

# BUILDING PERMIT GUIDE FOR COMMERCIAL CONSTRUCTION

State of New Mexico Regulation and Licensing Department Construction Industries Division

Albuquerque Office: 5500 San Antonio 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 87109  
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 proposed 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 six hundred thousand dollars (\$600,000) and do not exceed a total occupant load of fifty (50).

Nonresidential buildings, as defined in the 2015 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 six hundred thousand dollars (\$600,000.00) or a total occupant load greater than fifty (50). Occupant load shall be in accordance with Table 1004.1.1 of 2015 International Building Code.

## REQUIRED INSPECTIONS

To request an inspection e-mail us at [CID.Inspection@state.nm.us](mailto: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:

- 2015 New Mexico Commercial & Residential Building Code
- 2015 International Building Code
- 2015 International Existing Building Code
- 2015 International Residential Code
- 2012 Solar Energy Code (IAPMO)
- 2009 NM Energy Conservation Code
- ICC/ANSI A117.1-2009
- 2012 New Mexico Plumbing and Mechanical Code
- 2012 Uniform Mechanical Code (IAPMO)
- 2012 Uniform Plumbing Code (IAPMO)
- 2012 Uniform Swimming Pool, Spa and Hot Tub Code
- 2014 New Mexico Electrical Code
- 2014 National Electrical Code
- 2012 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
  - 2014 NFPA 58
  - 2012 NFPA 57
  - 2012 NFPA 54
  - 2010 NFPA 52
  - 2011 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 A117.1-2009 "Accessible and Usable Buildings and Facilities".

## CONSTRUCTION INDUSTRIES DIVISION WEB SITE

CID has developed a new information web site with "view only" information at [RLD.STATE.NM.US](http://RLD.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.PSIXAMS.COM](http://PUBLIC.PSIXAMS.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.



Multi-Purpose State Building Application

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State of New Mexico Regulation and Licensing Department Construction Industries Division
Santa Fe 2550 Cerrillos Rd Santa Fe, NM 87505 Phone: (505) 476 - 4700 Fax: (505) 476 - 4685
Albuquerque 5500 San Antonio NE Albuquerque, NM 87109 (505) 222 - 9800 (505) 765 - 5670
Las Cruces 505 S. Main St. Ste. 118 Las Cruces, NM 88004 (575) 524 - 6320 (575) 524 - 6319

Building Permit (Commercial includes electrical/mechanical/plumbing reviews) Residential Commercial Pre-Bid Trade Review Only
New Construction Alteration/Repairs/Demolition Additions Foundation only Reroof Electrical Review
wood metal frame masonry adobe rammed earth metal structure other Mechanical/Plumbing Review

Description of work:

THE FOLLOWING INFORMATION MUST BE PROVIDED

Physical Address of job site (must provide a physical address) Nearest City/Town/Village Zip Code County

GPS Coordinates optional X Coordinate Y Coordinate

MUST provide written Directions

Property Owner or Homeowner Information:

First Name Last Name E-mail address:

Address No. & Street / PO Box / Rural Route City State Zip Code Phone

Contractor Information (must provide proof of contract):

Company Name NM State License # and classification

Address No. & Street / PO Box / Rural Route City State E-Mail Address:

Contact Information (Name) Phone Fax

Design Professional Information:

Company Name NM State License #

Address No. & Street / PO Box / Rural Route City State

Contact Information (Name) Phone E-mail address:

Type of Construction I II III IV V A B Energy Compliance Climate Zone:
Occupancy Group A B E F H I M R S U Prescriptive Trade-off Performance Energy Code Not Applicable
Division 1 2 3 4 5
Square Footage: Valuation / Sign Contract: Fire Sprinklers Apply Y / N LP gas Appliance Apply Y / N

APPLICANT MUST READ AND SIGN THE FOLLOWING: 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 for 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 Signature Date

Officeical Use Only

Date Issued: Processed By: Tracking Number:
Received By: Total Fees Due:
Walk In Mail E-Mail: Partial Payment:
Paid By: Balance Due:
Check Money Order Credit Card Purchase Order

PLANNING/ZONING APPROVED BY: Signature Date:
FLOOD PLAIN APPROVED BY: Signature Date:
GENERAL BUILDING APPROVED BY: Signature Date:
UPC/UMC APPROVED BY: Signature Date:
NEC APPROVED BY: Signature Date: