BUILDING PERMIT GUIDE FOR COMMERCIAL CONSTRUCTION

State of New Mexico | Regulation and Licensing Department | Construction Industries Division

Albuquerque Office | 5500 San Antonio NE | Albuquerque, NM 87109 | (505) 222-9800
Las Cruces Office | 505 S Main, Ste 103 | PO Box 939 | Las Cruces, NM 88001 | (575) 524-6320
Santa Fe Office | 2550 Cerrillos Rd | PO Box 25101 | Santa Fe, NM 87504 | (505) 476-4700

TO REQUEST A BUILDING PERMIT IT IS CRITICAL THAT THE APPLICANT BE VALIDLY LICENSED WITH THE APPROPRIATE LICENSE CLASSIFICATION THAT COVERS THE WORK FOR WHICH A PERMIT IS REQUESTED.

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 qualifying party requesting the permit must sign the application. Call (505) 476-4869 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 on the signed contract between the project owner and contractor and New Mexico Construction Laws. To obtain a permit the division requires submission of the signed contract between the project owner and contractor. The fee, which covers plan review, the permit, and certain required inspections, is based on the valuation amount. Our office will calculate the valuation and fee for you. Before the division can complete the application process and issue the permit, *you* must successfully make payment. 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

There are two methods for plan submission: Electronic Plan Review [EPR] and hard copy submission to CID office. For EPR, submission will be according to website directions. For hard copy submission, submit two complete sets of plans with minimum dimensions of 1/4" = I', on paper that is at least 11"x 17", 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):

1. 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 I 0, Table I 004. 1 .2)
5. Allowable area calculations
6. Exiting requirements
7. Plumbing fixture requirements based on IBC Chapter 29,
8. Fire suppression systems
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. COMMERCIAL ENERGY CONSERVATION CODE. The 2018 Commercial Conservation Code, 14.7.9 NMAC, shall be complied with for all commercial structures. When required, an inspection checklist documenting the building component characteristics of the proposed design as specified in Table C407.5.1(1) shall be submitted.

7. 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.

8. BUILDING SECTIONS AND WALL SECTIONS. Show & label materials of construction, non-rated and fire-rated assemblies, and fire-rated penetrations. Show dimensions of all heights.

9. MECHANICAL SYSTEM. Show the entire mechanical system. Include all HVAC units, sizes, mounting details, all ductwork and duct sizes, and mounting details. Indicate all required smoke and fire damper locations. Provide applicable equipment schedules. Please note: All Fire Suppression System submittals shall be reviewed and approved by the State Fire Marshall's Office (SFMO). All Energy Code calculations submitted shall comply with the requirements of the 2018 New Mexico Energy Conservation Code. See 14.5.2. 10 L NMAC regarding submittal documents.

10. PLUMBING SYSTEM. Show entire plumbing system including pipe riser elevations, fitting placement, and direction of flow and fixture locations. Please indicate all pipe materials and sizes. Indicate all points of connection to site utilities, liquid waste disposal systems, pretreatment systems, plumbing appurtenances, and water wells.

11. 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.

12. STRUCTURAL CALCULATIONS. Where required, provide structural calculations for the entire structural system of the project.
Include wind, roof, and floor design loads.

13. 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.

14. 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.

15. 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 2021 NM Commercial Building Code, or additions having a total occupant load of ten (10) or fewer 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. Or if project value is greater than six hundred thousand dollars ($600,000). 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 $200,000.00 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) or a total occupant load greater than fifty (50). Occupant load shall be in accordance with Table 1004.1.2 of the International Building Code as referenced in the 2021 New Mexico Commercial Building Code.

REQUIRED INSPECTIONS To request an inspection e-mail us at CID.Inspection@state.nm.us or 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 prime contractor is responsible for coordinating all inspections including 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 per 14.5.3.13 NMAC.

COMMERCIAL DEMOLITION AND RENOVATION
Two sets of site plans Identifying the structure(s) to be demolished shall be provided. Call the Air Pollution Control Bureau at least 10 days in advance of any demolition or renovation for information regarding the handling of asbestos-containing materials at l -800-224-7009. All projects including removal or handling of asbestos-containing material must include verification of compliance with Air Pollution Control Bureau requirements.

APPLICABLE CODES
The Construction Industries Division currently enforces the following codes:
2021 NM [International] Commercial & Residential Building Code
2021 NM [International] Existing Building Code
2012 NM [Uniform] Solar Energy Code (lAPMO)
2018 NM [International] Commercial Energy Conservation Code
2017 ICC/ANSI A117.1
2021 NM [Uniform} Mechanical Code (IAPMO)
2021 NM [Uniform] Plumbing Code (IAPMO)
2012 NM [Uniform] Swimming Pool, Spa, and Hot Tub Code (IAPMO)
2020 NM [National] Electrical Code
2012 NM [National] Electrical Safety Code
2021 NM Earthen Building Materials Code
2021 NM Historic Earthen Building Code
Liquefied Petroleum Gas Standards
2020 NFPA 58
2021 NFPA 54
2021 NFPA 52
2021 NFPA 1192

ACCESSIBILITY
Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code, and supersede Chapter 11, Accessibility, of the International Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1-2017 "Accessible and Usable Buildings and Facilities".

CONSTRUCTION INDUSTRIES DIVISION WEBSITE CID's website at https://www.rld.nm.gov includes information of interest to consumers, businesses, and the regulated community.

CONTRACTOR LICENSE LOOKUP
A license website has been developed at https://public.psiexams.com. This site includes the names, addresses, and telephone numbers of licensed contractors and their license classification. Verify appropriate licensure for all subcontractors.