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1 Building Official.

2 110.2 Submittal Documents. With each application for a building permit, and  
3 when required by the Building Official for enforcement of any provisions of  
4 this Code, two sets of plans and specifications shall be submitted.

5 EXCEPTION: The Building Official may waive the submission of  
6 plans, calculations, etc., if he finds that the nature of the work  
7 applied for is such that reviewing of plans is not necessary to  
8 obtain compliance with this Code. The Building Official shall  
9 require all plans and specifications be prepared and sealed by a  
10 Registered Architect and/or Registered Professional Engineer(s)  
11 licensed to practice in the State of New Mexico for all uses as listed  
12 in Chapter 3 of the International Building Code with the exception  
13 of:

- 14 1. Single-family dwellings not more than two (2) stories in height;
- 15 2. Multiple dwellings not more than two (2) stories in height  
16 containing not more than four (4) dwelling units of wood-frame  
17 construction; provided, this paragraph shall not be construed to  
18 allow a person who is not registered under the Architectural Act  
19 to design multiple clusters of up to four (4) dwelling units each  
20 to form apartment or condominium complexes where the total  
21 exceeds four (4) dwelling units on any lawfully divided lot;
- 22 3. Garages or other structures not more than two (2) stories in  
23 height which are appurtenant to buildings described in  
24 Paragraph 1 and 2 of this subsection;
- 25 4. Non Residential buildings, or additions, having a total occupant  
26 load of ten (10) or less and two stories or less in height. Does  
27 not include E (Educational), H (Hazardous) or I (Institutional)  
28 occupancies, all of which must be certified by an architect  
29 and/or engineer(s) licensed to practice in the State of New  
30 Mexico.
- 31 5. Alterations to buildings, or structures, which present no  
32 unusual conditions, hazards or change in occupancy.

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1           The Building Official may require the plans to be prepared and sealed by  
2 a Registered New Mexico Architect and/or Registered New Mexico  
3 Professional Engineer(s) for any specific construction that involves public  
4 safety or health and wherein the public welfare or the safeguarding of life,  
5 health or property is concerned, or a change of occupancy is involved.  
6 Occupant load shall be defined and determined by the method set forth in  
7 Table 1004.1.1 of the International Building Code.

8           When required by the Building Official the responsibility of a licensed  
9 Architect and Licensed Engineer(s) shall be demonstrated on each sheet of  
10 the drawings by the appearance of their seal and signature and shall include  
11 the following:

- 12           1.    Architect.
- 13           2.    Structural Engineer.
- 14           3.    Electrical Engineer.
- 15           4.    Mechanical Engineer.
- 16           5.    Civil Engineer.
- 17           6.    Where an additional specific technical consideration is required, it  
18 shall also be acknowledged by seal and signature. The Electrical design  
19 shall be prepared and sealed by a registered professional engineer,  
20 licensed to practice electrical engineering in the State of New Mexico,  
21 when the capacity exceeds the following:

- 22                   1.  200 A for single phase.
- 23                   2.  50 KVA for three phase.

24           The Mechanical design shall be prepared and sealed by a registered  
25 professional engineer, licensed to practice mechanical engineering in  
26 the State of New Mexico, when the total mechanical equipment,  
27 materials, and labor, exceeds \$50,000.00 in valuation or if the building  
28 exceeds two stories in height. The Plumbing design shall be prepared  
29 and sealed by a registered professional engineer, licensed to practice  
30 mechanical engineering in the State of New Mexico, when the fixture unit  
31 count of the project exceeds the capacity of one 4" building drain as  
32 specified in Table 7-3 of the Uniform Plumbing Code or if the building  
33 exceeds two stories in height.

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1 110.3 Information on Plans and Specifications. Plans shall be drawn to scale  
2 upon substantial paper and shall be of sufficient clarity to indicate the nature  
3 and extent of the work proposed and show in detail that it will conform to the  
4 provisions of the Technical Codes and all relevant laws, ordinances, rules  
5 and regulations. Information on plans and specifications shall include but  
6 not be limited to the following: the house and street address of the work,  
7 name and address of the owner, and/or the contractor and the person  
8 preparing the plans, seismic category, type of construction, area of each  
9 floor, occupancy group and occupant load, soil bearing capacity, concrete  
10 strength, lumber and steel stress values, wind, roof, and floor design loads.  
11 Plans shall also include a plot plan showing property lines and the location of  
12 the proposed building and of every existing building on the property.

13 The Building Official may require special calculations regarding three-  
14 story wood framed buildings, retaining walls, or any other data or  
15 computations not specifically mentioned herein in order to show the  
16 correctness of the plans.

17 Plans for buildings more than two stories in height of other than  
18 buildings regulated by the International Residential Code shall indicate how  
19 required structural and fire-resistive integrity will be maintained where a  
20 penetration will be made for electrical, mechanical, plumbing and  
21 communication conduits, pipes and similar systems.

