

BERNALILLO COUNTY

Planning & Development Services
111 Union Square SE, Suite 100
Albuquerque, NM 87102
(505) 314-0350 Fax: (505) 314-0480
www.bernco.gov



COMMERCIAL BUILDING PACKET

This packet contains:

- Building Permit Application
- Commercial Building Permit Requirements
- Commercial International Energy Conservation Code (if needed)
- Commercial Water Conservation Requirements (if needed)



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Building Permit Application

Site Information

Site Address: _____
UPC No.: _____ Lot No.: _____ Block: _____
Tract: _____ Parcel: _____
Subdivision: _____ Unit No.: _____
Owner: _____ Phone Number: _____
Owner Address: _____

Type of Application Type of Permit: _____ (Official Use Only)

Homeowner Permit
(Must have Homeowner Responsibility Form)

General Contractor
(Provide "Contractor Information" Below)

New Construction Addition Modular Alteration/Repair Demolition

Wall (over 6') Sign (over 6') Solar Array Swimming Pool

Proposed Project and use: _____

Contractor Information

Business Name: _____ Phone: _____
Qualifying Party: _____ NM License No.: _____
Contact Name: _____ NM License Type: _____
Contact Mobile No.: _____ Email: _____

Construction Data

No. of Stories: _____ Area of Footprint: _____

Valuation of Work: _____
(Final valuation to be set by Building Official, 2009 IBC, Sec 109.3)

Area Calculations: (For Structures Proposed Under IRC)*

Heated Area: _____

Garage Area: _____

Carport, Porches, Patios: _____

Total Area: _____

***For structures proposed under the IBC provide information on reverse side**

Project Architect

Firm: _____

Contact Name: _____ Contact Phone No.: _____

Project Engineers

Civil: _____ Phone No.: _____

Structural: _____ Phone No.: _____

Electrical: _____ Phone No.: _____

Mechanical: _____ Phone No.: _____

Plumbing: _____ Phone No.: _____

Structure Design Information

Occupancy Group: _____ Type of Construction: _____

(If mixed occupancy, indicate each occupancy group proposed)

Area Calculations: _____

(If mixed occupancy, indicate total area of each occupancy group proposed)

Total Area of Proposed: _____

Proposed Occupant Load: _____

(If mixed occupancy, indicate proposed occupant load for each occupancy group proposed)

Total Occupant Load of Proposed: _____

Owner Acknowledgment:

By signing I acknowledge that I am the owner of record for the above mentioned property, and authorize the contractor or agent listed above to make application for permit as well as to handle all things in regards to the proposed project on my property as proposed herein, and I authorize Bernalillo County staff to conduct necessary inspections on my property as related to this permit application.

Signature: _____ ***Date:*** _____

Permit Holder:

I agree and I understand that the issuance of this and any subsequent permits does not prevent the Bernalillo County Public Works Division, Environmental Health Department, Fire Marshall or the Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA) from requiring additional compliance with the provisions of the respective codes and/or ordinances.

Signature: _____ ***Date:*** _____



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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:

The building official or the plan review official is authorized to require submittal documents to be prepared and sealed by an architect, registered in accordance with the New Mexico Architectural Act, and the rules promulgated pursuant thereto, or by a professional structural engineer, registered in accordance with the New Mexico Engineering and Surveying Practice Act, and the rules promulgated pursuant thereto. An architect or engineer stamp is required for all uses listed in table 1004.1.1 in the IBC.



International Energy Conservation Code

Commercial Compliance Certificate

This form is based on the 2009 International Energy Conservation Code (IECC). It is applicable to buildings that are **NOT** considered *Residential Buildings* per the 2009 IECC. This form is not applicable to one- and two- family dwellings or R-2, R-3, and R-4 buildings three stories or less in height. The certificate is required to be submitted as part of the plan review package.

Address: _____

Method or path of compliance:

The IECC provides multiple options for compliance with minimum standards. Check the box to next to the method of compliance proposed.

