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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 plans,
6 calculations, etc., if he finds that the nature of the work applied for is such
7 that reviewing of plans is not necessary to obtain compliance with this Code.

8 The Building Official shall require all plans and specifications be prepared
9 and sealed by a Registered Architect and/or Registered Professional

10 Engineer(s) licensed to practice in the State of New Mexico for all uses as
11 listed in Chapter 3 of the International Building Code with the exception of:

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

31 The Building Official may require the plans to be prepared and sealed by
32 a Registered New Mexico Architect and/or Registered New Mexico
33 Professional Engineer(s) for any specific construction that involves public

1 safety or health and wherein the public welfare or the safeguarding of life,
2 health or property is concerned, or a change of occupancy is involved.
3 Occupant load shall be defined and determined by the method set forth in
4 Table 1004.1.1 of the International Building Code.

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

- 9 1. Architect.
- 10 2. Structural Engineer.
- 11 3. Electrical Engineer.
- 12 4. Mechanical Engineer.
- 13 5. Civil Engineer.

14 6. Where an additional specific technical consideration is required, it
15 shall also be acknowledged by seal and signature. The Electrical design shall
16 be prepared and sealed by a registered professional engineer, licensed to
17 practice electrical engineering in the State of New Mexico, when the capacity
18 exceeds the following:

- 19 1. 200 A for single phase.
- 20 2. 50 KVA for three phase.

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

30 110.3 Information on Plans and Specifications. Plans shall be drawn to scale
31 upon substantial paper and shall be of sufficient clarity to indicate the nature
32 and extent of the work proposed and show in detail that it will conform to the
33 provisions of the Technical Codes and all relevant laws, ordinances, rules

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1 and regulations. Information on plans and specifications shall include but
2 not be limited to the following: the house and street address of the work,
3 name and address of the owner, and/or the contractor and the person
4 preparing the plans, seismic category, type of construction, area of each
5 floor, occupancy group and occupant load, soil bearing capacity, concrete
6 strength, lumber and steel stress values, wind, roof, and floor design loads.
7 Plans shall also include a plot plan showing property lines and the location of
8 the proposed building and of every existing building on the property.

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

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

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

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

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

32 **110.4 Construction Documents Review Procedures; Third-Party Plan**
33 **Review:** In addition to the standard plan review processes, applicants for

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1 building permits shall have the option of providing for a third-party plans
2 reviewer or third-party reviewing agency, at the applicant’s expense, to
3 perform a code compliance review of the project, including review of one or
4 more components of the construction documents set forth in this section, and
5 to provide the Building Official with a certified report of the findings of the
6 review, in a format acceptable to the Building Official. “Components” of
7 construction documents as used in this section shall refer to the various
8 disciplines requiring review. The Building Official shall accept such reports
9 from approved third-party plans reviewers or plans review agencies, provided
10 that the Building Official determines that such agencies and reviewers satisfy
11 the qualification and reliability requirements established by the Building
12 Official and all such reports are certified by reviewers who possess a valid
13 license as a registered architect or professional engineer in the State of New
14 Mexico. If the Building Official is satisfied that the proposed construction
15 documents or certified components of construction documents conform to the
16 requirements of the Technical Codes, the Uniform Administrative Code of the
17 City of Albuquerque, and all applicable laws, rules, and regulations, the
18 Building Official shall approve the construction documents or certified
19 components of the construction documents.

20 **110.4.1 Minimum Qualification, Training, Experience and Reliability**

21 **Requirements for Approved Third-Party Reviewers and Third-Party Review**
22 **Agencies. Third-party plans reviewers and third-party review agencies shall**
23 **meet the following requirements:**

- 24 1. Each third-party plans reviewer who reviews construction documents shall
25 possess the appropriate licenses and/or certifications and expertise in
26 order to review the type of documents being reviewed, and shall submit
27 evidence annually that his or her license and/or certification is valid.
- 28 2. Each plans review agency shall have adequate staff with the appropriate
29 licenses and/or certifications and expertise to review the types of
30 construction documents that they propose to review. All approved
31 submitted construction documents shall bear the stamp and signature of
32 the approving reviewer for the respective discipline.

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

19 **110.4.2 Approval and Certification of Third-Party Plans Reviewers and Plan**
20 **Review Agencies.** An individual or agency that wishes to be certified as an
21 approved third-party plans reviewer or third-party plans review agency shall
22 submit an application on the form provided by the Building Official and shall
23 provide all necessary information and documentation to demonstrate
24 satisfaction of the minimum qualifications, training, experience and reliability
25 requirements set forth in Subsection 110.4.1 The third-party plans reviewer
26 and third-party plans review agency shall amend a pending certification
27 application or a certification approval to notify the Building Official of any
28 changes in material information submitted in the application upon which the
29 approval and certification is based, including, but not limited to, changes in
30 personnel identified in the application or changes in licensing, registration or
31 certification status. The Building Official shall provide a notice to any third
32 party plans review agency or reviewer of denial of certification and the reason
33 for the denial.