22 For one- and two-family dwellings and townhouses regulated by the  
23 International Residential Code, minimum plan submittal to include but not be  
24 limited to the following drawings: Plot plan, Foundation plan, Floor Plan,  
25 Framing plan, Mechanical plan, Electrical plan, cross-section through bearing  
26 wall, elevations, and calculations as required by the Albuquerque Energy  
27 Conservation Code. Plumbing fixtures may be shown on the floor plan.

28 Information and computation on building services equipment shall be  
29 indicated in the plans including installation of consumer plumbing, drainage,  
30 gas piping, heating and cooling, ventilating and refrigeration systems.  
31 Electrical plans shall show electrical risers, conductor sizes, grounding, load  
32 calculations, disconnects, panel schedules and wiring methods.

1 Any specifications or general expression such as, "work shall be done in  
2 accordance with the Albuquerque Codes", or, "to the satisfaction of the City  
3 Building Official", shall be deemed inadequate and incomplete.

4 [+110.4 Construction Documents Review Procedures; Third-Party Plan  
5 Review: In addition to the standard plan review processes, applicants for  
6 building permits shall have the option of providing for a third-party plans  
7 reviewer or third-party reviewing agency, at the applicant's expense, to  
8 perform a code compliance review of the project, including review of one or  
9 more components of the construction documents set forth in this section, and  
10 to provide the Building Official with a certified report of the findings of the  
11 review, in a format acceptable to the Building Official. "Components" of  
12 construction documents as used in this section shall refer to the various  
13 disciplines requiring review. The Building Official shall accept such reports  
14 from approved third-party plans reviewers or plans review agencies, provided  
15 that the Building Official determines that such agencies and reviewers satisfy  
16 the qualification and reliability requirements established by the Building  
17 Official and all such reports are certified by reviewers who possess a valid  
18 license as a registered architect or professional engineer in the State of New  
19 Mexico. If the Building Official is satisfied that the proposed construction  
20 documents or certified components of construction documents conform to the  
21 requirements of the Technical Codes, the Uniform Administrative Code of the  
22 City of Albuquerque, and all applicable laws, rules, and regulations, the  
23 Building Official shall approve the construction documents or certified  
24 components of the construction documents.

25 110.4.1 Minimum Qualification, Training, Experience and Reliability  
26 Requirements for Approved Third-Party Reviewers and Third-Party Review  
27 Agencies. Third-party plans reviewers and third-party review agencies shall  
28 meet the following requirements:

- 29 1. Each third-party plans reviewer who reviews construction documents shall  
30 possess the appropriate licenses and/or certifications and expertise in  
31 order to review the type of documents being reviewed, and shall submit  
32 evidence annually that his or her license and/or certification is valid.

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- 1   2. Each plans review agency shall have adequate staff with the appropriate  
2   licenses and/or certifications and expertise to review the types of  
3   construction documents that they propose to review. All approved  
4   submitted construction documents shall bear the stamp and signature of  
5   the approving reviewer for the respective discipline.
- 6   3. Each third-party plans review agency shall include at least one registered  
7   architect or professional engineer licensed in the State of New Mexico who  
8   shall act as the professional in charge of the review and who shall certify  
9   the plan reviews performed by the agency. Any person working for the  
10   agency who is not so licensed shall work under the direct supervision of an  
11   architect or professional engineer who holds a current registration in the  
12   State of New Mexico.
- 13   4. Each plans reviewer who reviews construction documents under this  
14   section, either as a third-party plans reviewer or as a member of a plans  
15   review agency, shall have an acceptable level of expertise and experience  
16   in the performance of code compliance reviews in the disciplines for which  
17   he or she is seeking certification, which shall include at a minimum:  
18   possession of a current ICC certification as a plans reviewer, or a certifying  
19   agency recognized by ICC, IAPMO or NFPA, in the discipline or disciplines  
20   in which the reviewer is applying to perform reviews.
- 21   5. Such additional requirements as the Building Official may impose from  
22   time to time to ensure the accuracy and reliability of the plans reviewers  
23   and the plan reviews conducted.

24   110.4.2 Approval and Certification of Third-Party Plans Reviewers and Plan  
25   Review Agencies. An individual or agency that wishes to be certified as an  
26   approved third-party plans reviewer or third-party plans review agency shall  
27   submit an application on the form provided by the Building Official and shall  
28   provide all necessary information and documentation to demonstrate  
29   satisfaction of the minimum qualifications, training, experience and reliability  
30   requirements set forth in Subsection 110.4.3 The third-party plans reviewer  
31   and third-party plans review agency shall amend a pending certification  
32   application or a certification approval to notify the Building Official of any  
33   changes in material information submitted in the application upon which the

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1 approval and certification is based, including, but not limited to, changes in  
2 personnel identified in the application or changes in licensing, registration or  
3 certification status.

4 110.4.4 Scope of Third-Party Plan Review. When approving a third-party plans  
5 reviewer or third-party plans review agency, the Building Official shall specify  
6 the review disciplines of the permit construction documents that the plans  
7 reviewer or plans review agency is authorized to review. Each approved third-  
8 party plans reviewer or agency shall be assigned a number. The areas in  
9 which a third-party plans reviewer or third-party plans review agency may be  
10 certified may include any of the following: Architectural/Structural,  
11 Mechanical, Plumbing or Electrical. The Energy Conservation Code  
12 requirements shall be reviewed by each of the disciplines for compliance with  
13 the applicable Energy Conservation Code requirements of the City of  
14 Albuquerque. Third Party Plan Reviews of disciplines other than these will not  
15 be accepted.

