

BUILDING PERMIT GUIDE FOR COMMERCIAL CONSTRUCTION

State of New Mexico Regulation and Licensing Department Construction Industries Division

Albuquerque Office: 5200 Oakland Ave. NE
Las Cruces Office: 505 S. Main, Ste 118
Santa Fe Office: 2550 Cerrillos rd

P.O. Box 939
P.O. Box 25101

Albuquerque, New Mexico 87113
Las Cruces, New Mexico 88004-0939
Santa Fe, New Mexico 87504

(505) 222-9800 FAX (505) 765-5670
(575) 524-6320 FAX (575) 524-6319
(505) 476-4700 FAX (505) 476-4685

PERMIT APPLICATION DATA

To obtain a permit, the applicant shall fill out an APPLICATION for STATE BUILDING PERMIT supplied by the Construction Industries Division office. Applicant must supply description of work, building address, construction material, total square footage, specific use of building, project owner's name and address, contractor's business name, address and license number, architect's name, address and license number. **The licensed contractor GB98 requesting the permit must sign the application.** Call (505) 476-4691 for more information.

ZONING APPROVAL

Your project may be located in an area requiring zoning approval from a city or county zoning authority. You must obtain zoning approval and a signature on the APPLICATION for STATE BUILDING PERMIT before applying to this office for the building permit. Contact the Construction Industries Division for zoning requirements in your area.

VALUATION AND FEES

Valuation of your project is based CID Rules New Mexico Administrative code 14.5.5.10. The project does need the signed contract between the project owner and contractor. The fee, which covers plan review, the permit notice and required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. *If you are mailing the application and plans to the nearest CID office, call any of the offices listed above for the fee prior to mailing.*

PLAN SUBMITTAL

Two complete scaled sets of plans 1/4" = 1'-0" minimum and specifications must be submitted to Construction Industries Division for permit and must be sufficiently clear to show the project in its entirety. Following is a minimum standard of required drawings for review by Construction Industries Division for new commercial construction, additions, and remodels (use as a checklist when preparing your submittal):

I. COVER SHEET.

- A. Project identification
- B. Project address and a location map
- C. All design professionals identified
- D. The prime design professional (the professional responsible for project coordination) must be identified. All communications should be directed through this individual
- E. Applicable Codes annotated on cover sheet
- F. Design Criteria list:
 1. Type of building construction (IBC Chapter 6)
 2. Square Footage area of each floor or wing and total building square footage
 3. Group or use and occupancy (IBC CHAPTER 3) including mixed occupancies if applicable
 4. Occupant load (IBC Chapter 10, Table 1004.1.1)
 5. Allowable area calculations
 6. Exiting requirements
 7. Plumbing fixture requirements based on IBC Chapter 29,
 8. Fire sprinklers
 9. Height and number of stories
 10. Land use zone
 11. Location of property
 12. Seismic location

2. **SITE PLAN.** Show proposed new structures and any existing buildings or structures on site, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show all required parking per New Mexico Building Code, including accessible parking, access aisles and ramps per ANSI. Show drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate, include a topographical survey. Show north arrow.
3. **FOUNDATION PLAN.** Show all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report, including soil-bearing capacity, for the purposed structure at that site.
4. **FLOOR PLAN.** Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, door label ratings, area and occupancy separations and draft stops shall be shown. Include exiting requirements.
5. **FRAMING PLANS AND ROOF FRAMING PLANS.** Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Show roof plan.
6. **EXTERIOR ELEVATIONS.** Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable.
7. **BUILDING SECTIONS AND WALL SECTIONS.** Show & label materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.
8. **MECHANICAL SYSTEM.** Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. The State Fire Marshall's Office shall approve sprinkler systems plans. Submit energy conservation calculations per 2006 Model Energy Code requirements.
9. **PLUMBING SYSTEM.** Show plumbing riser diagrams, all fixtures, piping, slopes, materials and sizes. Show points of connection to utilities, septic systems, pre-treatment sewer systems and water wells.
10. **ELECTRICAL SYSTEM.** Show electrical riser diagrams, all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current, load calculations and fixture schedules. Show lighting calculations and point of connection to utility.
11. **STRUCTURAL CALCULATIONS.** Where required, provide structural calculations for the entire structural system of the project. Include wind, roof and floor design loads.
12. **SPECIFICATIONS.** Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated into a project manual in lieu of drawings.
13. **ADDENDA AND CHANGES.** It shall be the responsibility of the individual identified on the cover sheet as the prime design professional to notify the building official of any and all changes

throughout the project and provide revised plans, calculations and other appropriate documents prior to actual construction.

14. **REVISIONS.** For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.

REQUIREMENTS FOR PROFESSIONAL SEALS

When any professional seal is required for a building permit, every standard page of the construction documents must bear a professional seal with original signature and date, certifying professional responsibility for every aspect of the project. Referenced serial drawings do not require a seal.

SINGLE SEAL REQUIREMENT

The single seal of either a New Mexico registered engineer or architect meets the requirement for professional certification on projects that do not exceed a construction valuation of four hundred thousand dollars (\$400,000) and do not exceed a total occupant load of fifty (50).

Nonresidential buildings, as defined in the 2009 International Building Codes, or additions having a total occupant load of ten (10) or less and not more than two (2) stories in height, which shall not include E-3, H, or I occupancies, will not require the seal of either an architect or engineer, unless the Construction Industries Division determines such seal is necessary to protect public life, safety and welfare.

Plans, specifications and calculations stamped by an Electrical Engineer licensed to practice in New Mexico shall be required for any installation with a calculated service capacity over 100 kVA single-phase or over 225 kVA three-phase. This requirement shall NOT apply to remote installations such as single irrigation pumps.

Plans, specifications and calculations stamped by a Mechanical Engineer licensed to practice in New Mexico may be required on mechanical permits of \$50,000.00 or more in value and/or commercial buildings three stories and higher.

MULTIPLE SEALS REQUIREMENT

The professional seals of both an architect and an engineer (or engineers) are required on projects with either a construction valuation greater than four hundred thousand dollars (\$400,000.00) or a total occupant load greater than fifty (50). Occupant load shall be in accordance with Table 1004.1.1 of 2009 International Building Code.

REQUIRED INSPECTIONS

To request an inspection e-mail us at

CID.Inspection@state.nm.us our call 505-222-9813 or 877-243-0979

1. **FOUNDATION INSPECTION.** To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. All materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards, the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by the building official.
2. **CONCRETE SLAB or UNDER-FLOOR INSPECTION.** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
3. **FRAME INSPECTION.** To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.
4. **WEATHER-RESISTIVE BARRIER INSPECTION.** To be made after installation of the appropriate weather-resistive barrier and before such barrier is covered.
5. **FINAL INSPECTION.** To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be conducted prior to final general

construction inspection. The Construction Inspector will issue the Certificate of Occupancy to the contractor after approving final general construction inspection.

6. **OTHER INSPECTIONS.** In addition to the called inspections specified above, the Construction Inspector may make or require other inspections of any construction work to ascertain compliance with provisions of the New Mexico Building Code and other laws which are enforced by the code enforcement agency. The licensed plumber and electrician performing the work under the appropriate permits are responsible for coordinating plumbing, mechanical and electrical inspections.

CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certification of occupancy as provided.

COMMERCIAL DEMOLITION AND RENOVATION

Call the Air Pollution Control bureau for information regarding the handling of asbestos containing materials at 1-800-224-7009 prior to demolition and renovation of existing commercial structures. The Air Pollution Control Bureau must be notified 10 days in advance of any demolition and renovation of commercial structures.

