

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)
- Storm Water Post-Construction Evaluation Form (required)

- Asbestos Notification Form - Bernalillo County (**program run by City of Albuquerque(COA)**)

- Fugitive Dust Control Construction Permit - Bernalillo County (**program run by COA**)

- Air Quality Program Stationary Source Permitting - Bernalillo County (**program run by COA**)

- Air Quality Small Business Assistance Program - Bernalillo County (**program run by COA**)



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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, 2015 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 with an electronic copy on a CD or Flash Drive containing plans with each sheet individually labeled e.g. C-1-Site Plan, A-1 Floor Plan etc. and all other supporting documentation such as engineering drawings, code compliance certificates etc.

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

2. 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 Onsite Wastewater 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.

15. STORM WATER POST-CONSTRUCTION EVALUATION FORM:

All applicants must complete this form as part of the permit application. (See form in packet) FAQ document are available

GENERAL

1. NATURAL RESOURCE SERVICES REQUIREMENTS

Permits and approval for water supply source and onsite wastewater or ABCWUA account 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 1004.1.2 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)*



COMMERCIAL WATER CONSERVATION REQUIREMENTS

The Bernalillo County Water Conservation Ordinance (Section 30-241 through 30-251 of the Bernalillo County Code) requires that all commercial, institutional, and large multifamily development in the unincorporated area of Bernalillo County meet the following specifications:

New Commercial, Institutional and Large Multifamily (Greater than 8 Units) Construction

- All New Commercial, Institutional and Large Multifamily development shall complete a **Water Conservation Measures Worksheet** (available at <http://www.bernco.gov/public-works/water-conservation-development-standards-guidelines.aspx>) certifying that indoor water use will be reduced by at least 20 percent using plumbing fixtures that are more efficient than the 2006 Uniform Plumbing Code.
- All New Commercial 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 four of the following options (and one of the four must be option 1, 2, or 3):
 1. 45% of landscape area shall be precipitation only supported plants.
 2. Passive water harvesting shall occur on 45% of the landscape area.
 3. 100% of irrigation water supply shall be from a non-potable municipal, private, or well source.
 4. A Smart Irrigation Controller shall be used.
 5. A Soil Amendment Program shall be used during installation of landscaping.
 6. Non-potable water shall be collected and stored as the primary water source for irrigation (e.g. cistern for rainwater or graywater). Storage capacity shall be a minimum of 50% of peak month landscape demand.
 7. An Exterior Management Plan shall be developed that includes best management practices that significantly reduce water use, chemical use, and water runoff.
- All New Commercial development less than one acre may follow the options for outdoor water use above OR shall use only low and medium water use plants, a Smart Irrigation Controller, and no spray irrigation.

Commercial and Large Multifamily Remodels

- All Commercial and Large Multifamily remodels and additions shall use EPA WaterSense labeled fixtures for any new plumbing fixture installed. Any remodel that affects more than 50% of the existing plumbing fixtures or increases the floor area of the existing building by more than 50% shall use EPA WaterSense labeled plumbing fixtures for all new fixtures installed and shall replace all existing fixtures using EPA WaterSense labeled fixtures.

Restrictions on Landscape Planting

- High water use plants are limited to 10% of the landscape area.

For questions or more information, contact the Water Conservation Program at (505) 848-1500.



MS4 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT
STORMWATER POST-CONSTRUCTION EVALUATION
 Effective February 1st, 2016

All **COMMERCIAL** applicants must complete this form as part of the permit application.

RESIDENTIAL applicants are not required to complete the form as part of the initial application. Applicants may be required during plan review to complete this evaluation if the project falls under stated disturbance definition or if other stormwater or grading and drainage plans are required.

Per the EPA-issued MS4 permit, all new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale are required to evaluate opportunities for the use of Green Infrastructure/Low Impact Development (GI/LID) techniques in the site design. **Please look at back of this form more for definitions and examples.**

Name of developer:		<p><i>The following signature confirms that the project:</i></p> <p><input type="checkbox"/> <i>does not require the GI/LID evaluation based on the above stated disturbance definition, or</i></p> <p><input type="checkbox"/> <i>has been evaluated for GI/LID BMP's as shown in the table below.</i></p> <p><i>Signature:</i> _____</p>
Development type:		
Total project area: (acres or sq ft)		
Total disturbed area: (acres or sq ft)		