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1 110.4.3 Scope of Third-Party Plan Review. When approving a third-party plans
2 reviewer or third-party plans review agency, the Building Official shall specify
3 the review disciplines of the permit construction documents that the plans
4 reviewer or plans review agency is authorized to review. Each approved third-
5 party plans reviewer or agency shall be assigned a number. The areas in
6 which a third-party plans reviewer or third-party plans review agency may be
7 certified may include any of the following: Architectural/Structural,
8 Mechanical, Plumbing or Electrical. The Energy Conservation Code
9 requirements shall be reviewed by each of the disciplines for compliance with
10 the applicable Energy Conservation Code requirements of the City of
11 Albuquerque. Third Party Plan Reviews of disciplines other than these will not
12 be accepted.

13 110.4.4 Third Party Review Restriction: A third party reviewer/agency shall not
14 perform plan review on a project which might present a conflict of interest due
15 to their association with the project or to their relationship or association with
16 other parties or individuals involved with the project, its design or
17 construction.

18 110.4.5 Third Party Construction Documents Review Procedures. In order to
19 participate, the property owner, agent or permit applicant shall advise the
20 Building Safety Division, in writing, at the time of application that a certified
21 third-party plans reviewer or third-party plans review agency will review one or
22 more disciplines of the construction documents in conformity with the
23 provisions of applicable laws, codes and ordinances. Standard plan review
24 fees shall be paid at the time of application. The said construction documents
25 shall be reviewed by the third-party plans reviewer and recommended for
26 submission/approval in a certified report provided to the Building Official. The
27 fees paid to the third-party plan reviewer or agency are independent and
28 separate from any fees required by this code and shall be the sole
29 responsibility of the property owner, agent or permit applicant.

30 110.4.6 Review of Work Conducted by Third-Party Plans Reviewers and
31 Revocation of Approval. The Building Official shall periodically conduct a
32 detailed unannounced audit of documents reviewed by third-party plans
33 reviewers and plans review agencies, and shall also maintain a tracking

1 system to monitor the recommendations of the third-party plans reviewers. If
2 the Building Official determines that plans recommended by the third-party
3 reviewer or third-party reviewing agency for approval do not meet the
4 requirements of the Technical Codes or that the reviewer or agency has failed
5 to meet other requirements of this section, or any regulations promulgated
6 there under, the Building Official is authorized to revoke the approval of the
7 third-party reviewer or third party reviewing agency upon written notice,
8 including the reason for the revocation. The approval may be reinstated if the
9 Building Official determines that the third-party reviewer or third party
10 reviewing agency has remedied the violation that formed the basis for the
11 revocation and all requirements of Section 110.4.1 are met.

12 110.4.7 Notice of Revocation. The Building Official shall provide the Third
13 Party Plan Review Agency or Reviewer with written notice of his or her
14 decision to remove or suspend the Third Party Review Agency or Reviewer
15 from the Third-Party Program. The written notice shall also provide
16 explanation for the removal or suspension. The decision shall become
17 effective upon service of the notice in accordance with Section 110.4.8

18 110.4.8 Service of Notice of Revocation. The Building Official shall affect
19 service of a notice to revoke approval by one of the following methods:

- 20 1. Personal service on the Third Party Agency, Reviewer or their agent; or
- 21 2. Delivering the notice to the last known home or business address of the
22 Third Party Agency or Reviewer as identified by the Third Party Reviewers
23 application, the tax records, or business license records, and leaving it
24 with a person over the age of sixteen (16) years old residing or employed
25 therein; or
- 26 3. Mailing the notice, via first class mail postage prepaid, to the last known
27 home or business address of the Third Party Agency, reviewer or their
28 agent as identified by the Third Party Reviewer's application, the tax
29 records, or business license records; or
- 30 4. If the notice is returned as undeliverable by the Post Office authorities, or if
31 no address is known or can be ascertained by reasonable diligence, by
32 posting a copy of the notice in a conspicuous place in or about the
33 structure affected by such notice.

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1 110.4.9 Appeal. The Building Official’s decision to deny certification, revoke
2 certification or deny reinstatement of the certification may be appealed to the
3 Board of Appeals within 10 days of service pursuant to Section 107 of the
4 Uniform Administrative Code of the City of Albuquerque, but the filing of an
5 appeal will not stay the effectiveness of the decision.

6 110.4.10 Amended Construction Documents. All work shall conform to the
7 approved application and plans for which the permit has been issued and any
8 approved amendments to them. Any changes made during construction which
9 deviate substantively from the approved plans shall be resubmitted for
10 approval by the Building Safety Division.

11 110.4.11 Interpretations. See Section 105.1 of the City of Albuquerque Uniform
12 Administrative Code.

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

20 Section 3. COMPILATION. This ordinance shall be incorporated in and
21 made part of the Uniform Administrative Code of the City of Albuquerque.

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

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