
Building Permit Guide for Commercial Construction

Permit Application Data

To obtain a building permit, the applicant shall fill out an Application for Development Review Permit form. Applicants 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 requesting the permit must sign the application.

Zoning Approval

The project may be located in an area requiring zoning approval from the Village of Corrales. Applications are reviewed for zoning compliance with the current Village of Corrales Land Use Ordinances. Zoning approval must be obtained, with signature, on the application for Corrales Building Permits. Applicants must submit a site plan following attached procedures to obtain zoning review. Commercial development may also require a Site Development Plan review and approval by the Planning and Zoning Commission prior to issuance of permits.

Fees

Applications and permits will not be released without payment of administrative and engineering fees prior to review. All fees are non-refundable. Fees shall be charged for building permits, engineering review (if applicable), grading permits, inspections and issuance of Certificates of Occupancy for all construction within the scope of the Corrales Building Code. Fees shall be paid in accordance with the Village Permit Fee Schedule adopted November 14th, 2006, or the latest adopted fee schedule.

Plan Submittal

Three complete sets of plans and specifications must be submitted for permit and must be sufficiently clear to show the project in its entirety. The following is a minimum standard of required drawings for review for new commercial construction, additions, and remodels. Use the list as a checklist when preparing the 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. Design Criteria list:
 - i. Type of building construction (UBC Chapter 6)
 - ii. Square footage area of each floor or wing and total building square footage
 - iii. Group or use and occupancy (UBC Table 3-A) including mixed occupancies, if applicable
 - iv. Occupant load (UBC Chapter 10, Table 10-A)
 - v. Allowable area calculations
 - vi. Exiting requirements
 - vii. Plumbing fixture requirements based on UBC Chapter 29, Appendix Chapter 29, Table A-29-A
 - viii. Fire sprinklers
 - ix. Height and number of stories
 - x. Land use zone
 - xi. Location of property
 - xii. 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 the 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 and label materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.
8. *Structural Calculations:* Where required, provide structural calculations for the entire structural system of the project. Include wind, roof and floor design loads.
9. *Specification:* 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.
10. *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.
11. *Revisions:* For clarity, all revisions should be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.
12. *Truss Detail (Engineer Required).*

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 signatures and dates, 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 (\$400,000.00) and do not exceed a total occupant load of fifty (50).

- Nonresidential buildings, as defined in the 2003 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 CID determines such a 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 fifty thousand dollars (\$50,000.00) or more in value and/or commercial buildings three stories and higher. NOTE: There is a height limitation of 26' in Corrales.

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 10-A of the 1997 Uniform Building Code.

Required Inspections

A 48-hour notice is required prior to inspection. The contractor or homeowner builder must call the Village of Corrales' building inspector (897-0502) for each of the following phases of construction.

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 sub-floor.
3. *Frame Inspection:* To be made after the roof, all framing, fire blocking and bracing is 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. *Bond Beam Inspection:*
7. *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 Mex-

ico 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 Quality 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 Quality 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:

- 2003 New Mexico Building Code
- 2003 International Building Code
- 2003 International Residential Code
- 1997 Solar Energy Code (IAPMO)
- 2003 International Energy Conservation Code
- 2003 New Mexico Energy Conservation Code
- ICC/ANSI A117.1-1998
- 2003 New Mexico Plumbing and Mechanical Code
- 2003 Uniform Mechanical Code (IAPMO)
- 2003 Uniform Plumbing code (IAPMO)
- 1997 Uniform Swimming Pool, Spa and Hot Tub Code
- 2002 New Mexico Electrical Code (1999 NMEC – June, 1999)
- 2002 National Electrical Code (1999 NEC – June, 1999)
- 2002 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
- NFPA 58-1998 for LP Gas
- NFPA 57
- NFPA 54 National Fuel Gas Code
- NFPA 52
- NFPA 501-C

Accessibility

Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code, and supercede Chapter 11, Accessibility, of the Uniform Building Code. The adopted standard of quality for accessible design is the ICC/ANSI A117.1-1998 “Accessible and Usable Buildings and Facilities”.

Construction Industries Division Web Site

CID has an information web site with “view only” information at www.state.nm.us/rld/cid. This site includes information of interest to consumers, businesses and the regulated community.

Contractor License Look-Up

A license “View Only” web site is located at www.contractorsnm.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.