For more information on GI/LID visit www.bernco.gov/LID or for questions regarding this form **please contact 505-224-2158 or 505-848-1544**

Please check box as needed:

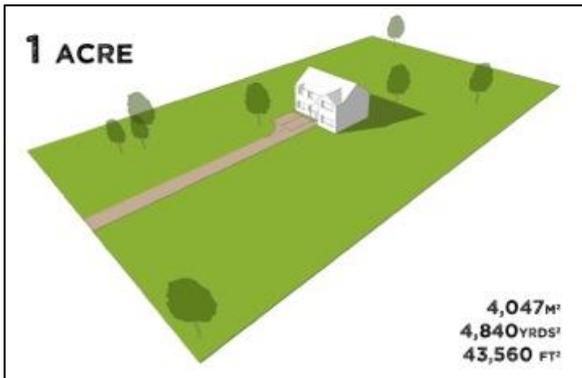
Best Management Practice	Evaluated	Implemented	Best Management Practice	Evaluated	Implemented
Detention Ponds			Rock Dams		
Infiltration Basin			Stormwater Landscaping		
Porous Pavement			Curb cuts		
Gradient Terraces			Buffer Zones		
Sand filters			Conservation Easements		
Stormwater Wetland			Narrower Streets		
Bio Swales			Infiltration Trench		
Grassed Filter Strip			Sediment Traps		
Preserve Natural Vegetation			Chicanes (bumps out)		
Permanent Native Seeding			Passive Water Harvesting		
Mulching			Active Water Harvesting		
Soil Compost			Other		

Why is the MS4 permit important?

Protection of the Rio Grande and improving our storm water quality is of supreme importance and a priority for the residents of Bernalillo County.

Disturbance means any activity to the land that results in a change to the topography and/or existing soil cover.

Common Plan of Development or Sale means a contiguous area where multiple and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. Examples include phased projects with multiple filings or lots, residential subdivisions, neighboring lots being built according to a plat application showing an intention to build homes, commercial development areas, and industrial parks.



**Does not need an evaluation,
disturbed area is less than an acre.**

Evaluation is needed if site is part of common development area:

Planned subdivision



Commercial development area



ASBESTOS IN BERNALILLO COUNTY

What is Asbestos?

Asbestos is the name given to a number of naturally occurring fibrous minerals having characteristics of high tensile strength, the ability to be woven, and resistance to heat and most chemicals. Because of these properties, asbestos has been used in a wide range of manufactured goods and **continues to be used in some new products**. Exposure to asbestos increases your risk of developing lung disease, which is made worse by smoking.

Asbestos Removal

Although asbestos is hazardous, human risk of asbestos disease depends upon exposure. Removal is often not a building owner's best course of action to reduce asbestos exposure. In fact, improper removal can create a dangerous situation where none previously existed. The EPA only requires asbestos removal in order to prevent significant public exposure to asbestos, such as during building renovation or demolition. The EPA recommends in-place management whenever asbestos is discovered. Instead of removal, a conscientious in-place management program will usually control fiber releases, particularly when the materials are not significantly damaged and are not likely to be disturbed.

Commercial Demolition/Renovation

Per Code of Federal Regulations §61.145, the owner or operator who plans to demolish or renovate a commercial facility shall perform a thorough inspection of the facility(s) for the presence of asbestos. This applies to any institutional, commercial, public, industrial, or residential structure consisting of 5 or more dwellings (i.e. apartment building). If asbestos containing material is found at the facility, it must be removed prior to renovation or demolition. A National Emissions Standards for Hazardous Air Pollutants (NESHAP) form is required for RACM and must be emailed or hand-delivered to the City of Albuquerque, Environmental Health Department, Air Quality Program (AQP). Refer to AQP website to access 61.145 CFR and for the NESHAP and additional information: <http://www.cabq.gov/airquality/stay-healthy/asbestos>.

Need Additional Help?

- If you have questions concerning asbestos or asbestos removal, contact the City of Albuquerque Air Quality Program at **(505) 768-1972**, email aqd@cabq.gov.
- Visit AQP at One Civic Plaza NW, 3rd Floor, Room 3047, Albuquerque, N.M. 87102.
- Obtain more information about the Asbestos NESHAP by contacting your EPA Region 6 Asbestos Coordinator at **(214) 665-7575**.
- You may also call the EPA Toxic Substances Control Act (TSCA) Hotline at **(202) 554-1404**, or the NM Asbestos Hotline at **1-800-224-7009**, for general questions about asbestos, or to request asbestos guidance documents.