APPLICABLE CODES

The Construction Industries Division currently enforces the following codes:

- 2009 New Mexico Commercial & Residential Building Code
- 2009 International Building Code
- 2009 International Existing Building Code
- 2009 International Residential Code
- 1997 Solar Energy Code (IAPMO)
- 2006 NM Energy Conservation Code
- ICC/ANSI A117.1-2003
- 2009 New Mexico Plumbing and Mechanical Code
- 2009 Uniform Mechanical Code (IAPMO)
- 2009 Uniform Plumbing Code (IAPMO)
- 1997 Uniform Swimming Pool, Spa and Hot Tub Code
- 2011 New Mexico Electrical Code
- 2014 National Electrical Code
- 2009 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
 - 2008 NFPA 58
 - 1999 NFPA 57
 - 2006 NFPA 54
 - 1998 NFPA 52
 - 1999 NFPA 1192

ACCESSIBILITY

Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code, and supercede Chapter 11, Accessibility, of the International Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1-2003 "Accessible and Usable Buildings and Facilities".

CONSTRUCTION INDUSTRIES DIVISION WEB SITE

CID has developed a new information web site with "view only" information at RDL.STATE.NM.US This site includes information of interest to consumers, business and the regulated community.

CONTRACTOR LICENSE LOOK-UP

A license web site has been developed at [HTTP://PUBLIC.PSIEXAMS.COM](http://PUBLIC.PSIEXAMS.COM). This site includes the names, addresses and telephone numbers of licensed contractors and their license classification. It also includes information on licensing and required qualifications for license examination.

Please include a self-address stamped envelope/container when submitting your plans. This will allow us to mail back your plans and permit.

RLD/CID Electronic Plan Review (EPR)

Effective 1 September 2012

What is EPR?

EPR is an electronic plan review service provided by RLD/CID. This new service is intended to save both time and money during the construction document review and permitting process. This will alleviate the cost of multiple printings of the plans and to allow CID plan reviews to respond electronically to submittals, reducing paper waste.

How does it work?

- Complete a CID Multi-Purpose State Building Application.
- Provide an estimated valuation and signed contract amount when applicable.
- Electronic plans may be submitted in PDF, DWG™ or DXF™ format.
- Simply open a web browser and navigate to <https://send.rld.state.nm.us>. You will be presented with the main landing page. Click on “Drop-Off Portal”.

You will be presented with the following screen. Please fill out the following information:

1. From address – your email address.
2. To address – RLD-PlanReview@state.nm.us
3. Subject – a short description identifying what will be in the email.
4. Choose File – click on the Browse button, select the electronic plan, the Multi-Purpose Application, the Energy Plan Review Checklist and the estimated cost/signed contract amount document.
5. Message – a message to the recipient.
6. Captcha – this is for security purposes. Type in the letters that you see. If you have trouble or cannot see the letters click on the “Reset Captcha” link.
7. Click Send. The recipient at RLD will receive an email with a link to download the file that you have sent to them. CID will notify you of the permit fees to be remitted.
 - Next go to <http://www.autodesk.com/designreview-download> and download the free software to review mark ups.
 - The approved plans will be returned electronically with comments and markups once payment is received.
 - One set of approved plans must be printing and remain on the jobsite for inspection review.

PLEASE NOTE THAT ONCE EPR GOES INTO EFFECT SEPTEMBER 1, 2012, THERE WILL BE NO MORE COURTESY MAIL RETURNS BY THE CID

Multi-Purpose State Building Application

State of New Mexico
 Albuquerque Office 5200 Oakland Ave., NE
 Las Cruces Office 505 S. Main St., Ste 118
 Santa Fe Office 2550 Cerrillos Road

Regulation and Licensing Department
 I-25 @Alameda Albuquerque, New Mexico 87113
 P.O. Box 939 Las Cruces, New Mexico 88004-0939
 Santa Fe, New Mexico 87504

Construction Industries Division
 Phone: (505) 222-9800 Fax: (505) 765-5670
 Phone: (575) 524-6320 Fax: (575) 524-6319
 Phone: (505) 476-4700 Fax: (505) 476-4685

