# COMMERCIAL BUILDING PERMIT GUIDE

## PERMIT APPLICATION DATA

To obtain a permit, the applicant shall complete a Building Permit Application. An application will only be considered complete when submitted with the following; all applicable plans as described in the **PLAN SUBMISSION** section of this guide, a complete 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 contractor is required to sign the permit application and also possess a current and valid GB98 contractor license issued by the State of New Mexico Construction Industries Division.

## ZONING APPROVAL

Your project may be located in an area where zoning approval from the City of Artesia or Eddy County, may be required. Such approvals shall be obtained prior to submitting the building permit application.

## VALUATION AND FEES

Valuation of your project is based on Municipal Code Title 8 Chapter 1. A signed copy of the contract between the property owner and the contractor is required to be submitted with the building permit application.

## SEPTIC TANK PERMIT

Obtain a permit to modify or install an individual liquid waste system from your local NM Environmental Department Office. 1.800.219.6157

## PLAN SUBMISSION

Submit three sets of plans scaled to ¼" = 1'. Submission of an additional digital copy with all sheets on one file is recommended and will expedite the review process. Submitted specifications shall be comprehensive to sufficiently define the project in its entirety. The following is the minimum standards required of drawings submitted for review:

1. **COVER SHEET.**
   a. Project identification
   b. Project address and location map
   c. The primary design professional (the professional responsible for project coordination) shall be identified. All communications should be directed through this individual
   d. Applicable Codes annotated on cover sheet
   e. Design Criteria:
      1. Building Construction Type (IBC Chapter 6)
      2. Square footage of building and of each floor or wing.
      3. Occupancy Group and/or use, include applicable mixed occupancies (IBC Chapter 3)
      4. Occupant Load (IBC Chapter 10, Table 1004.1.1)
      5. Allowable area calculations
      6. Exiting Requirements
      7. Plumbing Fixture Requirements (IBC Chapter 29)
      8. Applicable Fire Sprinklers
      9. Height and Number of Stories
      10. Land Use Zone
      11. Location of Property

2. **SITE PLAN.** Illustrate proposed new structures and any existing buildings or structures located on the same lot, 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. Provide all required parking information, including accessible parking, access aisles and ramps as per **ICC/ANSI A117.1-2003**. Provide drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. Include applicable topographical surveys. Provide a north arrow.

3. **FOUNDATION PLAN.** Illustrate all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcement. 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.

4. **FLOOR PLAN.** Illustrate all floors including basements. Illustrate all rooms, with their respective use, overall dimensions and locations of all structural elements and openings. Illustrate all doors and windows and provide respective schedules. Illustrate all fire assemblies, door label ratings, area and occupancy separations and draft stops. Include exiting requirements.

5. **FRAMING AND ROOF FRAMING PLANS.** Illustrate all structural members, including sizes, methods of attachment, location and materials for floors and roofs. Include roof plan.

6. **EXTERIOR ELEVATIONS.** Illustrate all views. Provide all vertical and horizontal dimensions. Illustrate all openings and identify all materials. Provide applicable lateral bracing system.

7. **BUILDING AND WALL SECTIONS.** Illustrate and label materials used for construction. Provide dimensions. Include all non-rated, fire-rated assemblies and fire-rated penetrations.

8. **MECHANICAL SYSTEM.** Illustrate entire mechanical system. Including units, mounting details, duct work and sizes. Indicate required fire dampers. Submit energy conservation calculations per 2006 Model Energy Code requirements. Provide equipment schedules.

9. **PLUMBING SYSTEM**. Illustrate entire plumbing system (drains, water and gas piping); include riser diagrams, all fixtures, piping, slopes, materials and sizes. Show points of connection to utilities, septic systems, pre-treatment sewer systems and water wells. Provide fixture and equipment schedule.

10. **ELECTRICAL SYSTEM**. Illustrate entire electrical system; include electrical riser diagrams, all electrical fixtures (interior, exterior and site), wiring sizes, circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current and load calculations. Provide lighting calculations and point of connection to utility. Provide fixture schedule.

11. **STRUCTURAL CALCULATIONS.** Provide calculations for the entire structural system. Include wind, roof and floor design and snow loads.