FUGITIVE DUST IN BERNALILLO COUNTY

Fugitive Dust Control Permit (FDCP):

Per 20.11.20 New Mexico Administrative Code (NMAC), **the City of Albuquerque Air Quality Program has jurisdiction over all of Bernalillo County concerning fugitive dust control.** If construction is conducted within Bernalillo County, a Fugitive Dust Control Permit may be required before any activities begin at a site. Failure to do so may result in late fees and/or civil penalties.

When is a FDCP Required?

- Any construction site located in Bernalillo County where ground disturbance is greater than $\frac{3}{4}$ of an acre, including but not limited to staging areas, topsoil disturbance, milling, slab demolition, etc.
- Any demolition of a building greater than 75,000 ft³, regardless of the lot size.
- Any commercial site located in Bernalillo County where $\frac{3}{4}$ of an acre or more of topsoil is regularly maintained or disturbed

Need Additional Help?

- The FDCP may be downloaded from <https://www.cabq.gov/airquality>
- If you have questions concerning fugitive dust control permits, contact AQP at (505) 768-1972 or email aqd@cabq.gov or visit AQP at One Civic Plaza NW, 3rd Floor, Room 3047, Albuquerque, N.M. 87102.



AIR QUALITY PROGRAM

STATIONARY SOURCE PERMITTING

What is the Stationary Source Permitting Program?

The City of Albuquerque, Environmental Health Department, Air Quality Program (AQP) is responsible for the review and issuance of Air Quality Permits for any stationary source of air contaminants within Bernalillo County. Stationary sources of air pollution are regulated through the Stationary Source Permitting Program to preserve air quality, protect public health, and ensure businesses comply with environmental requirements. Getting an air quality permit takes time so it's best to plan ahead and apply early. The permitting process begins with a pre-application meeting, and includes public notice, as well as regulatory and technical reviews.

Do I need a Stationary Source Permit?

Businesses that may require a permit:

- Cell towers
- Gasoline dispensing facilities
- Auto-body paint shops
- Dry cleaners
- Sand & gravel facilities
- Concrete batch plants
- Asphalt batch plants
- Wood product manufacturers

Equipment that may require a permit:

- Emergency generators (Gen-Sets)
- Process engines
- Boilers
- Rock crushers
- Process screens
- Conveying systems
- Paint booths
- Sandblasting

How to Get Started:

If you have questions about stationary source permits, please contact AQP at (505) 768-1972 and ask to speak with a permit writer.



AIR QUALITY

SMALL BUSINESS ASSISTANCE PROGRAM (SBAP)

What is the Air Quality Small Business Assistance Program?

The Albuquerque/Bernalillo County Air Quality SBAP provides small businesses free and confidential technical assistance regarding air quality related environmental requirements. The program is set up to help small businesses understand and comply with the Clean Air Act and the Albuquerque/Bernalillo County air quality environmental regulations. The air quality regulations are extensive and complex and penalties for non-compliance can be severe. Many small business owners lack the expertise and/or the financial resources necessary to technically evaluate their businesses and prepare the necessary documents to ensure compliance with air quality regulations.

What types of services are provided by the Air Quality Small Business Assistance Program?

- Determine if business activities are subject to air quality requirements.
- Conduct on-site visits for air quality technical and compliance assistance.
- Assist with completing of the necessary forms and gathering the information required to submit an air quality source registration or permit application.
- Develop industry specific information forms to help a business maintain compliance.
- Assist with emissions inventory, reporting and recordkeeping assistance.
- Advocate for small businesses during formulation of departmental strategies, policies and rulemaking.

What is a Qualified Air Quality Small Business?

A Qualified Small Business means a business that meets all of the following requirements:

- A business that has 100 or fewer employees;
- A small business concern as defined by the Federal Small Business Act;
- A source that emits less than 50 tons per year (tpy) of any individual regulated air pollutant, or less than 75 tpy of all regulated air pollutants; and
- A source that is not a major source or major stationary source

How to Get Started:

If you need assistance, please contact the Air Quality Small Business Assistance Program at (505) 768-1972 or email at angelalopez@cabq.gov.