Date Issued: _____	Processed By: _____	TRACKING/Permit Number: _____
Received By: Mail (A / R) _____	Paid By: Cash Receipt #: _____	Check #: _____
Walk - In (A / R) _____	Cash Receipt #: _____	Check #: _____
		Total Fees \$ _____
		Balance Due \$ _____

Please check the appropriate type for which you are applying:

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Electrical Review Only	<input type="checkbox"/> Mechanical/Plumbing Review Only							
Type of Construction:	I	II	III	IV	V	A	B	Total Sq Ft. _____			
Occupancy Group	A	B	E	F	H	I	M	R	S	U	Valuation / Sign Contract _____
Division	1	2	3	4	5						

Description of Work:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alterations/Repairs	<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Demolition	<input type="checkbox"/> Renew Permit # _____
<input type="checkbox"/> Wood	<input type="checkbox"/> Masonry	<input type="checkbox"/> Adobe	<input type="checkbox"/> Rammed Earth	<input type="checkbox"/> Alternative Material		
<input type="checkbox"/> Metal / Steel (required Engineer STAMPED foundation & structure drawings)	<input type="checkbox"/> Baled Straw (required Architectural STAMPED)	<input type="checkbox"/> Other: (required Architectural STAMPED)				

PLEASE PROVIDE THE FOLLOWING INFORMATION (Refer to the BUILDING PERMIT GUIDE or call for addition information):

Parcel No. and/or Project Address: (must provide physical address) _____	Nearest City/Town/Village to project _____	Zip Code _____	County _____
Subdivision Name _____	Lot Number _____	Township _____	Range _____
Section _____			

Provide Written Directions to the project site:

Contractor Information:

Company Name: _____	NM State License Number _____
Address-No. & Street/PO Box/Rural Route _____	City _____ State _____ Zip Code _____ Phone _____

Property Owner or Homeowner Information:

Name: _____
Address-No. & Street/PO Box/Rural Route _____
City _____ State _____ Zip Code _____ Phone _____

Design Professional Information:

Professional Name or Firm: _____	NM State License Number _____
Address-No. & Street/PO Box/Rural Route _____	City _____ State _____ Zip Code _____ Phone _____

PLEASE READ AND SIGN THE FOLLOWING: (Contractors or Homeowner)

I hereby acknowledge by my signature below that I have read this application and state that the above is correct. I agree to comply with the requirements of the New Mexico Building Code. I waive my right to require any inspector to possess a search warrant before they enter the premises to inspect the building covered by this permit. However, I waive this right only on the following conditions: The inspector must be approved by the Construction Industries Division and this inspection must be made at reasonable times for purpose of determining whether the work of building or structure on the premises complies with the New Mexico Building Code. I understand that the issuance of this permit shall not prevent the Construction Industries Division from requiring compliance with the provisions of the New Mexico Building Code.

X _____ Date: _____

OFFICIAL USE ONLY

PLANING/ZONING APPROVED BY:	Signature _____	Date _____
FLOOD PLAIN APPROVED BY:	Signature _____	Date _____
PERMIT APPROVED BY:	Signature _____	Date _____
UPC APPROVED BY:	Signature _____	Date _____
NEC APPROVED BY:	Signature _____	Date _____



Susana Martinez
GOVERNOR

J. Dee Dennis Jr.
SUPERINTENDENT

Katherine Martinez
DIRECTOR

New Mexico Regulation and Licensing Department CONSTRUCTION INDUSTRIES DIVISION

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www.rld.state.nm.us/cid

ADA COMPLIANCE FORM

**THIS NOTICE MUST BE RETURNED WITHIN TEN (10) WORKING DAYS TO
CONSTRUCTION INDUSTRIES DIVISION**

This notice must be signed by the owner or his authorized representative, notarized, and made a part of both sets of plans prior to the issuance of a building permit by the State of New Mexico, Construction Industries Division.

The owner and address (or legal description) of this project are:

Owner (Type or print name)

Address or legal description

WARNING

Owner or lessee must comply with the Americans with Disabilities Act (ADA) (42 USC Section 12101et seq.) and the Americans with Disabilities Act Architectural Guidelines (ADAAG) as well as the implementing requirements, 28 CFR Part 36, Federal Register, Vol. 56, No. 144, July 26, 1991, as amended. Architects and contractors also may be contractually bound to comply with the ADA on behalf of the owner. The Construction Industries Division does not review plans and specifications for compliance with the Federal Americans with Disabilities Act or federal Americans Disabilities Accessibility Act Guidelines..

The issuance of a building permit and compliance with the minimum codes do not ensure compliance with federal Americans with Disabilities Act or Federal Disabilities Accessibility Act Guidelines.

The designer, building owner, and contractor may want to consult a lawyer concerning the federal Americans with Disabilities Act or Federal Americans Disabilities Accessibility Act Guidelines.

I am (check one) _____ owner _____ authorized representative of the owner. I have read and understand this warning.

Signature _____

Date: _____

Subscribed and sworn to before me this _____ day of _____ 20____.

Notary Public

My Commission expires

Alcohol and Gaming Division
(505) 476-4875

Boards and Commissions Division
(505) 476-4600

Construction Industries Division
(505) 476-4700

Financial Institutions Division
(505) 476-4885

Manufactured Housing Division
(505) 476-4770

Securities Division
(505) 476-4580

Administrative Services Division
(505) 476-4800

03-09-2012

New Mexico
Commercial Energy Plan Review Checklist
2009 New Mexico Energy Conservation Code

Building ID: _____ Building Conditioned Floor Area: _____ ft² Date: _____
Building Contact: Name: _____ Phone: _____ E-mail: _____
Building Address: _____ State: _____ County: _____ Zip _____
Climate Zone: [] 1 [] 2 [] 3 [] 4 [] 5 [] 6&7
Compliance Method (check all that apply); [] Prescriptive Path [] Trade-Off [] Performance Path
NOTE: (Trade-Off or Performance Path approach must attach documentation)
Compliance software Used: _____
Occupancy Group and Division: _____
Project Type: [] New Building [] Existing Building Addition [] Existing building Renovation

- ☐ **Construction drawings and documentation available. Documentation sufficiently demonstrates energy code compliance per section 103.2 of the 2009 International Energy Conservation Code (IECC)**
☐ **HVAC loads calculations that comply with section 506.6 of the IECC:**

- **Heating system size(s):** kBtu: _____
- **Cooling system size(s):** kBtu: _____ (Calculations must be provided if applicable.)

Design Professional / Owner Affidavit (If Applicable):
(Must be completed before submission for request for permit)

I _____ certify that the above commercial structure is designed in accordance with the minimum Energy Conservation requirements of the New Mexico Energy Conservation Code for Commercial Buildings.

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City _____ Zip _____

Phone: _____ E-mail: _____

Contractor Affidavit (If Applicable):
(Must be completed before final inspection is requested.)

I _____ certify that to best of my knowledge the above permitted commercial structure is built in accordance with the minimum Energy Conservation requirements of the New Mexico Energy Conservation Code for Commercial Buildings.

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City _____ Zip _____

Phone: _____ E-mail: _____



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www.rld.state.nm.us/construction

FOUNDATION ONLY PERMIT

A permit that is issued for the foundations of a building will require a second building permit for work to progress beyond the foundation stage.

Work permitted under a foundation permit shall be limited to footings, foundation walls and any other construction up to and including a first floor slab.

The issuance of a foundation permit does not preclude the possibility that changes might be necessary to meet code requirements or the requirements of any other State ordinances or other laws relating to construction such as, but not limited to Plumbing, Mechanical and Electrical when a complete plan check has been made. The owner proceeds at his or her own risk with the understanding that (the building permit may or may not be granted) and that any changes in construction necessary to meet the State of New Mexico code requirements after plan checking has been completed for the remainder of the structure are to be made with no liability attached to the State for issuing the foundation permit.

