective occupancy groups
- D. Distance of proposed construction to the property lines and existing structures
- E. Location of water supply lines
- F. Solid and liquid waste disposal lines or facilities.
- G. Location of utility lines (electric, gas, phone, etc.)
- H. Parking spaces and calculations (to include handicapped spaces)
- I. Landscape locations and calculations
- J. Legal description, subdivision, lot and block numbers as well as UPC (Uniform Property Code)

2. **FOUNDATION PLAN:**

Show the location, size, dimensions and depth below grade of all footings, piers, stem walls and retaining walls. Provide adequate details to show footing sections with dimensions of footing width and depth below grade, size and spacing of reinforcement steel, as well as R-Value, size and depth of perimeter insulation.

3. **FLOOR PLAN:**
Show all rooms, and label use. Indicate all door and window sizes and types as well as their respective hardware specifications as well as U-Factors. Included in the floor plans shall be a handicap accessibility plan and exit plan.
4. **FLOOR AND ROOF FRAMING PLAN:**
Show the size, spacing and spans of all structural members (joists, girders, rafters, headers, beams and/or vigas). Indicate the lumber grade and species of all wood structural members. Provide job specific engineered truss details, and key to the framing plan. Show attachment of beams, columns and ledgers.

Note: All wood members, such as vigas or square beams used for roof framing members or round or square log posts, used as structural members that are not of conventional dimension will require to have a lumber grading stamp and certification from the material supplier.
5. **ELEVATIONS:**
Provide four (4) exterior elevations of proposed construction, show location of all architectural and structural elements, roof top height, finished building height, finish floor elevation and finish grade elevations.
6. **WALL SECTION:**
7. Show wall sections for typical interior and exterior construction, indicating depth of footing below grade and height above grade, finish grade, concrete steel reinforcement, footing dimensions, perimeter insulation, floor to ceiling dimensions, wall construction, wall insulation R-value, exterior finish, lath gauge, ceiling insulation R-value, roof decking material, roof materials and roof slope.
8. **STAIRS:**
Show step rise, run, width, height of handrails, size of handrails, spacing of intermediate rails, size of handgrip portion of the handrail and the headroom above stairs, as well as the actual construction.
9. **SPECIAL DETAILS:**
Provide construction details for any other types or locations of unusual construction or where it is necessary to further clarify means of constructing architectural, structural, or mechanical devices or systems.
10. **ADDITIONS & ALTERATIONS:**
Include size, use and construction of existing buildings, window and door sizes and types in existing room(s) adjacent to the addition.
11. **ENERGY CALCULATIONS:**
All new, temperature controlled, construction including additions, must show compliance with the 2009 IECC (International Energy Conservation Code). A completed International Energy Conservation Code Commercial Compliance Certificate form must also be submitted at time of application.
12. **ELECTRICAL, PLUMBING AND MECHANICAL PLANS:**
Provide plans that clearly indicate the design of electrical, plumbing and mechanical systems within the proposed construction and/or alteration. All MEP plans must be prepared and conform to either the 2009 IECC or ASHRAE 90.1, 2007 and include all load calculations, duct sizing, insulation values, controls, lighting specs and controls, etc.
13. **EXTERIOR LIGHTING PLAN:**
An exterior lighting plan that demonstrates compliance with the requirements of either the 2009 IECC or the ASHRAE 90.1, 2007 must be submitted with all commercial permit applications.
14. **GRADING AND DRAINAGE PLANS:**
All plans shall be provided per the Bernalillo County Public Works Department, Floodplain Administrator, AMAFCA and any other applicable agencies and shall be submitted and approved by said agencies. Please contact the appropriate agency regarding submittal and permitting requirements.

GENERAL

1. ENVIRONMENTAL HEALTH REQUIREMENTS

Permits and approval for water and solid waste disposal are required prior to application for building permit.

2. ZONING:

Permits and approval required prior to application for building permit. Complete landscaping plans may be required.

3. TESTS:

Soil investigation report, compaction requirements and testing, concrete testing may be required. Duct leakage and building envelope air leakage tests must be provided to the building department throughout the project. A final test and balance of the building HVAC systems will be required prior to final inspection.

4. CONTRACTORS:

In all cases, a New Mexico licensed contractor holding no less than a GB98 license classification will be required.

5. PROFESSIONAL SEALS: