



Bernalillo County Planning & Development Services

111 Union Square St. SE • Suite 100 • Albuquerque, NM 87102
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BERNALILLO COUNTY RESIDENTIAL BUILDING PERMIT REQUIREMENTS

1. 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. The Applicant shall provide all information listed below, as is applicable to the proposed project, and submit one (1) copy of the plot plan and one (1) copy of all other drawings:

A. **PLOT PLAN:**

This plan shall provide the owners name, site address, legal description (subdivision, lot and block numbers), Uniform Property Code (UPC), distance from property lines and any existing structures to proposed construction, location of water supply and liquid waste disposal.

B. **FOUNDATION PLAN:**

Show the location, 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 and depth below grade, height above grade, size and spacing of reinforcement steel, as well as R-Value, size and depth of perimeter insulation.

C. **FLOOR PLAN:**

Show all rooms and label use. Indicate all door and window sizes, types and operation. Indicate all safety glazing where required, and indicate U-Factors of all windows and doors. Show the location of all smoke detectors and carbon monoxide alarms; they shall be hard wired with battery backup, inside and outside each bedroom. Show separation at garage to residence.

Note for additions to existing: Indicate all rooms and their use that are adjacent to the proposed construction. Installation of smoke detectors and carbon monoxide alarms will also be required throughout existing portions of the residence the addition is attached to.

D. **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.

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 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.

G. 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.

H. SPECIAL DETAILS:

Show detail of masonry fireplace construction with 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.

Note: All yard walls and retaining walls that are not part of the building must have their own permits.

I. ADDITIONAL DOCUMENTATION:

In addition to the above requirements the following items must be submitted:

- a. A completed International Energy Conservation Code Residential Compliance Certificate and all supporting documentation.
- b. A HVAC affidavit or Manual J HVAC equipment sizing calculation and Manual D duct sizing calculation. Both must be prepared by a qualified professional.
Exception: Additions under 500 sq. ft.
- c. Duct layout plan with duct sizes and outlet sizes labeled.

2. NATURAL RESOURCE SERVICES

A. WASTE WATER PERMIT:

In areas where city sewer services are not available, the Applicant must obtain a liquid waste disposal permit from the Bernalillo County Natural Resource Services (NRS). 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. NRS may require up to ten (10) days to review wastewater 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 Natural Resource Services.

3. FLOODPLAIN REQUIREMENTS

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 residential construction over 500 square feet.

C. WATER CONSERVATION REQUIREMENTS:

A water conservation form indicating which water conservation options will be included in the construction of the building or any addition with plumbing must be submitted before a building permit is issued. Inspections of the chosen options may be required before issuance of the certificate of occupancy.

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 are of Bernalillo County.

- B. Land uses are regulated by the requirements of the zone in which the property is located. Any use not designated a permissive or conditional use in the zone is specifically prohibited from that zone.

6. IMPACT FEES

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 Planning and Development Department.

7. PLAN CORRECTIONS & AUTHORIZATION

Corrections on Architect or Engineer (A/E) certified plans shall be made only by the individual or his 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 that the owner, contractor, architect or engineer.

8. AGENCY ADDRESSES & OFFICE HOURS

Bernalillo County Planning and Development
111 Union Square St. SE Ste 100
Albuquerque New Mexico 87102
Phone: 314-0350 M-F 8:00AM-4:30PM

Bernalillo County Natural Resources
111 Union Square St. SE Ste 100
Albuquerque New Mexico 87102
Phone: 314-0375 M-F 8:00AM-4:30PM

Bernalillo County Public Works Department
2400 Broadway SE
Albuquerque New Mexico 87102
Phone: 848-1500 M-F 8:00AM-5:00PM

Bernalillo County Floodplain Administrator
2400 Broadway SE
Albuquerque New Mexico 87102
Phone: 848-1514 M-F 8:00AM-5:00PM