Submittal Requirements:

1. Foundation plan-show all foundations and footings, indicate size, location, thickness, materials, strengths, reinforcing and perimeter insulation.
2. Underground Plumbing, Mechanical and Electrical information.
3. Architect or Engineer's stamp for metal building foundations, occupant load over 10 and multiple seals if the occupant load is over 50 or a construction value greater than \$400,000.

I have read the above and hereby agree to accept the responsibility for any changes in construction necessary to meet all State code requirements after plan checking has been completed for the remainder of the structure.

Project: _____

Project Address: _____

Owner: _____

Architect: _____

Contractor: _____

Signatures of Owner/Agent: _____

Sworn to before me this _____ day of

_____, 20____

My Commission expires: _____

01-10-12



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ELECTRICAL PLAN REVIEW REQUIREMENTS

1. Residential projects with a 100 KVA (over 400 ampere) single phase or larger electrical service shall be submitted for review. An Electrical Engineer licensed to practice in NM is required to prepare and seal all electrical drawings.
2. Commercial projects with a 100 KVA single phase or 225 KVA three phase (amperage size depends on system voltage) or larger electrical service size shall be submitted for review. An Electrical Engineer licensed to practice in NM is required to prepare and seal all electrical drawings.
3. Commercial projects that require a single seal or multiple seals by the CID Rules NMAC 14.5.2.10 B shall be submitted for review. An engineer and/or architect (depending on occupant load and valuation) licensed to practice in NM are required to prepare and seal all electrical drawings. *

***NOTE:** The Handbook for NM Building Officials, published by the Board of Architects and Board of Engineers requires the single seal of an engineer or architect on projects which do not exceed a construction valuation of \$400,000 and have a total occupant load of more than ten (10) but not more than fifty (50). The seal of both an architect and an engineer is required on projects with either a construction valuation of greater than \$400,000 or a total occupant load greater than fifty (50). Occupant load shall be calculated in accordance with the current adopted building code.

The following shall be submitted to CID for electrical plan review:

- A. For electrical review only a completed CID application for electrical plan review and payment in the amount of \$48.00 for every 3 sheets of electrical drawings.
- B. Three (3) complete sets of drawings, specifications and design criteria.
- C. The drawings must include the following details:
 - Site electrical plan
 - One-line riser plan
 - Load calculations
 - Available fault current calculations
 - Panel schedules
 - Floor plan
 - Power plan
 - Lighting plan
 - Lighting power calculations
 - Grounding details
 - Wiring methods

Construction Industries Division
ELECTRICAL, MECHANICAL AND PLUMBING PLAN REVIEW REQUIREMENTS

MECHANICAL/PLUMBING PLAN REVIEW REQUIREMENTS

The following is the basis for determining when mechanical/plumbing plan review is required:

Commercial projects that require an engineer or architect seal by CID Rule NMAC 14.5.2.9. An engineer and/or architect (depending on occupant load and valuation) licensed to practice in NM are required to prepare and seal all mechanical/plumbing drawings.*

When mechanical/plumbing plan review is required the following shall be submitted to CID:

- A. A completed CID application for mechanical/plumbing plan review and payment in the amount of \$ 37.50 or 15% of the building permit fee, whichever is greater.
- B. Three (3) complete sets of drawings, design criteria, and a copy of the contract listing the total contract value.
- C. The drawings must include the following details:
 - Plumbing riser plan
 - Floor plan
 - HVAC layout with locations of smoke and fire dampers
 - Mechanical room location and typical drawing
 - Kitchen hood and grease trap drawings
- D. Drawings for other mechanical systems may be required.

If there are any questions, contact the CID Plan Review Section at (505) 476-4869, Rem Pacheco, Electrical Bureau Chief (505) 476-4679 or JT Baca, Mechanical Bureau Chief (505) 476-4661.

***NOTE:** The Handbook for NM Building Officials, published by the Board of Architects and Board of Engineers requires the single seal of an engineer or architect on projects which do not exceed a construction valuation of \$400,000 and have a total occupant load of more than ten (10) but not more than fifty (50). The seal of both an architect and an engineer is required on projects with either a construction valuation of greater than \$400,000 or a total occupant load greater than fifty (50). Occupant load shall be calculated in accordance with the current adopted building code.

cc.

Lisa Martinez, Director, CID
PLAN REVIEW REQUIREMENTS



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COMMERCIAL RE-ROOF SUBMITTALS

The Building Permit Guide for Commercial Construction requires that you include with this submittal a cover sheet with design criteria. Refer to the Plan Submittal section of the Building Permit Guide for Commercial Construction for details.

THE FOLLOWING SHALL BE SUBMITTED FOR PLAN REVIEW AND APPROVAL:

1. Two sets of plans which shall include a site plan with the property lines showing the distance to the structure to be re-roofed.

THE EXISTING ROOF PLAN SHALL INDICATE:

1. Type of existing roof cover.
2. The existing roof slope.
3. The existing roof drainage location.
4. The area where ponding is to be observed, if any.
5. The areas where work is to be preformed.

THE NEW ROOF PLAN SHALL INDICATE:

1. Type of roof system.
2. The roof slope.
3. Roof drainage location (Note any added or changed drainage locations.)
4. The manufacturer's specification and installation instructions.

2. The architect or engineer ensures that all of the following evidence reveals:

- The structure is sufficient to sustain the weight of the additional dead load to roof the new roof system.
- The roof deck is structurally sound with all known rotted or deteriorated components having been replaced or reinforced with structurally sound material equal to or stronger than the original material.
- Roof drains and drainage are sufficient to prevent extensive accumulating of water. A guideline is no more than ½ inch of standing water within 48 hours or rainfall, during ambient drying conditions.
- The existing roof system is securely attached to the deck.
- The existing roof assembly above the deck line is dry or otherwise not deteriorated. Moisture must not be entrapped in either the existing or new roof assembly.
- Fire retardant requirements are maintained.

Construction Industries Division
COMMERCIAL RE-ROOF SUBMITTALS

Must comply with CHAPTER 15 2006 INTERNATIONAL BUILDING CODE and the NEW MEXICO ADMINISTRATIVE CODE 14.7.2.23.

14.7.2.23 CHAPTER 15 ROOF ASSEMBLIES AND ROOFTOP STRUCTURES:

A. Section 1501. General. See this section of the IBC.

B. Section 1502.1 Definitions. See this section of the IBC except that the following definitions are amended as indicated.

(1) **"Roof Replacement"** is amended to read: The process of removing the existing roof covering to the structural roof deck, repairing any substrate, and installing a new roof covering.

(2) **"Positive Roof Drainage"** is amended to read: The drainage condition in which consideration has been made for all loading deflections of the roof deck, and the additional slope has been provided to ensure drainage of the roof within 48 hours of precipitation. Drainage has occurred when no more than ½ inch of standing water remains after 48 hours of precipitation in normal drying conditions.

C. Sections 1503 through 1505. See these sections of the IBC.

D. Section 1506 - Materials. See this section of the IBC and add a new section as follows: Section 1506.5 Loose granular fill - pumice and other granular fill type materials are not permitted in roofing assemblies.

E. Sections 1507 through 1509. See these sections of the IBC.

F. Section 1510 - Reroofing.

(1) **1510.1 and 1510.2.** See these sections of the IBC.

(2) **1510.3 Recovering versus replacing.** Delete the first three lines of this section and substitute: New roof coverings shall not be installed without first removing existing roof coverings down to the structural roof deck where any of the following conditions occur:

(3) **1510.4 through 1510.6.** See these sections of the IBC.

[14.7.2.23 NMAC - Rp, 14.7.2.24 NMAC, 7-1-04]