12. **SPECIFICATIONS.** Define all 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 is the responsibility of the individual identified on the cover sheet as the primary design professional to notify **THE BUILDING OFFICIAL** of any and all changes

throughout the project and provide revised plans, calculations and other applicable documents prior to construction.

14. **REVISIONS.** Revisions shall be identified with a delta symbol and clouded on the drawings or resubmitted as a new plan set.

## REQUIREMENTS FOR PROFESSIONAL SEALS

Every standard page of the construction documents shall 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

Projects that do not exceed a construction valuation of four hundred thousand dollars ($400,000) and do not exceed a total occupant load of fifty (50) require a single seal from either a New Mexico registered engineer or architect.

Nonresidential buildings, as defined in the 2009 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, may not require the seal of either an architect or engineer, unless **THE BUILDING OFFICIAL** 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 are required for any installation with a calculated service capacity over 100 kVA single-phase or over 225 kVA three-phase. This requirement does 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 SEAL REQUIREMENTS

Professional seals of both an architect and engineer(s) are required on projects with 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 1004.1.1 of 2009 International Building Code.

# SCHEDULE ALL INSPECTIONS WITH 24 HOUR ADVANCED NOTICE @ 575.748.8298

## REQUIRED INSPECTIONS

1. **FOUNDATION INSPECTION.** To be made after excavations for footings are complete and all required reinforcing steel and 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. Where the foundation is to be constructed of approved treated wood **THE BUILDING OFFICIAL** may additional inspections.
2. **CONCRETE SLAB OR UNDER FLOOR INSPECTION.** To be made before any concrete is placed or floor sheathing installed including subfloor and after all in-slab or under-floor building service equipment, electrical conduit, plumbing and other ancillary equipment items are in place and have passed their respective inspections.
3. **FRAME INSPECTION.** To be made after the roof, all framing, fire blocking and bracing are in place and all electrical, plumbing, mechanical and other ancillary trades have passed their respective inspections.
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.** The final inspection may only be scheduled once the electrical, plumbing, mechanical and all other ancillary trade inspections have been completed and approved. Final approval from **THE FIRE MARSHAL** shall also be obtained prior to scheduling the final inspection. Once the final inspection has been completed and approved, **THE BUILDING OFFICIAL** will then consider the project complete and ready for occupancy and will issue a **CERTIFICATE OF OCCUPANCY.**

## CERTIFICATE OF OCCUPANCY

No building or structure shall be used or occupied, and no changes 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.**

## COMMERCIAL DEMOLITION AND RENOVATION

Contact the Air Pollution Control bureau for information regarding the handling of asbestos containing materials at 1-800-224-7009 prior to applying for a demolition and renovation permit of existing commercial structures. The Air Pollution Control Bureau requires 10 days advanced notice prior of to any demolition and renovation of commercial structures.

## APPLICABLE CODE

The City of Artesia Building Division currently enforces the following:

- 2009 New Mexico Commercial & Residential Building Code
- 2009 International Building Code
- 2009 International Existing Building Code
- 2009 International Residential Code
- 1997 Solar Energy Code (IAPMO)
- 2006 NM Energy Conservation Code
- ICC/ANSI A117.1-2003
- 2009 New Mexico Plumbing and Mechanical Code
- 2009 Uniform Mechanical Code (IAPMO)
- 2009 Uniform Plumbing Code (IAPMO)
- 1997 Uniform Swimming Pool, Spa and Hot Tub Code
- 2014 New Mexico Electrical Code
- 2014 National Electrical Code
- 2009 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
  - 2008 NFPA 58
  - 1999 NFPA 57
  - 2006 NFPA 54
  - 1998 NFPA 52
  - 1999 NFPA 1192

## ACCESSIBILITY

Accessibility requirements are detailed in Chapter 11, Accessibility, of the New Mexico Building Code and supersede, Chapter 11 of the International Building Code. The adopted standard for accessible design is the **ICC/ANSI A117.1-2003 "ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES".**

## CONTRACTOR LICENSE RESOURCE

URL public.psiexams.com is the location of a public website which contains the names and contact information of contractors along with their respective classifications as licensed by the State of New Mexico Construction Industries Division (CID). The site also includes information regarding all necessary requirements to obtain a CID issued contractor license.