- 1. Prescriptive Path (IECC Section 502.1.1)
- 2. U-Factor Alternative¹ (IECC Section 502.1.2)
- 3. Total Building Performance^{2,3} (IECC Section 506)
- 4. ASHRAE/IESNA 90.1^{1,3} (IECC Section 501.2).

¹ Please attach documentation and calculations to substantiate compliance (ex. COMcheck).

² If the Simulated Performance Alternative is selected please attach a summary of compliance. Complete third party documentation of compliance must be submitted at time of final inspection.

³ Available only to design professionals licensed in the state of New Mexico or by qualified persons as approved by the Building Official.

Insulation Data:

Enter the appropriate values for the scope of work that coincides with the compliance method selected above. This data is required for all methods of compliance. Insulation values for the Prescriptive Method may be found in Table 502.2(1) and Table 502.1.2 for the U-Factor Alternative.

Fenestration

- _____ U-Factor of skylights (maximum 3% of roof area)
- _____ U-Factor of windows and glass doors (maximum 40% of above grade wall)
- _____ U-Factor of opaque doors (*less than 50% glazing*)
- _____ U-Factor of roll-up or sliding doors

Roof Assembly

- Insulation above deck Attic and other
- Metal w/ R-5 thermal block
- _____ R-Value of roof insulation (cavity)*
- _____ R-Value of roof insulation (*continuous*)*

HVAC System

- Complex System Simple System

*Select "cavity" for insulation installed between framing members or "continuous" for insulation installed over structure, or a combination of both.

Wall Assembly

- Mass Metal Building Metal Framed
- Wood Framed and other Below Grade
- _____ R-Value of wall insulation (Cavity)*
- _____ R-Value of wall insulation (Continuous)*

Floor Assembly

- Mass Joist (steel/wood) Unheated Slab
- Heated Slab
- _____ R-Value of floor insulation (cavity)*
- _____ R-Value of floor insulation (continuous)*

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PUBLIC WORKS DIVISION

NATURAL RESOURCES

2400 BROADWAY SE, BUILDING N
ALBUQUERQUE, NM 87102
(505) 848-1500

NEW COMMERCIAL WATER CONSERVATION REQUIREMENTS

Effective October 1st 2010

The Bernalillo County Commission adopted revisions to the Water Conservation Ordinance on May 25, 2010 which become effective October 1, 2010. The ordinance now requires that all new construction in the unincorporated area of Bernalillo County meet the following specifications:

For New Commercial, Institutional and Multifamily greater than 8 Units (Large Multi Family) Construction

- All New Commercial, Institutional and Large Multifamily development must reduce their indoor water use by 20% by using plumbing fixture more efficient than those required by the 2006 Uniform Plumbing Code.
- All New Commercial, Institutional and Large Multifamily development greater than one acre shall submit a water conservation plan for outdoor use. The water conservation plan shall include at least three of the following seven water conservation measures, with at least one selected from the first three options. After January, 1st 2016, four of the following seven options shall be completed.
 1. 25% of Landscape Area shall be Precipitation Only Plants.
 2. Water Harvesting shall occur on 25% of the Landscape Area.
 3. Utility provided non-potable water source shall be used for all irrigation.
 4. A Smart Irrigation Controller shall be used.
 5. A Soil Amendment Program shall be included.
 6. Non-Potable Water shall be stored for irrigation (cistern for rainwater or graywater)
 7. An Exterior Management Plan shall be developed.
- All New Commercial, Institutional, and Large Multifamily development less than one acre shall follow the options for larger commercial above or shall have all low-water use plants, have no spray irrigation and use a Smart Irrigation Controller.
- All non-residential remodels and additions shall use EPA water sense labeled fixtures for any new plumbing fixture installed. Any remodel which would affect more than 50% of the existing plumbing fixtures or increase the floor area of the existing building by more than 50% of the existing square footage shall use EPA water sense labeled plumbing fixtures for all new fixtures installed and shall replace any existing fixtures using EPA Watersense labeled fixtures.

Restrictions on Landscape Planting

- Commercial development is limited to 10% high water use plants in the landscape area.

For more information visit www.bernco.gov/water or call Dan McGregor 848-1500.