16 110.4.5 Third Party Review Restriction: A third party reviewer/agency shall not  
17 perform plan review on a project which might present a conflict of interest due  
18 to their association with the project or to their relationship or association with  
19 other parties or individuals involved with the project, its design or  
20 construction.

21 110.4.6 Third Party Construction Documents Review Procedures. In order to  
22 participate, the property owner, agent or permit applicant shall advise the  
23 Building Safety Division, in writing, at the time of application that a certified  
24 third-party plans reviewer or third-party plans review agency will review one or  
25 more disciplines of the construction documents in conformity with the  
26 provisions of applicable laws, codes and ordinances. Standard plan review  
27 fees shall be paid at the time of application. The said construction documents  
28 shall be reviewed by the third-party plans reviewer and recommended for  
29 submission/approval in a certified report provided to the Building Official. The  
30 fees paid to the third-party plan reviewer or agency are independent and  
31 separate from any fees required by this code and shall be the sole  
32 responsibility of the property owner, agent or permit applicant.

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1 110.4.7 Review of Work Conducted by Third-Party Plans Reviewers and  
2 Revocation of Approval. The Building Official shall periodically conduct a  
3 detailed unannounced audit of documents reviewed by third-party plans  
4 reviewers and plans review agencies, and shall also maintain a tracking  
5 system to monitor the recommendations of the third-party plans reviewers. If  
6 the Building Official determines that plans recommended by the third-party  
7 reviewer or third-party reviewing agency for approval do not meet the  
8 requirements of the Technical Codes or that the reviewer or agency has failed  
9 to meet other requirements of this section, or any regulations promulgated  
10 there under, the Building Official is authorized to revoke the approval of the  
11 third-party reviewer or third party reviewing agency upon written notice,  
12 including the reason for the revocation. The approval may be reinstated if the  
13 Building Official determines that the third-party reviewer or third party  
14 reviewing agency has remedied the violation that formed the basis for the  
15 revocation and all requirements of Section 110.4.1 are met.

16 110.4.8 Notice of Revocation. The Chief Building Official shall provide the  
17 Third Party Plan Review Agency or Reviewer with written notice of his or her  
18 decision to remove or suspend the Third Party Review Agency or Reviewer  
19 from the Third-Party Program, which decision shall become effective upon  
20 service of the notice in accordance with Section 110.4.9

21 110.4.9 Service of Notice of Revocation. The Building Official shall affect  
22 service of a notice to revoke approval by one of the following methods:

- 23 1. Personal service on the Third Party Agency, Reviewer or their agent; or
- 24 2. Delivering the notice to the last known home or business address of the  
25 Third Party Agency or Reviewer as identified by the Third Party Reviewers  
26 application, the tax records, or business license records, and leaving it  
27 with a person over the age of sixteen (16) years old residing or employed  
28 therein; or
- 29 3. Mailing the notice, via first class mail postage prepaid, to the last known  
30 home or business address of the Third Party Agency, reviewer or their  
31 agent as identified by the Third Party Reviewer's application, the tax  
32 records, or business license records; or



1 4. If the notice is returned as undeliverable by the Post Office authorities, or if  
2 no address is known or can be ascertained by reasonable diligence, by  
3 posting a copy of the notice in a conspicuous place in or about the  
4 structure affected by such notice.

5 110.4.10 Appeal. The Building Official's decision may be appealed to the Board  
6 of Appeals within 10 days of service pursuant to Section 107 Appendix A of  
7 the Uniform Administration Code of the City of Albuquerque, but the filing of  
8 an appeal will not stay the effectiveness of the removal

9 110.4.11 Amended Construction Documents. All work shall conform to the  
10 approved application and plans for which the permit has been issued and any  
11 approved amendments to them. Any changes made during construction which  
12 deviate substantively from the approved plans shall be resubmitted for  
13 approval by the Building Safety Division.

14 110.4.12 Interpretations. See Section 105.1 of the City of Albuquerque Uniform  
15 Administrative Code, Appendix A.+]

16 Section 2. SEVERABILITY CLAUSE. If any section, paragraph, sentence,  
17 clause, word or phrase of this ordinance is for any reason held to be invalid or  
18 unenforceable by any court of competent jurisdiction, such decision shall not  
19 affect the validity of the remaining provisions of this ordinance. The Council  
20 hereby declares that it would have passed this ordinance and each section,  
21 paragraph, sentence, clause, word or phrase thereof irrespective of any  
22 provision being declared unconstitutional or otherwise invalid.

23 Section 3. COMPILATION. This ordinance shall be incorporated in and  
24 made part of the Revised Ordinances of Albuquerque, New Mexico, 1994.

25 Section 4. EFFECTIVE DATE. This ordinance shall take effect five days  
26 after publication by title and general summary.

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